



Canadian Student APPLICATION FOR ADMISSION

I am applying for: (please check the appropriate box)

Tuition: Canadian Students

One Year Professional Culinary & Pastry/Bread Program , includes: Professional: Culinary, Pastry & Bread Making, and an industry Co-op	\$25,900 CAD
Professional Culinary Program , 15 weeks	\$13,950 CAD
Professional Pastry & Bread Making Program , 15 weeks	\$13,950 CAD

Please indicate desired first and second choice of terms below:

September 9 - December 20, 2024

April 28 - August 8, 2025 (pastry/1-year only)

January 6 - April 18, 2025

September 8 - December 19, 2025

PERSONAL INFORMATION:

Name:

Family Name

Given Name

Initial

Mailing Address:

Number

Street

City

Canada

Province

Postal Code

Country

Phone:

(Home)

(Mobile)

(Fax)

Email:

2nd Email:

Date of Birth:

month

/

day

/

year

Male

Female

Emergency contact:

Tel#:

Relation:

Medications, medical conditions, learning disability & allergies:

Local Physician name (if known):

phone#:

Please note, this information will be kept in the strictest confidence. Failure to disclose medical information that may affect your ability to perform in the kitchen/classroom, or compromise your safety or that of your fellow students, may result in dismissal from the Academy. * **Changes to the above information must be reported to Northwest Culinary Academy of Vancouver ("NWCAY") immediately.***

Office use only:

Received: application:

/

/

application fee (\$100)CAD

interview done

Approved

mm / dd / yy

Educational Information:

High School Attended

Graduation Date / Last Grade Completed

College or University Attended

Degree or Area of Study

Other Post Secondary Education/Courses

Application Requirements:

Submit With this Application:

(Applications are not considered complete without these items & cannot be reviewed. Documents must be in English, or have a certified translation attached.)

Social Insurance Number (Permanent or Temporary): *Must be provided by first day of class*

Application Fee: \$100 for Canadian students *(payable by Visa, MasterCard, eTransfer, Debit, cash wire transfer, or local cheque)*

Goals and Aspirations Essay: Include with your application a short (one or two page) essay telling us why you want to attend Northwest. This essay will also be used to determine written English competency.

Transcripts and Resume or Mature student (24 years+) **resume only**

Proof of Citizenship: Passport/Permanent Resident/Birth Certificate/Citizenship Card

Character Reference Letter from someone who can tell us about your interest in food.

English fluency (comprehension & spoken – to be confirmed during your personal interview)

Photos: 2 wallet size photos

Health Status see form provided on next page to be signed by your doctor or sign attached waiver

Enrolment Contract: Completed, signed, dated & bottom right hand corner initialed

Student Policy Manual: Read, signed, dated & bottom right hand corner of each page initialed

Interview: You must have an interview with at least one of the Owners of NWCAV (in person, Skype or by telephone) prior to acceptance

Check only if you have already completed Food Safe Level 1: Please submit your Food Safe 1 certificate. If you do not have Food Safe 1, please complete within first month of class.

Proof of Medical Insurance (MSP/Service Card)



NORTHWEST

CULINARY ACADEMY

HEALTH STATUS - MEDICAL CERTIFICATE

As part of the application to Northwest Culinary Academy of Vancouver, we require all students to obtain confirmation from their doctor that they are in good physical health and are able to perform in an industry kitchen. Please print this page of the application form for your physician to complete.

Please complete the section below if the student meets the criteria listed below:

Re:

Student Name

I, _____, a licensed doctor of the College of Physicians and

Surgeons of your country, have conducted a thorough checkup of the student named above and have determined the following;

1. The above named student is in good physical health and is able to perform effectively in an industry kitchen environment,

Doctor's Name

Doctor's Signature

Date

***Must include official doctor's office stamp or seal*

Waiver: I choose to not undergo a medical exam and absolve NWCAV of any responsibility for any pre-existing conditions I may have prior to attending which may be exacerbated by the activities at the Academy.

Signature

Date

Tools, uniforms and text books:

Note that the prices indicated below are in **Canadian Dollars**. Prices are subject to change.

Please Indicate Which Textbook(s) You Would Like to Purchase:

Textbooks: You may purchase the text from the Academy or purchase it on your own.

Culinary: The Flavour Bible - Page and Dorenborg **(recommended)** \$55 (tax included)

Pastry: No textbook required

Please indicate below whether you will be purchasing your textbook(s) from the Academy:

I will purchase from the Academy

I will supply my own

Toolkit: Your knife/toolkits may be purchased from the Academy **as a package only**. You may choose to supply your own kit, as long as it has all of the required items (toolkit items are listed on p.21)

Culinary. ~ +-)

Pastry: \$970

DUGfmG dd`Ya Ybh`~ %&)

(only required for 1 Year Students going from Culinary to Pastry)

Please indicate below whether you will be purchasing your toolkit(s) from the Academy:

I will purchase from the Academy

I will supply my own

Uniform: Uniforms must be purchased through the Academy - \$448CAD (tax included)

Each package includes the following: *(Please indicate your size. Numbers are inches & refer to chest for jackets & waist for pants. Larger sizes are available as special order, contact our office for details.)*

3 Chef's jackets:	XS (30-32)	S (34-36)	M (38-40)	L (42-44)	XL (46-48)	XXL (50-52)
2 Black pants:	XS (24-26)	S (28-30)	M (32-34)	L (36-38)	XL (40-42)	XXL (44-46)

Please note that all uniforms are unisex and are intended to fit loose for safety purposes.

The uniform package also comes with 2 personalized aprons, and 24 towels.

Office Use Only:

Footwear: Students are responsible for supplying their own kitchen appropriate footwear (black kitchen shoes or clogs, closed-toes, non-scuff, & non-slip sole). You must have your shoes on the first day of class.

I *(student name)* hereby certify that this application was completed personally by myself, and that all information supplied herein is true & accurate to the best of my knowledge. I also hereby accept the admission conditions & requirements laid out in this Application Form, and the attached Student Enrolment Agreement, including the Refund Policy. I understand that NWCAV is bound to adhere to the current Private Training Regulations which can be found on their website (www.privatetraininginstitutions.gov.bc.ca).

Student Signature:

Date:

Parent or legal guardian if applicant is under 19 years of age:

Signature

Name

Telephone #:

Send a copy of your application, enrolment contract & required documents, along with the non-refundable application fee of:

\$100 (Canadian Students) **payable in Canadian funds** to:

Northwest Culinary Academy of Vancouver
2725 Main Street, Vancouver, BC Canada V5T 3E9
phone: 604.876.7653
fax: 604.876.7023
email: info@nwcaav.com



NORTHWEST

CULINARY ACADEMY

Northwest Culinary Academy of Vancouver Inc.
2725 Main Street, Vancouver, BC V5T 3E9
ph. 604.876.7653 fax. 604.876.7023
www.nwcav.com

**INSTITUTION'S PTIB
REGISTRATION NUMBER:**

3232

This institution is PTIB
designated:

Yes No

INSTITUTION BRANCH OR LOCATION
(If different from main location)

n/a

STUDENT ENROLMENT CONTRACT FOR USE AT REGISTERED PRIVATE TRAINING INSTITUTIONS IN THE PROVINCE OF BRITISH COLUMBIA

This institution is certified by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education and Skills Training. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.ca.

Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

For further information about PTIB and the services it provides, students may contact PTIB at:

Tel. (604) 569-0033 or 1-800-661-7441
Fax. (778) 945-0606
www.privatetraininginstitutions.gov.bc.ca
PTIB@gov.bc.ca

STUDENT INFORMATION

Legal Student Surname

Legal Student First Name and Middle Names:

Previous Student Surname (if
applicable)

Previous Student First Name (if
applicable)

Student Usual First Name

Local Mailing Address:

International Student?

No

Telephone Number

Alternate Telephone Number

Email Address

Alternate Email Address

Permanent Mailing Address (if different from local mailing address)

BRITISH COLUMBIA PERSONAL EDUCATION NUMBER (PEN) INFORMATION

Date of birth (YYYY / MM / DD)

PEN (if available):

Gender

Male

Female

Non-Binary

Postal code of last known Canadian permanent residence

PROGRAM INFORMATION

Program Title:

One Year Professional Culinary & Pastry Bread Program (includes Co-op) (42 wks)
 Professional Culinary (15 weeks)
 Professional Pastry & Bread Making (15 weeks)

Start Date: (YYYY.MM.DD)

End Date: (YYYY.MM.DD)

Schedule:

On-site/Full-time



Months



Hours

Note: Program will be taught in English only.

Program

3.5 months (15 wks/550 hrs)

Duration:

10 months (42 wks/1100 hrs)

+ 480 co-op hours)

Program Credential:

Diploma

VOLUNTARY DISCLOSURE

*You may voluntarily provide the personal information listed below:

Do you identify yourself as an Indigenous person, that is, First Nations, Métis, or Inuit? **Yes** **No**If you answered "Yes", please indicate if you are: **First Nations** **Inuit** **Metis**Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis? **Yes** **No****ADMISSION REQUIREMENTS**

The student has met the following admission requirements for this program

Note: Minimum admission requirements cannot be waived or overruled by either the student or NWCAV.

- **Excellent English communication skills (written & spoken)**, confirmed through the "goals & aspirations essay" & personal interview.
- **High School/equivalent** and/or **mature student (age 24+)**, confirmed through receipt of transcripts and/or identification.
- **Character reference**, confirmed by receipt of reference letter and/or interview with the person giving the reference.
- **Interview** (in person/Skype or by telephone), between applying student & at least one Owner of NWCAV in order to explore the applicant's personal goals, and their suitability for our programs/courses, and provide information on curriculum offerings & support available at NWCAV. Assess English skills.
- **Student Enrolment Agreement** completed & received by NWCAV, and **tuition/equipment payments** made according to the schedule outlined in the Student Enrolment Agreement.
- **Medical Insurance** – students are strongly encouraged to have medical insurance in place from the first day of class and throughout the duration of their studies at NWCAV. The insurance should cover the student for normal & emergency medical expenses. A student not providing NWCAV proof of insurance, they must sign a waiver.
- **Health Status:** students are strongly encouraged to have a medical exam prior to applying to NWCAV. This exam allows a doctor to assess the general health of the applicant. Should an applicant decide not to have the assessment done, they MUST sign a waiver absolving NWCAV of all responsibility.
- **Proof of Citizenship:** students must provide documentation of citizenship. Driver's license and BCID alone will not suffice.

TUITION AND FEES

All fees are in Canadian dollars (\$CAN)

(enter appropriate fee – contact NWCAV if you have questions)

Application Fee:	(\$100)
Tuition Fee for Professional Programs	(15 week \$13,950 / 1 year \$25,900)
Textbook Fee	(culinary \$55)
Toolkits:	(\$795 culinary / \$970 pastry / \$175 pastry supplement)
Uniform	(\$448)
TOTAL AMOUNT PAYABLE UNDER THIS CONTRACT	

Registration fee of \$100 will be paid by: (please select)

Visa Name: Card#: Exp: MasterCard Name: Card #: Exp: Cheque (Bank Draft) Chq #: CVC:
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ETransfer to lena@nwcaav.com / Wire Transfer (CDN currency only)

TUITION PAYMENT SCHEDULE

Payment Due Date:	Amount Due on Payment Date (note, reflects new tuition)
<i>With Application</i>	<i>\$100 application fee (Non refundable)</i>
<i>Immediately upon acceptance or 60 days prior to start of class.</i>	<i>1st tuition installment of \$9,500 + payment for uniform, equipment, &/or textbook</i>
On or before first day of term 1	<i>Payment of remaining tuition balance of \$4,450,</i>
One Year Students: 60 days prior to start of term 2	<i>1st installment of \$7,500 + payment of supp. toolkit, &/or textbook</i>
<i>Day 1 of term 2</i>	<i>Payment of remaining tuition balance of \$4,450,</i>

The student acknowledges and agrees to pay the tuition and fees indicated above within the terms of this enrolment contract. A tuition refund policy, subject to the provisions of the PTIB Bylaws, forms a part of this agreement. Fees payable are subject to the terms and provisions of the tuition refund policy. Tuition and fees can be paid for by Visa, MasterCard, Wire Transfer, Cheque, or E-Transfer. In the event you have been approved for a student loan, NWCAV will defer the payment timeline only if the loan payments are released directly to NWCAV from Student Loans.

IMPORTANT INFORMATION

Before you sign an enrolment contract, there is important information you need to know:

Before you begin studies at a registered institution you must sign a student enrolment contract. The institution is required to provide you with a signed copy of your enrolment contract and to maintain a copy in your student file. Under the Personal Information Protection Act, you are entitled to access your student file. Further information about storage and access to your student file is contained in the institution's Privacy Policy.

The institution must provide you with copies of the following information:

- | | | |
|--|--|---|
| <input type="checkbox"/> Dispute resolution policy | <input type="checkbox"/> Grade Appeal Policy | <input type="checkbox"/> Admission policy |
| <input type="checkbox"/> Privacy Policy | <input type="checkbox"/> Attendance policy | <input type="checkbox"/> Tuition Refund Policy |
| <input type="checkbox"/> Withdrawal / dismissal policy | <input type="checkbox"/> Program or course outline | <input type="checkbox"/> Work Experience (Co-op) Policy |

Ensure you understand this information before you sign an enrolment contract.

The signed contract must be kept in the student's file at the institution. Upon completion of the program of study or after withdrawal or dismissal from the program, an electronic copy of this contract along with the student transcript, certificate or diploma, must be stored off-site for a period of 55 years.

Prohibitions:

- The institution is prohibited from guaranteeing a student or prospective student employment, income, or eligibility for a work permit;
- Program admission requirements for your program of study cannot be waived;

Your enrolment contract must include the institution's tuition and fee refund policy which sets out the amount of tuition that will be retained in the event you withdraw or are dismissed from the program. The institution's tuition and fee refund policy must comply with the minimum requirements established by Private Training Regulation, as set out below:

PRIVACY

Under the Personal Information Protection Act, students are entitled to access their student file.

The student's personal information collected by the institution will only be used for the purpose for which it was originally collected or for a use consistent with that purpose, unless the student expressly consents otherwise.

TUTION REFUND POLICY	
Circumstances when Refund Payable	Amount of Refund
Before program start date, institution receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none"> No later than seven days after student signed the enrolment contract, and Before the program start date. 	100% tuition and all related fees , other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> At least 30 days before the later of: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance (international students) The program start date in the enrolment contract. 	Institution may retain up to 10% of tuition, to a maximum of \$1,000. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> More than seven days after the student and institution signed the enrolment contract, and Less than 30 days before the later of: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance (international students) The program start date in the enrolment contract. 	Institution may retain up to 20% of tuition, to a maximum of \$1,300. Institution must refund fees paid for course materials if not provided to the student.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education)	
<ul style="list-style-type: none"> After the program start date, and up to and including 10% of instruction hours have been provided. 	Institution may retain up to 30% of tuition. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. 	Institution may retain up to 50% of tuition. Institution must refund fees paid for course materials if not provided to the student.
Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> Student does not attend the first 30% of the program. 	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
Institution receives a refusal of study permit (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance The program start date in the enrolment contract Student has not requested additional Letter(s) of Acceptance. 	100% tuition and all related fees, other than application fee.
After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> Student completed up to 30% of the program. 	Institution may retain up to 30% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> If the student did not misrepresent the student’s knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees. 	100% tuition and all related fees, including application fees
Institution does not provide a work experience	
<ul style="list-style-type: none"> The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control. 	100% tuition and all related fees, other than application fees

Institution must pay the tuition or fee refund **within 30 days** after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

Work Experience (Co-op)

Eligibility for Co-op Placement:

- Successful completion of the professional Culinary and Pastry/Bread programs
- Excellent attendance record (fewer than 7 un-excused absences in each program)
- A minimum of three work observations (after-class or weekend unpaid work experiences in local food service operations)

Estimated Cost to Complete Co-op: There are no direct expenses associated with participating in the co-op program. The only costs for the student are those related to living and travel expenses incurred while participating in the co-op. It is important to note that a student must have the financial means to support themselves during the co-op portion of the program. The school does not guarantee a specific wage for the 480 hour co-op portion of the program.

The Private Training Institutions Branch and the BC Ministry of Advanced Education stipulate that because of the length of co-op training, that students should expect some compensation (this could be a regular hourly wage or a completion bonus). This should **not** be considered a guarantee of full-time wages nor an offer of full time employment once the co-op placement is complete. Should a student not receive hourly compensation or a completion bonus AND the school deems that the experience at an agreed upon food service operation is essential to the student's education, the school will provide a \$500 completion stipend to the student. The school will agree to prior to the start of the co-op.

Geographic Region Where the Work Experience will be Provided: Most of our co-op take place in the Lower Mainland. However, by special arrangement, chef instructors will work with the student to arrange a co-op anywhere in the world.

Dates on Which Work Experience is Intended to be Provided: The co-op is scheduled to begin in conjunction with the start of a new term. However, circumstances beyond the control of the school may dictate that this be delayed. The food service industry is often seasonal and in order to meet specific student requirements, this could lead to delayed start dates. Should the student wish to delay the start of their co-op, they must provide a signed document requesting this delay, and agree they will complete the **480 hour** requirements prior to their graduation day.

Regulatory Requirements

While enrolment in the Red Seal program is not mandatory for students, NWCAV is registered with the Industry Training Authority (ITA) as a student sponsor. As a result, students are not required to be under the supervision of one chef. Instead they can simply provide documentation of completed hours to the NWCAV Registrar.

DISCLAIMER:

Please note that the dates, times, and course content are contingent on our business being able to operate in a manner consistent with the guidelines/laws set down by the City of Vancouver, Province of British Columbia, and the Office of the Provincial Health Officer. Should we not be able to have the school open, we will make every effort to make up classes within the start and end dates of the program (even if that means having extended hours or classes on weekends).

This also applies to Co-op placements. Whenever possible, Northwest will try to place students on co-ops in a timely manner. However, these placements are also dependent on Federal, Provincial and municipal regulations as well as the willingness of food industry hosts to be able to take on students. During situations like this the school makes no guarantees about when/if a placement will be completed.

Program Outline

Program Description: NWCAV offers three programs (15-week Culinary, 15-week Pastry and Breadmaking, and the One Year Professional Culinary & Pastry/Bread Program - which includes a 480-hour co-op). Students will achieve the necessary skills to be able to enter the Culinary or Pastry fields with confidence.

Career Occupations: The occupations available to students upon completion of the course stretch for beyond traditional jobs in restaurant, hotel and catering kitchens. Students may also work as private chefs, in food education, agriculture, nutrition, food photography, journalism, social media, and product demonstration.

Learning Objectives: Upon completion of the culinary program, the student will be able to demonstrate knife skills; moist and dry cooking techniques; emulsions; sandwiches and salads; menu development; station organization and cleanliness; plating; butchery; stocks, soups and sauces; garde manger and entremetier stations; plant-based cooking; introductory bread and pastry; and regional cuisines (including Italian, Latino, Middle Eastern, and Asian).

Upon completion of the Pastry and Bread Making Program students will be able to demonstrate an ability to make: cookies and confections; pies and tarts, artisanal breads, quick breads; laminated doughs, croissants and danishes; cheesecakes; European tortes; entremets, mousse cakes, custards and buttercream cakes; doughnuts; chocolate tempering and molded chocolates; frozen desserts; plated desserts, gumpaste and celebration cakes, and alternative baking (gluten free and vegan).

The co-op component of the One Year Professional Culinary & Pastry/Bread Program is 480 hours and is comprised of developing (under the guidance of an industry chef and an NWCAV instructor) professional etiquette; station responsibilities; organization; efficiency; and consistency; the ability to understand and follow directions; prepare dishes as required; and inventory control.

Completion Requirements: Students are required to achieve an average mark of 70% in order to receive a diploma.

Homework Hours: Students should expect to do 1 to 1.5 hours of homework each night. Most of this homework is related to understanding the theory of the dishes prepared in class, personal research, and watching videos of upcoming techniques.

Admission Requirements: Goals and Aspirations Essay, Transcripts or Resume, Proof of Citizenship, Character Reference, English, Health Status, Enrolment Contract, Student Policy Manual, and Interview. For further details, see page 2 above.

STUDENT EVALUATION / GRADUATION POLICY:**

PROFESSIONAL CULINARY	<u>THEORY:</u>		<u>PRACTICAL</u>
		Black Box	10%
		Daily Assessment	20%
Quiz	5%	Practical Quiz	5%
Mid-term written	10%	Mid-term Food Truck	10%
Final written	10%	ITA Midterm	5%
		Cleanliness/Attendance	10%
		Final Practical Service	15%
TOTAL	25%	TOTAL	75%
PROFESSIONAL PASTRY & BREAD MAKING			
		Product Development	10%
Mid-Term written	10%	Cake Project	10%
Final written	10%	Daily Practical	25%
		Mid-Term High Tea	15%
		Lunch Service Final	20%
TOTAL	20%	TOTAL	80%

NOTE:

**** Subject to change / confirmed on the first day of class**

Student Statement of Rights

Northwest Culinary Academy of Vancouver is certified with the Private Training Institutions Branch (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enroll at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated fairly and respectfully by the institution.

You have the right to a student enrolment contract that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's dispute resolution process and to be protected against retaliation for making a complaint.

You have the right to make a claim to PTIB for a tuition refund if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.

You must file the claim within one year of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to: <http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

STUDENT DECLARATION

I consent to the Institution sharing my personal information with the Ministry of Advanced Education and Skills Training for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).

I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between **Northwest Culinary Academy of Vancouver and Immigration, Refugees and Citizenship Canada**, as necessary, for the purposes of the International Student Program.

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Policy and Institution Certification, Private Training Institutions Branch, Governance, Legislation and Corporate Planning Division, Ministry of Advanced Education and Skills Training, 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 or by telephone at (604 569-0019).

PRINTED NAME

SIGNATURE of STUDENT or PARENT/LEGAL GUARDIAN

DATE

STUDENT SIGNATURE

I certify that I have read, understood, and agree to the terms and conditions of this enrolment contract, and that I have received a signed copy of this contract. I certify I have met all admission requirements and understand they cannot be waived by either me or the Institution. I have read, understood and agree to the institution's following documents and a copy has been provided to me – dispute resolution / grade appeal policy, dismissal policy, admissions policy, attendance policy, refund policy, program outline, work experience policy (if applicable) I certify the information provided by me on this form is true and accurate and that I am 19 years of age or older.

(If under the age of 19, a parent or legal guardian must sign the contract.)

I hereby consent to the sharing of my enrollment and/or reporting information between Northwest Culinary Academy of Vancouver and Citizenship and Immigration Canada, as necessary for the purposes of the International Student Program, in accordance with applicable provincial privacy legislation.

I understand that the contract is legally binding when signed by myself and accepted by the institution.

PRINTED NAME

SIGNATURE of STUDENT or PARENT/LEGAL GUARDIAN

DATE

INSTITUTION SIGNATURE

Northwest Culinary Academy of Vancouver agrees to deliver the program according to the terms of this contract. The institution reserves the right to make minor adjustments to the program curriculum and/or delivery. The institution certifies that the student has met the admission requirements for the program of study.

NAME OF ADMISSION OFFICER, REGISTRAR, AGENT, or SCHOOL OFFICIAL

Owner-Chef Instructor or Lena Hackenbruch, Owner-Registrar

SIGNATURE

DATE



NORTHWEST

CULINARY ACADEMY

Student Policy Manual & Student Handbook

Name _____

Date _____

Signature _____

POLICY MANUAL

ADMISSION POLICY:

The student has met the following admission requirements for this program

Note: Minimum admission requirements cannot be waived or overruled by either the student or NWCAV.

- **Excellent English communication skills (written & spoken)**, confirmed through the "goals & aspirations essay" & personal interview.
- **Good general health**, to be confirmed by a physician in writing or sign waiver.
- **High School/equivalent and/or mature student (age 24+)**, confirmed through receipt of transcripts and/or identification.
- **Character reference**, confirmed by receipt of reference letter and/or interview with person giving reference.
- **Interview** (in person/Skype or by telephone), between applying student & at least one Owner of NWCAV in order to explore the applicant's personal goals, and their suitability for our programs/courses, and provide information on curriculum offerings & debbie smartboard culinariusupport available at NWCAV.
- **Student Enrolment Agreement** completed & received by NWCAV, and **tuition/equipment payments** made according to the schedule outlined in the Student Enrolment Agreement.
- **Medical Insurance** – all students must have medical insurance in place (or sign the waiver) from the first day of class and throughout the duration of their studies at NWCAV, that covers them for normal & emergency medical expenses.
- **Tuition fees** must be received by the specified dates according to the payment schedule outlined in this agreement.
- **Co-op:** In order to participate in the Co-op program, student must satisfactorily complete & graduate from one or both of the Professional Culinary and/or Professional Pastry & Bread program, and have maintained an attendance record with fewer than seven days of unexcused absences in each program. Student must have the approval of NWCAV Owner-Chef Instructors & the host Chef. Students may not be allowed to do a Co-op if the chefs feel that the student's general attitude, work ethic, and ability to work very well with others is not above average based on the daily practical reviews.
Note: NWCAV is required by law to inform Citizenship & Immigration Canada of any international students who do not qualify for, or do not participate in the Co-op program.
Co-ops are 480 hours and are arranged in consultation between the school and a host chef.

NWCAV reserves the right to refuse acceptance into its professional programs if it is determined that a student does not meet the admission requirements, in particular (a) if the student has not demonstrated sufficient academic potential as determined through entrance testing (if required), transcript evaluation, English communication skills or any other evaluation deemed appropriate for the program selected, and (b) the student does not meet all financial obligations related to enrolment and continuing enrolment as outlined in this Policy Manual and the Student Enrolment Contract.

ATTENDANCE POLICY:

When a student is absent, the following procedure must be adhered to:

Email the school to let us know that you will be absent; we want to make sure you are alright. It is advisable to have a doctor's note if you require seeing one.

Perfect attendance is an absolute requirement in the industry. Tardiness is considered disruptive & leaving early without the floor Instructor's permission compromises the end of the day for the rest of the class. Students with more than 3 days absent without a doctor's note or with 4 occasions of tardiness will not be eligible to pursue the Co-op Program. Students with more than 7 days late/absent (10% of the course) may be eligible for the final exams (at the instructors' discretion) but will not receive the Academy's diploma therefore will not be allowed to continue onto the next term. It may be deemed that a student's tardiness/lack of attendance is disruptive to the class as a whole and after 7 days, they may be asked to leave. Students should miss as little time as possible due to the intensive workload. Students with either 3 days absent or 5 days late will not be eligible to go on observations.

STUDENT CODE OF CONDUCT POLICY:

PROFESSIONAL STANDARDS:

Students entering any of the Academy programs are being trained for employment in the Professional Food & Hospitality Industry. As part of their training the Northwest Culinary Academy of Vancouver requests of all students the same professional standards as an employer would expect.

The Academy & its faculty demand all students maintain a professional standard of attitude and follow appropriate food handling guidelines. Potential employment & the Co-op Placement program are based as much on this professional attitude as on an ability to cook or bake.

GROOMING:

- Hair must be clean at all times; long hair must be tied back.
- No cologne or perfume allowed, as this competes with the aromas of ingredients.
- No nail polish may be worn. Nails to be kept short.

DISPUTE RESOLUTION POLICY:

Dispute resolution applies to peer to peer, peer to instructor, and instructor to peer.

Except in any instance involving illegal activity, individuals should always try to resolve issues informally. Illegal activity should be brought to the attention of the "Floor Instructor" immediately. If a more formal approach becomes necessary in a general dispute, the Academy provides a fair & reasonable mechanism for resolution as follows.

1. This policy governs complaints from students respecting Northwest Culinary Academy of Vancouver and any aspect of its operations.
2. A student who makes or is otherwise involved in a complaint will not be subject to any form of retaliation by the institution at any time.
3. The process by which the student complaint will be handled is as follows:

Student complaints must be made in writing and handed to the Floor Instructor (floor instructor refers to the Chef Instructor who was in charge of the class when the event/issue arose). In the event the complaint is against said Floor Instructor, student will deliver the written complaint to the school administrator (Lena Hackenbruch, lena@nwca.v.com).

First try to resolve issue through an open conversation with the other party. The Floor Instructor will request submissions from all involved parties (including witnesses), conduct an investigation & set up a meeting within 48 hours. The floor instructor will provide a written decision to all parties within 24 hours after the meeting. If necessary: Repeat step 2 with another chef instructor. If necessary: The parties will appoint an outside mediator/arbitrator, for which the Academy will bear the cost of the process.

The written decision (which will be issued within 30 days of first receiving the complaint) will advise a student, that if the student is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, the student may file a complaint with the Private Training Institutions Branch (PTIB) (www.privatetraininginstitutions.gov.bc.ca). Complaints must be filed with PTIB within one year of the date a student completes, is dismissed from, or withdraws from the program.

4. The student making the complaint may be represented by an agent or a lawyer.

GRADE APPEAL POLICY

If students want to appeal a practical or written grade, they can approach any instructor and go through the following process:

- 1) if it is a simple and blatant error in a theory exam, such as addition of grades, illegible writing, or a correct but outside the box answer
- 2) If a theoretical answer is incomplete or subjective (as for methodologies), then the instructor approached discusses and concludes the answer in question with at least another colleague.
- 3) If the student disputes a practical assessment, the instructor approaches at least two other instructors to come to a final conclusion.

In all cases, the student will be given a final decision within 24 hours, fully explained.

DISCIPLINARY ACTION:

Should disciplinary action be required for any student, a written record of all student-instructor meetings (signed by the relevant instructors and students) will be supplied to the student and a copy kept in the student's permanent file at NWCAV. In cases where a student has been given three disciplinary warnings, the student may be subject to probation or dismissal/expulsion from the program.

Tips on how to make the most out of your education at the academy

- Industry cooks and chefs are notorious for not getting enough sleep, exercise, healthy food and water in their daily lives. Not only do we emphasize a healthier lifestyle at the school, we encourage that you sustain this lifestyle for the rest of your lives.
- Don't be too hard on yourself! Enjoy the process and remind yourself that you are here to learn – mistakes will happen
- Leave personal baggage at home. Start each day fresh.
- Do not micromanage. Trust others. Be humble.
- Practice!

Procedure for maintaining student files:

1. Student personal information is collected throughout the student's attendance at the institution. All required information regarding the student is placed in the student file.
2. Student files containing personal information are safely stored in locking file cabinets and access to the student files is limited to the appropriate administrative staff, the Senior Education Administrator, and the School Owner.
3. When a student leaves the school either by withdrawal, dismissal or graduation a transcript is prepared showing the marks achieved in the courses completed. If the student has completed all courses within the program of study, a program credential is also prepared. These documents are signed by the School Owner and copies of the signed documents are placed in the student file.
4. Within 30 days of the student leaving school, copies of the Enrolment Contract, Transcript and Diploma for full career training programs are sent to the third-party vendor for long term storage.
5. After documents are sent for long term storage, the full student file is placed in "inactive" student storage for one year.
6. At the end of one year, the student file is placed in "closed" storage for a further six years.
7. At the end of the seven year period, the full student file may be destroyed using a secure destruction method.

Procedure for student access to the information on file:

8. Students wishing to access the information in the student file must make the request to one of the Chef Instructors.

Procedure for authorizing release of information:

9. The school will not release information to any person other than people authorized by the student to access information unless required to do so by legislation, a subpoena, court order or if release of information is necessary as part of an ongoing police investigation

MISSION STATEMENT:

To provide our learners with the most contemporary education, tools, teaching methods, and information; the development of advantageous attitudes and attributes necessary to gain greater access to an evolving industry; and a life-long support group throughout the graduate's trajectory.

To continuously upgrade teaching and administrative staff with the most updated tools, information, and support to continuously provide quality services to students and graduates.

To connect with industry peers in order to provide students and graduates with the most updated trends and innovations, as well as a wide network of potential employers.

FINANCIAL AID:

International students do not qualify for Canadian student loans.

DISCLAIMER:

Please note that the dates, times, and course content are contingent on our business being able to operate in a manner consistent with the guidelines/laws set down by the City of Vancouver, Province of British Columbia, and the Office of the Provincial Health Officer. Should we not be able to have the school open, we will make every effort to make up classes within the start and end dates of the program (even if that means having extended hours or classes on weekends).

This also applies to Co-op placements. Whenever possible, Northwest will try to place students on co-ops in a timely manner. However, these placements are also dependent on Provincial and municipal regulations.

Privacy Policy:

Northwest Culinary Academy of Vancouver collects students' personal information for the following reasons:

- To maintain student records as required by PTIB.
- To keep students/graduates informed of activities of the school.
- To issue T2202s in accordance with Canada Revenue Agency

Students' personal information is not used for any other purpose.

For all full career training programs:

Northwest Culinary Academy of Vancouver retains the full student file for a period of seven (7) years following the student's withdrawal, dismissal or graduation. After seven years, the full student record is destroyed using a secure destruction method.

Northwest Culinary Academy of Vancouver uploads a copy of the students' contract, transcripts and credential (if any) to an approved third-party vendor. These records are retained for a period of fifty-five (55) years by the third-party vendor.

LOCKERS:

Each student will be provided with a locker.

The Academy is not responsible for the loss of any personal property.

LOST & FOUND:

Must be reported to the front desk.

BREAKS:

Are scheduled by the floor instructor(s).

REQUIRED EQUIPMENT & SUPPLIES:

TEXTBOOKS:

Students are required to have a copy of the appropriate textbook for your chosen course. You may purchase the textbook from NWCAV, or you may supply your own. Current pricing can be found on the Application for Admission

Culinary: Flavor Bible by Page and Dornenburg (**recommended**)

UNIFORMS:

Student uniforms must be purchased through NWCAV. Details of the uniform package contents & current pricing can be found on the Application for Admission.

Students must purchase their own kitchen appropriate footwear. Footwear must be all black, non slip and non marking. We recommend that you purchase clogs or other footwear appropriate to situations in which you will be standing for long periods of time. Runners or Crocs are not safe for kitchen wear.

PROFESSIONAL STUDENT TOOLKITS:

All students enrolled in the Professional programs at NWCAV are required to have a toolkit containing the items indicated below. You may purchase a toolkit from NWCAV (as a complete kit only), or you may supply your own. *If you will be supplying your own toolkit, please ensure it has all the same items as listed for your intended class.*

If you have any questions please call 604.876.7653 or email info@nwca.com

Pastry Toolkit - \$970

Japanese-style chef's knife

Petty Knife

Boning Knife

Knife Roll

Bread Knife

2 x 6" and

2 x 10" Knife Guard

Microplane Small Holes

Ceramic Honing Rod

Peeler

Scissors

Metal Pastry Scraper

Plastic Bowl Scraper

Sharpening Stone 1000/4000

Kitchen Shears (Scissors)

Digital Thermometer

3" pastry brush

Set of Measuring Spoons

4 ½" & 7" Off-Set Spatula

16" Pastry Bag

Pastry Tips - Round: Ateco 806

Star: Ateco 866

Petal or Rose Tips: Wilton 125 or Ateco 124

Small Tool Case

Exacto Knife

Plating Tweezer

Ruler

Cake Box

Banneton

Lame

Pastry Wheel

Plastic Cutters

Silpat

Culinary Toolkit - \$795

Japanese-style chef's knife

Petty Knife

Boning Knife

Knife Roll

Bread Knife

2 x 6" and

2 x 10" Knife Guard

Ceramic Honing Rod

Scissors

Microplane - Small Holes

Peeler

Kitchen Shears

Digital Thermometer

3" pastry brush

Set of Measuring Spoons

4 ½" Off-Set Spatula

16" Pastry Bag

Pastry Tips - Round: Ateco 806, Star:

Ateco 866,

Small Tool Case

Metal Pastry Scraper

Sharpening Stone 1000/4000

Plating Tweezers

Plastic Bowl Scraper

Pastry Supplemental Kit - \$175

Pastry Wheel

Plastic Cutters

Ruler

7" Off-set Spatula

Petal or Rose Tips: Wilton 125 or Ateco 124

Silpat

Cake Box

Banneton

Lame