



# LES CHENEAUX

## CULINARY SCHOOL

Les Cheneaux Culinary School (LCCS) 186 S. Pickford Avenue, Hessel, Michigan 49745  
Contact us: (906) 484-4800 [www.lccculinary.org](http://www.lccculinary.org)

### ENROLLMENT AGREEMENT

---

#### Student information

Student's name: (first) \_\_\_\_\_ (last) \_\_\_\_\_

Address: (street, city, state, zip code): \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_ (Work): \_\_\_\_\_

Email address: \_\_\_\_\_

Last four digits of the student's social security number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

---

#### Educational Background

Prospective students must provide official proof of high school completion (a diploma), OR its equivalent (GED); OR complete the Ability to Benefit (ATB) testing requirements at an authorized testing center. Additionally, prospective students must be 18 years of age on or before the day the program commences.

High School (name): \_\_\_\_\_ Graduation Date: \_\_\_\_\_

General Education Development (GED): Yes/No \_\_\_\_\_ GED Date: \_\_\_\_\_

College (name): \_\_\_\_\_ Graduation Date: \_\_\_\_\_

---

#### Program Costs

- Tuition = \$12,500
  - Registration Fee = \$200
  - Knives = \$230
  - Jacket = \$50 (2)
  - Pants = \$40 (2)
  - Skullcaps = \$20 (2)
  - Apron = \$25 (2)
-

## Payment Information

Payment amount:

Method of Payment:

Deposit:

Balance due:

Loan amount:

Schedule of payments:

Scholarship amount (if applicable):

Accepted Payment methods: Cash, check, money order and credit card (AMEX, Visa or MasterCard) a 2% processing fee will be assessed to credit card charges.

---

## Class Schedule

Schedule of the enrolled student:

Time of day: **8:00 a.m. – 4:00 p.m.**

Days of the week: **Monday - Thursday**

Program name in which the student is enrolling: **Les Cheneaux Culinary Program**

Number of clock hours in the program: **1460**

Student's start date: **September 18<sup>th</sup>, 2017**

Scheduled graduation date: **September 8<sup>th</sup>, 2018<sup>\*actual</sup>**

*ceremony date may change*

---

## Schedule of Payment

- \$200 registration fee is due upon submission of the Enrollment Agreement.
- \$12,500 tuition fee may be paid in full upon acceptance into the program or in three payment periods.
  - Payment Period: \$4,300, \$4,100 & \$4,100 must be paid in three installments prior to commencement of the first three class terms. No interest or service fees will be assessed for students that remit payment over the designated payment period.
- Knives, Jacket, Pants, Skullcaps and Apron are billed to the student upon purchase.

---

## LCCS Scholarship Program

LCCS offers an institutional scholarship to students who have financial need, as determined by information provided in the Les Cheneaux Culinary School Scholarship Application and who are enrolled in the fulltime Culinary Training Program.

Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship. If this scholarship is combined with other federal, state or institutional aid resources, the total combined amount cannot exceed the student's direct cost of attendance (tuition, supplies, books and fees).

The scholarship will not be awarded to the student, in whole or in part, as a cash payment. Student must be in good financial standing with the institution to receive eligible scholarship disbursements.

LCCS makes available a limited amount of money each year for such scholarships. Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students. For the 2016-2017 calendar year, \$22,500 has been budgeted for scholarships.

---

## Scholarship Requirements

To apply for the LCCS scholarship, applicants must submit an essay explaining why they want to pursue a postsecondary education and a career in the culinary profession and must complete all application requirements prior to the established due dates. Please review the complete rules for the scholarship and competitions as outlined in the application and eligibility materials. The scholarship awards will be applied towards tuition costs for the LCCS Culinary Training Program.

The student must enroll and begin the program of study at LCCS the year the scholarship has been awarded. Failure to do so will void the scholarship.

Recipients must also complete the standard application process and meet all admissions and eligibility requirements thereof.

In order to maintain eligibility, the student must:

- a. Maintain full-time student status.
- b. Maintain attendance in good standing throughout the program.
- c. Students must maintain Satisfactory Academic Progress (SAP) as described here to receive scholarship disbursements:
  - Satisfactory academic progress is measured qualitatively, by review of the Cumulative Grade Point Average (CGPA); and quantitatively by review of the 90% cumulative attendance rate. All students must complete within a maximum timeframe of 100% of the program length. Due to the intensive and immersive nature of training, program length may not be extended.
  - Satisfactory progress is defined as a minimum of a 2.00 CGPA and an attendance rate of at least 90% of the scheduled clock hours. To successfully complete a program, the student must complete all program requirements within 100% of the program length, measured in weeks. LCCS does not permit students to take a leave of absence.
  - Students are graded on participation, quizzes, tests, projects, daily assignments, skills progress, and internship. At the end of each term (10 weeks), all students are evaluated for satisfactory academic progress.

---

## Scholarship Disbursements

The scholarship funds will be awarded in 3 equal payments into the students LCCS account at the beginning of each term and after a satisfactory SAP has been determined.

---

## Impact of Withdrawal or Termination on Scholarship

In the event that the student withdraws from the program or is terminated by LCCS for failure to comply with school policies, the LCCS refund policy will not apply to the scholarship, in that the student will not receive a refund if the credit balance is due to the scholarship award.

---

## LCCS Student Loan Promissory Note Fund

The LCCS, together with financial assistance from a group of generous donors, has established a Student Loan Fund for the purpose of assisting students in the payment of their LCCS tuition. The desire is for these funds to be repaid as soon as possible so that they can be made available to future students. Monies raised for this Fund will be kept and managed in a dedicated account.

Students desiring tuition assistance from this Fund should complete the required Student Loan Fund Application. Upon approval of their request, the student will be required to sign a Student Loan Fund Promissory Note. The LCCS Subsidized Loans program is available to full-time students who display financial need. Financial need is determined by the results of the student's loan application and the school's Cost of Tuition. LCCS pays (subsidizes) the interest that accrues on the LCCS Subsidized Loan during the time the student is enrolled and meeting satisfactory academic progress. First time enrollees may borrow up to \$12,500 for tuition fees ONLY. The amount of the loan must be paid in full within three (3) years of program completion/graduation. Students who voluntarily withdraw, or are withdrawn from the program due to failure to meet satisfactory academic progress, attendance and/or conduct policies, will be required to remit payment within three (3) years of the official date of withdrawal. Outstanding loan balances will be subject to a 5% interest fee upon the student's program graduation/completion date.

The award will be awarded in three (3) equal payments into the student's LCCS account at the beginning of each term and after a satisfactory SAP has been determined. Scholarship money may only be used .

**REJECTION OF APPLICANT:** If an applicant is rejected for enrollment by LCCS, a full refund of all monies paid will be made to the applicant.

**PROGRAM CANCELLATION:** If LCCS cancels a program subsequent to a student's enrollment, LCCS will refund all monies paid by the student.

**CANCELLATION PRIOR TO THE START OF CLASS OR NO SHOW:** If a student cancels 30 days prior to the start of scheduled classes or never attends class (no-show), LCCS will refund all monies paid, less a maximum application/registration fee of \$200. LCCS will accept cancellation requests by email, phone or in writing. A refund will be issued in accordance with the Refund Policy denoted below. Because of the upfront investment in training materials and administrative details, LCCS will refund all tuition monies less the \$200.00 (U.S.D.) registration fee.

**THIRD PARTY PAYER:** In the event a third party paid said student's tuition, any refund due will be issued to that third party.

**REFUND PROCESSING:** All refunds due will be made within thirty days (30) calendar days of the first scheduled day of class, date of cancellation, or date of determination, whichever is earlier.

**PROGRAM AUDIT PERIOD:** LCCS allows all students to audit the training program for 30 seat days. During this 30-day period, if a student withdraws he/she will be considered as a cancellation or no-show and will receive a full refund of all tuition charges. LCCS will retain only the application fee of \$200 and non-refundable fees for knives, uniforms, skullcaps, and aprons which are provided to students one day before the program begins.

**NON-REFUNDABLE ITEMS:\*** The following non-refundable items are ordered approximately one month prior to program commencement and provided to all enrollees one day before the program begins:

- Knives - \$230
- Jacket - \$50 (2)
- Pants - \$40 (2)
- Skullcaps - \$20 (2)
- Aprons - \$25 (2)

*\*Students may receive a refund or a replacement of these items if they are returned for good cause (e.g. wrong size or damaged).*

**BUYER'S RIGHT TO CANCEL:** Students may receive a refund of all tuition fees if they cancel within three (3) days of signing the enrollment agreement.

---

### **Withdrawal or Termination After Start of Class and After the Cancellation Period**

**AVOCATIONAL COURSES:** LCCS offers a wide array of avocational courses for graduates, culinary professionals and enthusiasts who seek in-depth and advanced training for personal or professional enrichment. These may include Professional Culinary Studies, Foodservice Management, Server Certification, ServSafe Certification, Practical Cooking Skills courses, Guest Chef demonstrations and lectures, Farm to Table, and Pastry seminars and workshops. These courses will vary from 1 hour to 8 hours. Applicants who register for avocational courses 14 days prior to course commencement but decide not to attend may receive a refund by notifying LCCC of their intent to cancel within 72 business hours of registration. Applicants who register within 13 days of the course commencement are not eligible for a refund.

**VOCATIONAL PROGRAM:**

1. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, LCCS will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
2. A student who withdraws or is terminated after the first month of training and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed; up to a maximum of \$1,000.
3. A student who withdraws or is terminated after fifty percent (50%) of the period of financial obligation is completed shall be obligated for the full tuition for the program.
4. Upon withdrawal or termination, LCCS will assess an administrative withdrawal fee of \$100.

**DELINQUENT PAYMENT PLAN ACCOUNTS:** Failure to remit the \$4,300 tuition fee within 30 days of the start of the first three terms will result in termination from the program.

**COLLECTIONS:** Outstanding account balances will be conveyed to a collection agency within 30 days of the student's date of withdrawal or termination. Any legal and collection fees associated with collections on delinquent accounts are the responsibility of the student.

## Alteration of Hours and Starting Date

LCCS reserves the right to alter hours of attendance and/or starting dates when deemed necessary. Such changes will not alter the program/course cost or refund policy stated in this Agreement.

---

## Student Negligence

LCCS does not accept responsibility for an accident sustained by a student due to the student's negligence while on LCCS premises.

---

## Permission to Use Student Information

\_\_\_ (initial) I hereby give my permission to use my picture or video, name, and address for promotional activities for no fee.

---

## Attestation and Statements of Understanding

I hereby apply for admission to LCCS, for the Course shown above, for the length and hours stipulated for which I agree to pay to the order of LCCS all the tuition charges on the date due listed above.

\_\_\_ (initial) I understand that LCCS does not guarantee job placement to graduates upon program completion or upon graduation.

\_\_\_ (initial) I understand LCCS reserves the right to terminate my training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.

\_\_\_ (initial) I understand LCCS does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institute.

\_\_\_ (initial) I understand that the tuition charges are solely for the right to attend classes for which I am enrolled and are in no way contingent upon satisfactory progress or placement upon graduation.

\_\_\_ (initial) I understand that a \$20 fee will be assessed for any check returned to LCCS unpaid.

\_\_\_ (initial) I understand that tuition payment liability rests with me, the student, regardless of source of funds, and that LCCS has the right to terminate my enrollment if I fail to meet my financial obligations as stated above.

\_\_\_ (initial) I understand that I am responsible for purchasing any required uniforms and equipment for the program/course, the costs for which are not included in the Tuition charge listed above.

\_\_\_ (initial) I have received, read and fully understand the program syllabus.

\_\_\_ (initial) I agree to abide by LCCS published policies and understand that any willful irregularity, violation, or infringement of said policies will result in termination at LCCS' option.

\_\_\_ (initial) I understand that LCCS may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the LCCS School Catalog. While enrolled at LCCS, I understand that I must maintain satisfactory academic progress as described in the LCCS School Catalog.

\_\_\_ (initial) I have read this Enrollment Agreement in full and completely understand and agree to comply with the terms and conditions thereof.

\_\_\_ (initial) I have received a copy of this Enrollment Agreement.

\_\_\_ (initial) I understand that this Enrollment Agreement constitutes the whole Agreement between LCCS and myself and is a legally binding document when accepted and signed by the LCCS representative.

\_\_\_ (initial) No representations other than herein contained have been made by LCCS or its staff.

\_\_\_ (initial) I understand any alterations, cancellations, or revocations of this Agreement, not otherwise provided herein, must be in writing and signed by both parties.

\_\_\_ (initial) I agree that this Enrollment Agreement and the LCCS School Catalog constitute the entire agreement between the student and LCCS.

---

### **Additional Conditions of Enrollment**

Program Completion: A certificate is awarded to a student who successfully completes the program, has attended at least 90% of classes held, and has met all financial obligations to LCCS.

---

### **Notice**

\_\_\_ (initial) I hereby acknowledge receipt of the LCCS School Catalog dated \_\_\_\_\_.

\_\_\_ (initial) I hereby acknowledge having read and understood the LCCS School Catalog.

\_\_\_ (initial) I understand the LCCS School Catalog is included as part of this enrollment agreement.

---

### **Signature of Student**

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the LCCS Representative. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by LCCS.

Do not sign this agreement before you have read it or if it contains any blank spaces.

SIGNATURE OF STUDENT/DATE \_\_\_\_\_

By signing this agreement, the student represents that he or she is at least 18 years of age.

---

### **LCCS Representative**

This is to certify that the above named applicant has been accepted as a Student at LCCS for the program or course, hours, and charges stated above. LCCS will provide training in accordance with the program/course syllabus.

LCCS Representative Printed Name:

Title:

SIGNATURE OF LCCS REPRESENTATIVE/DATE \_\_\_\_\_