



# Guide to Consumer Information

## Louisiana Culinary Institute

This Consumer Information site provides prospective and current students, parents and employees access to information that will enable consumers to make informed decisions about postsecondary education at the Louisiana Culinary Institute (LCI). If you need assistance obtaining any information listed below or you would like a paper copy, contact the:

Financial Aid Office  
Louisiana Culinary Institute  
10550 Airline Highway Baton  
Rouge, LA 70816

\* For additional information, please visit the official financial aid assistance links found in the paragraphs below:

## Financial Assistance Available to Students

### Overview of Financial Aid Programs:

A student who has financial need is given full consideration for grants and loans. LCI is eligible to participate in the Federal Grant Program, Federal Direct Loan Program and Federal Direct Parent Loan for Undergraduate Students (PLUS) Program. Additionally, LCI's Financial Aid Office staff can provide students with information on Veteran's Affairs benefits, Vocational Rehabilitation benefits and Taylor Opportunity Program for Students (TOPS) benefits.

### How to Apply for Aid:

To apply for Student Aid at LCI, students should complete the [Free Application for Financial Aid \(FAFSA\)](#) no later than 2 weeks before their enrollment date. No other application forms are required. Applicants should use the LCI school code (041123) when completing the FAFSA.

### Aid Eligibility Requirements:

#### Federal Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. Pell Grants are awarded to students who are eligible based on the results of the FAFSA and the Expected Family Contribution (EFC).

#### Federal Direct Subsidized Stafford Loan

A Federal Direct Subsidized Stafford Loan is awarded on the basis of the student's financial need and other specific [eligibility requirements](#). The federal government does not charge interest on these loans while borrowers are enrolled at least half-time, during a six-month grace period, or during authorized periods of deferment. Payments are not required while borrowers are enrolled at least half-time, during a six-month grace period, or during authorized periods of deferment.

### Federal Direct Unsubsidized Stafford Loan

A Federal Direct Unsubsidized Stafford Loan is not based on the student's financial need, but students must meet specific [eligibility requirements](#). Interest is charged throughout the life of the loan at a [4.99%](#) interest rate. The borrower may choose to pay the interest charged on the loan or allow the interest to be capitalized (added to the loan principal). Payments are not required while borrowers are enrolled at least half-time, during a six-month grace period, or during authorized periods of deferment.

### Federal Direct Parent Loan for Undergraduate Students (PLUS)

The Federal Direct Parent Loan for Undergraduate Students (PLUS) is not based on financial need and is limited to a parent borrower for a dependent student. This is a credit-based loan and parents are required to pass a credit check in order to qualify. The annual limit is equal to the student's cost of attendance minus any other financial aid the student is receiving. Interest is charged throughout the life of the loan at a [7.54%](#) interest rate.

### Veteran's Affairs Benefits

[Eligibility](#) determinations for Veteran's Affairs Benefits are made by the U.S. Department of Veteran's Affairs.

### Vocational Rehabilitation Benefits

[Eligibility](#) determinations for Vocational Rehabilitation Benefits are made by the State of [Louisiana Workforce Commission](#), [Louisiana Rehabilitation Services](#).

### Taylor Opportunity Program for Students (TOPS) Benefits

Each year, the [Louisiana Office of Student Financial Assistance \(LOSFA\)](#) evaluates the records of all Louisiana high school graduates to determine who is eligible for [TOPS](#). LOSFA notifies the high school graduates of the eligibility during the summer following their high school graduation.

## **Financial Assistance Counseling & Information:**

[Entrance Counseling for Direct Loan Borrowers](#)

[Exit Counseling for Direct Loan Borrowers](#)

[Student Loan Information Published by the US Department of Education](#)

## Institutional Information

The following information, marked with an asterisk (\*), can also be found in the General Catalog.

### \*[Educational Programs](#)

#### **ASSOCIATE OF OCCUPATIONAL STUDIES (AOS) IN CULINARY ARTS**

*Advanced Culinary Arts Concentration*

*Advanced Baking and Pastry Concentration*

#### **AOS IN HOSPITALITY AND CULINARY MANAGEMENT**

### \*[Faculty Listing](#)

### \***Program Accreditation:**

LCI is accredited by the [Commission on Occupational Education \(COE\)](#). Information on COE accreditation and filing complaints can be found on COE's website.

### \***Program State Licensure:**

LCI is licensed by the [State of Louisiana Board of Regents, Proprietary Schools Section](#). Information on licensure and filing complaints can be found on the Louisiana Board of Regents website.

### Accommodations for Students with Disabilities

In compliance with equal access laws, academic or physical accommodations that are not already in place may be required for students with disabilities. Requests for academic or physical accommodations are to be made as soon as possible, but no later than during the first three (3) weeks of the program. Request should include the submittal of supporting documentation, completed by professionals in the area of the disability. Arrangements for all accommodations are to be in accordance with the Americans with Disabilities Act, must be reasonable and are determined on an individualized basis. Reasonable accommodations do not include measures that will fundamentally alter the offered academic programs, or which place an undue financial burden on LCI, or which may endanger the student or others at LCI.

### \*[Transfer of Credit Policy](#)

It is the policy of Louisiana Culinary Institute (LCI) to consider, for transfer, credits that were earned as a part of an accredited program of higher education or the United States Armed Forces.

In order for credits to be eligible for transfer, they must be in the context of or directly related to the course in which transfer is being attempted; attendance and grades must meet LCI standards; and credits must meet current educational or industry standards. Official transcripts of earned credit, and the valid course descriptions related to those courses, are reviewed by the Dean of Education, Director or the Compliance Officer in order to determine if transfer credit can be awarded. Students who are granted transfer credits will have the program attendance shortened by the length of the credited course.

Transfers between concentrations within the Associate of Occupational Studies in Culinary Arts degree program and transfers from LCI's previously and currently offered programs will be subject to the same scrutiny as credits earned from an outside institution.

Additionally, students who wish to transfer credits earned in a non-traditional manner (i.e. CLEP, AP Exams, ACT or SAT Score) may submit official scores directly to the LCI Office of Admissions. Again, transfer credit determinations are made by the Dean of Education, Director or the Compliance Officer according to following guidelines:

**College Level Examination Program (CLEP) Subject Examinations:**

<u>CLEP Subject Exam</u>	<u>Minimum Score</u>	<u>LCI Course Credited</u>
American Literature	50	ENGL 101
Analyzing and Interpreting Literature	50	ENGL 101
College Algebra	50	MAT 101
College Mathematics	50	MAT 101
College Composition Modular	50	ENG 101
College Composition	50	ENG 101
English Literature	50	ENGL 101
Financial Accounting	50	HCM 232
Introduction to Psychology	50	PSY 201
Principles of Management	50	HCM 304

**Advanced Placement (AP) Program of the College Board:**

<u>AP Examination</u>	<u>Minimum Score</u>	<u>LCI Course Credited</u>
English Language & Composition	3	ENG 101
Mathematics: Calculus AB or BC	3	MAT 101
Psychology	3	PSY 201

**ACT Score:**

**ENGLISH**

Must have the following to receive LCI Transfer Credit in ENG 101:

- ACT English Score of 26 or higher **AND** ACT English Score + ACT Composite Score of 53 or higher

**MATH**

Must have the following to receive LCI Transfer Credit in MAT 101:

- ACT Math Score of 25 or higher

**SAT Score**

**ENGLISH**

Must have the following to receive LCI Transfer Credit in ENG 101:

- SAT Critical Reading Score of 590 or higher

**MATH**

Must have the following to receive LCI Transfer Credit in MAT 101:

- SAT Quantitative Score of 570 or higher

## **ProStart® Advanced Credit Policy**

After a careful review of the ProStart® curriculum, the Louisiana Culinary Institute (LCI) is pleased to allow advanced credit for students completing the ProStart® I and II programs, with a grade of a “C” or higher in both programs, and meeting the following criteria:

### *ServSafe® Food Safety and Sanitation – CA 111 – 2 Semester Credit Hours*

ProStart® students are required to show proof of certification in the National Restaurant Association’s (NRA) ServSafe® Food Safety 30-hour course. There is a \$40 fee associated with taking this test, if the test is required.

### *Restaurant Production and Service I – CA 121 – 1 Semester Credit Hour*

ProStart® students are required to complete a Practical Exam, hosted at LCI, which consists of the following (there is a \$10 fee when taking this test):

Knife Cuts: Julienne, Brunoise, Small Dice, Medium Dice, Paysanne, Lozenge, Section an Orange, and Show an Understanding of Tourné.

Deboning a Chicken: 8-Way

Cooking a Chicken in the Following Ways: Braise and Fry

Cooking the Following Items: Rice Pilaf, Risotto, Biscuits, and Grilling Pork Chops

### *Introduction to Hospitality and Restaurant Management – CA 211 – 2 Semester Credit Hours*

ProStart® students are required to show proof, via the NRA Educational Foundation’s (NRAEF) Certification of Completion, of successful completion of the NRAEF’s Hospitality and Restaurant Management Course (part of the NRAEF’s ManageFirst Program®).

### *Nutrition – NUT 201 – 2 Semester Credit Hours*

ProStart® students are required to show proof, via the NRAEF’s Certificate of Completion, of successful completion of the NRAEF’s Nutrition Course (part of the NRAEF’s ManageFirst Program®).

### *Controlling Costs – MAT 102 – 2 Semester Credit Hours*

ProStart® students are required to show proof, via the NRAEF’s Certificate of Completion, of successful completion of both the NRAEF’s Controlling Foodservice Costs and Inventory and Purchasing courses (part of the NRAEF’s ManageFirst Program®).

ProStart® students are also eligible to apply for transfer credits via LCI’s Transfer Credit Policy.

## **Copyright Infringement Policy and Penalties**

Copyright infringement is the act of violating any of a copyright owner’s exclusive rights granted by the federal Copyright Act. There are three elements that must be in place in order for the infringement to occur.

1. The copyright holder must have a valid copyright.
2. The person who is allegedly infringing must have access to the copyrighted work.
3. The duplication of the copyrighted work must be outside the exceptions.

The legal penalties for copyright infringement are:

1. Infringer pays the actual dollar amount of damages and profits.
2. The law provides a range from \$200 to \$150,000 for each work infringed.
3. Infringer pays for all attorney’s fees and court costs.

4. The Court can issue an injunction to stop the infringing acts.
5. The Court can impound the illegal works.
6. The infringer can go to jail.

#### [\\*Academic Integrity Policy](#)

Students are expected to turn in written and other work that is a product of their own efforts. Academic dishonesty, including cheating and plagiarism, is strictly prohibited. Violators will fail the class in which the violation occurred, and/or may incur additional penalties under the Conduct and Termination Policy.

#### [\\*Instructional Facilities](#)

### **Cost of Attendance**

The following information, marked with an asterisk (\*), can also be found in the General Catalog.

[\\*Tuition and Fees](#) (all inclusive for the entire program)

#### [Net Price Calculator](#)

#### [Withdrawal Procedures\\*](#)

Students who need to take time off from class beyond the amount allowed in the Attendance and Make Up Work Policies and for a reason other than those listed in the Leave of Absence Policy may elect to withdraw from the course. If a student withdraws from a course, that student must retake the course, at the student's expense, when the course is next offered after the student has completed the remainder of the program.

Students that do not withdraw from a course and miss more than the amount of time allowed in the Attendance and Make Up Work Policies will receive a "F" grade for a course.

If a student must withdraw from the entire program, he/she is subject to the Refund and Re-entry Policies.

#### [Refund Policy\\*](#)

**(As Required by the Louisiana Board of Regents and our Accrediting Bodies)**

Since tuition and fees are billed on a semester basis, refunds for students who withdraw after starting school or whose enrollment is terminated by the school are calculated based upon the assessed charge for the semester in which the student's enrollment ceases. Therefore, tuition and fees billed for previous semesters are due and payable to LCI in addition to any funds assessed based upon the Refund Policy below. Refunds will be computed as follows, from the date the school determines termination occurred:

#### **Time of Withdrawal**

#### **Amount Student Pays**

After the first day and up until the sixth day of the semester, in which enrollment ceases, is completed

10% of the total tuition price for that semester

After the sixth day and up until the sixteenth day of the semester, in which enrollment ceases, is completed

45% of the total tuition price for that semester

After the sixteenth day and up until the thirtieth day of the semester, in which enrollment ceases, is completed

70% of the total tuition price for that semester

After the thirtieth day of the semester, in which enrollment ceases, is completed

100% of the total tuition price for that semester

Note: The Time of Withdrawal is computed on the basis of days attended/attempted by the student during that semester.

When a student withdraws or is dismissed, a Tuition Refund Calculation is performed using the Tuition Refund Calculation Form. Using this form, it is determined whether the student owes the school a balance or if a tuition refund is payable to the student. Additionally, all Title IV federal student aid refund calculations are completed, as applicable, and funds are returned as required.

If a credit balance (refund) exists, the student shall be reimbursed an amount equal to the student's respective balance. The Bursar issues a refund check within 30 days of the student's date of withdrawal, or 30 days of the last date of attendance, if the student notified the school of their withdrawal.

If the student has a remaining balance due, a statement requesting payment is mailed to the student. That student is given 30 days from the mailing date to contact the school to make payment arrangements on the remaining balance. If the student does not contact the school within 30 days, the student's account is referred to a collections agency. This referral may adversely affect the student's credit.

### **Repayment Policy (Return of Title IV Financial Aid)**

When a student withdraws from classes, he or she may be entitled to receive money back, which had been paid to the Louisiana Culinary Institute (LCI). LCI may be able to refund all or a portion of the tuition, fees that the student paid. If the tuition and fees were paid with financial aid dollars, then all or a portion of the student's refund must be returned to the student aid program from which the money was awarded. A student who receives a cash disbursement to assist with living expenses and then withdraws, drops out, or is expelled, may be required to repay money to the aid program from which the money was awarded.

When a student withdraws, a Title IV funds calculation, using a Return to Title IV (R2T4) worksheet, is done. The R2T4 worksheet is provided by the United States Department of Education.

### **Withdrawal Date**

The data used to calculate the student's refund is determined as follows:

- In the case of a student who officially withdraws, the date of the student's last day of attendance.
- In the case of a student who unofficially withdraws, the drop out date, which is the last recorded date of class attendance as documented by the Louisiana Culinary Institute (LCI). The Director is responsible for determining and documenting the last day of attendance.
- In the case of a student who is expelled, the last day of the student's attendance.
- In the case of a student who properly requests a leave of absence and subsequently officially withdraws, the last day of the student's attendance.
- In the case of a student who properly requests a leave of absence and subsequently unofficially withdraws, the last recorded date of class attendance as documented by LCI.

When a student withdraws or is dismissed, a Tuition Refund Calculation is performed using the LCI Tuition Refund Calculation Form (Exhibit J). Using this form, the Financial Aid Administrator determines whether the student owes the school a balance or if a tuition refund is payable to the student. If the student received Title IV funds, the most current Return to Title IV (R2T4) worksheet will also be completed. This R2T4 worksheet is obtained from the United States Department of Education's website at [www.ifap.ed.gov](http://www.ifap.ed.gov).

If a credit balance (refund) exists, the following will occur:

- A refund check is issued by the Bursar's Office within 30 days of the student's date of withdrawal, or 30 days of the last date of attendance if the student notified the school of their withdrawal.

If the student has a remaining balance due, a statement requesting payment is mailed to the student.

All documentation relating to the formula calculations and refunds are maintained in the student's file.

### **Post-Withdrawal Disbursements**

If a situation arises where a student receives a disbursement after their withdrawal date, either of the following can happen:

- If money is owed to the Louisiana Culinary Institute (LCI) for tuition or fees, LCI's Bursar credits the student's account for the disbursement amount.

If all or part of the disbursement amount is above the amount due to LCI for tuition or fees, the amount is offered to the student. A notice is sent to the student within ten (10) business days of the disbursement.

### **Satisfactory Academic Progress**

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP).

Louisiana Culinary Institute (LCI) has set forth the following policies regarding a student's SAP. Progress is monitored after the first eight (8) months and failure to meet the requirements results in probation.

The Financial Aid Administrator/Tuition Officer monitors the students' progress.

### **Same As or Stricter Than**

LCI has the same academic standards for all students, whether or not the student receives Title IV financial aid. Specifically, students must maintain a cumulative grade point average of 2.0 and complete all coursework within 24 months to successfully complete the 16-month program.

The Financial Aid Administrator and the Compliance Officer are responsible for reviewing and ensuring that the SAP policy meets the Title IV requirements.

### **Quantitative Measure**

In accordance with federal requirements, students must complete all coursework within 150 percent of the length of LCI's 16-month program (or 24 months). This calculation begins with the student's start date and a leave of absence of up to 30 days does not count toward this calculation.

Student progress is calculated after the first eight (8) months from the student's start date. The Associate of Occupational Studies (AOS) in Culinary Arts program is 65 total semester credit hours and the AOS in Hospitality and Culinary Management program is 73 total semester credit hours. However, based upon the course schedule, students are able to attempt at least 36 semester credit, respectively, within the first eight



(8) months of enrollment.

A student must have completed 67% of the total semester credit hours the student is able to attempt in the program in which the student is enrolled. For the AOS in Culinary Arts program, this is 67% of 36 semester credit hours, or 24 semester credit hours within the first 8 months of enrollment. For the AOS in Hospitality and Culinary Management program, this is 67% of 36 semester credit hours, or 24 semester credit hours within the first 8 months of enrollment. If the student has not completed the 24 semester credit hours, by this time, the student is put on probation.

All completed credit hours are counted toward this calculation, regardless of if Title IV funds were received for those credit hours, and credit hours are earned upon a students' successful completion of coursework for a particular class.

The Financial Aid Administrator/Tuition Officer (FAA) and the Compliance Officer monitor student progress by doing the following:

1. The FAA runs the FASAP report in our student management system, STARS, at the 8-month marker following a student's enrollment (usually at the start of the student's third semester).
2. The FAA analyzes the qualitative and quantitative measurements for each student to determine if the software has correctly determined if the student is maintaining Satisfactory Academic Progress (SAP).
3. A SAP notice is printed and signed by the FAA and placed in the student's file.
4. If the student is not maintaining SAP, the FAA notifies the student that the student has been put on probation. The student is also notified of his or her appeal rights (see Section 11.8). Documentation of the notification, specifically a Student Interaction Report (Exhibit I), is put in the student's file.

### **Qualitative Measure**

In order to receive Title IV funds, students must maintain a 2.0 grade point average. This is based upon a 4.0 grade point scale.

Student progress is calculated after the first eight (8) months, depending on the student's program, from the student's start date. At this point, the student must have a 2.0 grade point average.

If the student does not have a 2.0 grade point average, the student is put on probation.

Students are graded on coursework completed, including tests, homework and projects. Upon the completion of each class, grades are recorded on a master spreadsheet. This spreadsheet is cross-checked against the class grade book, before being recorded in our student management system, STARS. Grades are then recorded on a student's transcript.

The Financial Aid Administrator/Tuition Officer (FAA) and the Compliance Officer monitor student progress by doing the following:

1. The FAA runs the FASAP report in our student management system, STARS, at the 8-month marker following a student's enrollment (usually at the start of the student's third semester).
2. The FAA analyzes the qualitative and quantitative measurements for each student to determine if the software has correctly determined if the student is maintaining Satisfactory Academic Progress (SAP).
3. A SAP notice is printed and signed by the FAA and placed in the student's file.
4. If the student is not maintaining SAP, the FAA notifies the student that the student is put on probation. The student is also notified of his or her appeal rights (see Section 11.8). Documentation of the notification, specifically a Student Interaction Report (Exhibit I), is put in the student's file.

## **Probationary Periods**

Once a student is placed on probation, that student's progress is re-evaluated after an additional eight (8) month period.

If the student is on probation for insufficient credit hour completion, the student's progress is re-checked after an additional eight (8) month period, or after 16 months. At this point if a student in the AOS in Culinary Arts program has not completed a total of 48 semester credit hours and a student in the AOS in Hospitality and Culinary Management program has not completed 48 semester credit hours, the student may be determined ineligible to complete the program. This determination is made on a case-by-case basis.

If the student is on probation for not meeting the 2.0 grade point average requirement, progress is re-checked after an additional eight (8) month period, or after 16 months. At this point if the student does not have a 2.0 grade point average, the student may be determined ineligible to complete the program. This determination is made on a case-by-case basis.

When the Financial Aid Administrator/Tuition Officer (FAA) determines that the student should be placed on probation, the FAA schedules a face-to-face meeting with the student.

At the meeting, the student is informed about why they are being placed on probation and what LCI's policies are for graduation.

After the meeting, the FAA fills out the Student Interaction Report (Exhibit I) with the information discussed at the meeting. This Student Interaction Report is signed and placed in the student's file.

After an additional eight (8), month period, students on probation are re-evaluated. The FAA determines if the student continues to be deficient in credit hours or grade point average. Deficiencies are if the student has not completed 48 semester credit hours in a 16-month period in the AOS in Culinary Arts program and 48 semester credit hours in the AOS in Hospitality and Culinary Arts program, or the student does not have a 2.0 grade point average.

Whether or not the student is eligible to complete the program is determined on a case-by-case basis. The FAA, the Director, the Compliance Officer, and the Governing Board gather together to make a determination on whether the student will be eligible to graduate.

Students are allowed to appeal all probation determinations (See Section 11.8) and are notified of their appeal rights. Documentation of the notification is placed in the student's file.

## **Health and Safety Information**

[Annual Security Report](#)

[Drug-Free Schools/Drug-Free Workplace Annual Disclosure](#)

## **Family Educational Rights and Privacy**

[Notification of Rights under the Family Educational Rights and Privacy Act \(FERPA\)](#)

## **Miscellaneous**

[Register to Vote](#)

[Consumer Information on College Navigator](#)