

GENERAL RULES

THE ACADEMY RECEPTION FOR INTERNATIONAL STUDENTS:

Opening from Monday to Friday

From 9am to 3pm

Tel. 06/35496189

E-mail: international@italianchefacademy.it

GENERAL INFORMATION:

Classes are held as follow:

Professional Course for CHEF from 9.30am to 2.30pm

Professional Course for PASTRY CHEF from 3p.m to 8pm

Students must arrive at the academy gate 30 minutes before the beginning of the lessons. This allows time for students for changing and wearing the chef's uniform. Students are expected to use the change room. Do not leave valuables or money as the Academy will not be responsible for any missing.

Regular attendance and punctuality are mandatory and vital if students are to benefit fully in the learning activities. Late students will be admitted to class within 1 hour from the beginning of class.

Students are required to sanitize their hands before starting lesson in the kitchen.

Students get one break (15 minutes long) as follows:

Professional Course for CHEF at 12pm

Professional Course for PASTRY CHEF at 5.30pm

EQUIPMENT PROVIDED

1) SET OF PROFESSIONAL KNIVES

The participant will be provided with a set of professional knives which belong to Italian Chef Academy and they will be kept at kitchen Lab. At the end of each lesson the participant must place the knives in the storage carrying case.

If the set of knives:

-is not completed (i.e. knives are missing)

-is used in inappropriate manner

The participant must return the knives and pay a penalty to Italian Chef Academy the sum of € 100.

2) CLOTHING

Participants are required to wear professional clothes suitable to the environment (the kitchen is allowed only to those who wear the full uniform provided by Italian Chef Academy). At the beginning of the course, students will receive from the Academy the following: N.1 hat, 1 chef jacket, 1 chef's pants, 1 apron.

3) EDUCATIONAL MATERIAL

TERMS OF PAYMENT

In order to proceed to the enrollment, the payment must be made in accordance with the following modalities:

1. First Payment: 50% of the total cost must be made immediately upon booking.
2. The remaining outstanding balance (i.e. 50%) to be paid on the first day of the course

Accepted payment methods

1. Bank Transfer (the only payment accepted when abroad)
2. Cash
3. Credit cards

CANCELLATION AND REIMBURSEMENT

The application fee payment is subject to a 15 day cancellation period, during which you may receive a full refund. In case of VISA application, no invitation letter will be sent during this period of time.

To exercise your cancellation right, you must send written confirmation by both e-mail and a registered letter sent by post to: ITALIAN CHEF ACADEMY – Via Decio Filippini 15 – 00136 Roma.

We will make the reimbursement using the same means of payment as you used for the initial transaction.

After the 15 day cancellation period your application fee cannot be refunded.

Refund of tuition fee: students who have paid their deposit, but are refused the Visa by the Immigration authorities will be refunded their tuition fee upon providing proof of the visa refusal (minus the bank charges for transfer) for the full amount. (All applicants who are refused the visa are given an official letter about this.). However, in such cases, the account office will retain €100 as administration fees.

ABOUT THE PROFESSIONAL COURSE

- Classes will take place on the days agreed during enrollment. It could be either: on Monday – Wednesday – Friday OR Tuesday – Thursday – Saturday.
- **ITALIAN CHEF ACADEMY** endeavours to ensure that the content of its prospectus, programme specification, website content and all other materials are complete and accurate. On occasion it may be necessary to make some alterations to particular aspects of a course or module. These latter will be promptly communicated by the Academy.
- First lesson will be an introduction to the hazard analysis and critical control point systems, also known as HACCP, with regard to food safety.
- From the second lesson, students will be required to bring with them the chef's uniform. Students will be allowed in laboratories only when wearing the required uniform. Students are expected to maintain their uniform clean. Any student who is not in a clean approved uniform will be prohibited from entry into the laboratory.

- The 12th lesson will be EXAM day.
- Students will attend the remaining workshops ONLY after having passed their exam.
- Once completed the educational programme at the Academy, Internships may take place only at sites approved by the discipline and it will last according to the chosen module, as follows:

MODULE	PROFESSIONAL CHEF	PROFESSIONAL PASTRY CHEF
1	200 hours	
2	300 hours	150 hours
3	400 hours	300 hours
4	500 hours	400 hours

THE CERTIFICATE

Certificates can be collected at the Admin Office on **Mondays** from 9.30am to 5pm after having delivered the necessary documents regarding the Internship (i.e. attendance register and Chef's Intern Assessment).