

NAPOLI CULINARY ACADEMY

SCHOOL CATALOG

2010 - 2011



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Academy Director's Welcome



Welcome to the Napoli Culinary Academy of America

Thank you for your interest in Napoli Culinary Academy. As lifetime students of the culinary profession ourselves, we would like to welcome your interests in the Academy and to inform you about the various advantages of working within the food business. As culinary students, your education and training with us will begin an exciting career in one of the most popular and fastest growing occupations in the world. Not only will you be trained as a chef and learn the trade of professional food preparation, you will also be learning the complex skills of restaurant administration, management and operation. As a culinary professional, there are many varying opportunities career choices, some of which include travel abroad, taking command of a successful restaurant operation, or even starting and managing your own restaurant business. As a graduate of the Academy you will have a distinct advantage over your peers in the culinary profession, that have not been exposed to the same rigors of training as yourself.

I personally would like to extend an invitation to you to set up a personal interview and visit to our academy. Come see for yourself how our program works, and how our personal one-on-one training will make you a better student, and ultimately, a better executive chef and food & beverage director.

Best wishes,

Hassi Sadri

Academy Director

Napoli Culinary Academy of America

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Date: 4/10/2010

School History

The Napoli Culinary Academy was established in 1997 by Mr. Hassi Sadri. Mr. Sadri's nationally recognized restaurant, Café Napoli appeared on the cover of Pizza Today Magazine making the restaurant as one of the 100 unique restaurants in the nation. This exposure and notoriety for Mr. Sadri in 1992 inspired him to open the academy. His background and passion for teaching in earlier culinary experiences including television and film activities provided the encouragement he needs to start the Napoli Culinary Academy. This was a dream come true.

Vocational programs designed to equip students with basic and advanced skills and knowledge related to Culinary Arts occupations were developed and submitted to the Bureau for Private Postsecondary and Vocational Education (BPPVE) in 1998 with temporary approval being granted in 1999. The original approval was granted to offer Culinary Arts Management, Food & Beverage Serving Program and the Line Cook Program.

Initially the Academy was at 535 Fulton Ave and later located to 1351 Fulton Ave. Subsequently in 2002 major modifications to the facility were made including significant equipment enhancements. Also in 2002, the BPPVE granted final approval to the initial three programs plus two new programs Bar Management and Catering Management and in 2006 we received final approval for the Baking, Pastry & Cake Decorating Program. Also in 2002 the Academy received approval to provide training for qualified veterans by the U.S. Dept of Veterans Affairs and the BPPVE. We currently have approval thru BPPVE for all listed programs thru February 8, 2009. In August of 2006 the Academy was granted approval as an eligible training provider from Sacramento Employment and Training Agency. The Academy's educational process is one of instruction, observation, application and evaluation.

Mission & Philosophy

Napoli Culinary Academy strives to provide each student a positive and creative environment within which to study the Culinary Arts. With believing that work should be personally fulfilling, our goal is to train students for a new career in the culinary field. Our school programs provide a stepping stone for all our graduates who can successfully work in the culinary industry as well as a life-long and personally satisfying career. Students will be equipped with basic and advanced knowledge required to work in fields related to the Culinary Arts occupations.

Educational Objectives

The purpose and educational objectives of our programs is to train students to function and prosper in their workplaces in the culinary environment by utilizing the skills learned at N.C.A.A. The graduates will have necessary business and administration skills as well as a working knowledge of culinary arts after completing their studies. Students are offered "hands-on" teaching/training by instructors who are experts in their respective fields. Upon graduation, the successful student will have entry level knowledge needed for potential placement in the culinary field as "a head chef," "an assistant chef," and or "food & beverage manager."

Admission Information

Admission Requirements

Napoli Culinary Academy requires that prospective students possess a high school diploma or G.E.D. certificate or its equivalent to enroll in any of our programs.

N.C.A.A. provides equal opportunity in education and admits students without regard to race, gender, sexual orientation, religion, creed, color, origin, ancestry, marital status, age, disability, or any other factor prohibited by law. This policy is followed with respect to programs, services, activities, admission of student, hiring of faculty and staff, the awarding of scholarships and prizes, promotions, graduations, and certifications are administered in full compliance with applicable law.

Admission Procedures

The enrollment procedure starts with an interview with the Academy Director and a tour of the facility. The personal interview provides the opportunity to discuss the applicant's interests, special skills and career goals. In addition, prospective students are provided an orientation including the following:

- Review of course requirements
- Review of attendance requirements
- Review of all school policies
- Catalog information
- Financial requirements
- Placement service information
- School calendar

The N.C.A. A. reserves the right to modify the size of any class, tuition, and fees, as may be deemed necessary. Approval from the Bureau will be attained before any changes take effect with the programs and policies of the N.C.A.A.

Credit Evaluation Policy

Students with previous training in the course to be pursued will be tested upon enrollment and given appropriate credit. Evaluation will be based upon either a written exam, an oral exam, or both.

Credits allowed will be recorded on enrollment record and the length of the course shortened proportionately. **(NOTE: ALL PRIOR TRAINING MUST BE EVALUATED).**

Length of Time and Definition of Clock Hours

The Napoli Culinary Academy programs are measured in clock hours of instruction. A clock hour is defined as 55 minutes of instruction. For full-time students the Culinary Arts Management Program takes 36 weeks with a total of 900 clock hours.

Number of Clock Hours

COURSE OFFERINGS:

Culinary Arts Management Program

CAMP 1	Assorted Ground Meat Meals	35 hours
CAMP 2	Assorted Soup Making	20 hours
CAMP 3	Basic Accounting & Budget Management	40 hours
CAMP 4	Bread Baking & Pastry Skills Development	5 hours
CAMP 5	Breading & Skewering	10 hours
CAMP 6	Breakfast Cookery	5 hours
CAMP 7	Broiler Operation	50 hours
CAMP 8	Cash Control & Depositing	12 hours
CAMP 9	Classic Banquet Cuisine, Table Service & Catering	40 hours
CAMP 10	Cleaning & Cutting Chicken & other Poultry	10 hours
CAMP 11	Cleaning & Cutting Fish & Seafood	10 hours
CAMP 13	Cost & Portion Control	50 hours
CAMP 14	Dining Room Management	25 hours
CAMP 15	Equipment Maintenance	40 hours
CAMP 16	Equipment Safety, Operations & Cleaning	20 hours
CAMP 17	Garnishing Assorted Plates, Pantry, Salad & Dressing	20 hours
CAMP 18	Italian Cuisine—Pizza	70 hours
CAMP 19	Job Interviewing, Work Attendance & Co-Worker Relations	10 hours
CAMP 20	Licensing & Business Opening Regulations	5 hours
CAMP 21	Marinating Different Meats & Vegetables	26 hours
CAMP 22	Marketing & Free Advertising	5 hours
CAMP 23	Middle Eastern Cuisine	30 hours
CAMP 24	Nutrition, Sanitation & Health Regulations	50 hours
CAMP 25	Order Arrangements	10 hours
CAMP 27	Pasta Cooking	30 hours
CAMP 28	Popular International Dishes	10 hours
CAMP 29	Pricing & Menu Arrangements	50 hours
CAMP 30	Product Ordering & Knowledge	10 hours
CAMP 31	Product Shelving & Cold Storage	40 hours
CAMP 32	Red Meat Cutting & Identification	10 hours
CAMP 33	Roasting & Rotisserie	5 hours
CAMP 34	Sauce Making	10 hours
CAMP 35	Sautéing & Pan Frying	30 hours
CAMP 36	Scheduling	10 hours
CAMP 37	Shopping Smart & Product Source	10 hours
CAMP 38	Utensils, Pots, Pans & Dish Functions	20 hours
CAMP 39	Bar Management	7 hours
REVIEW FOR FINALS LAB AND LECTURE		66 hours

TOTAL HOURS – 900 clock hours

Number of weeks required for completion: 36 weeks

Instructional Class Schedule

All courses follow the same schedule, as detailed below:

Classes are held Monday through Friday, for five hours per day, 25 hours per week, according to the following schedule:

9:30 a.m. – 11:30 a.m. - Lecture
11:30 a.m. – 2:30 p.m. - Cooking demonstrations

Note: Students are permitted one 10-minute break during the day.

The Grading System

	<u>Grade</u>	<u>GPA</u>
Excellent	A (90-100%)	4.00
Above Average	B (80-89%)	3.00
Average	C (70-79%)	2.00
Below Average	D (60-69%)	1.00
Unsatisfactory	F (Below 60%)	Failure
Incomplete	I	Incomplete
Withdrawal	W	Withdrawal

Grading basis:

Attendance	10%
Assignments	20%
Concepts Comprehension	20%
Practical/Projects	30%
Examinations	20%

Program Objective & Course Description

CULINARY ARTS MANAGEMENT PROGRAM

Program Length: 36 Weeks (900 hours)

Program Objective: This program will provide a comprehensive knowledge in Culinary Arts and is geared towards those that are interested in being chefs or owners of their own restaurant. All facets of culinary arts and restaurant management are explored and taught in this program, with much of the instruction oriented towards the day-to-day running of a restaurant. Upon successful completion of this program, the student will be ready to secure employment as a chef, cook, or manager in an established restaurant.

CAMP 1 ASSORTED GROUND MEAT MEALS

35 clock hours

This course covers different ground meat meals. Students will obtain knowledge needed for meat cookery, basic methods of cooking meat gourmet flair, spices and herbs and assorted meals.

CAMP 2 ASSORTED SOUP MAKING

20 clock hours

This course introduces production methods for sauces and stock production. It includes basic stocks and soups, reduction and clarification of stocks. Also included are the three main categories of soups and their production and the basics of meat fabrications.

CAMP 3 BASIC ACCOUNTING & BUDGET MANAGEMENT

40 clock hours

This course introduces basic practical application of kitchen mathematics including calculation of food cost, recipe yields, recipe costing, purchasing and other related topics. Culinary accounting and finance for culinary operations and the use of accounting techniques in analyzing business performance, in budgeting, and in cost and profit planning. This course also offers an organized, step-by-step approach to preparing a business plan. The plan will enable the students to solve problems “on paper” before they become operational or money problems. Every business should have a business plan. Students will create one in this course. Course content includes field trips, Internet research, and class discussion.

CAMP 4 BREAD BAKING & PASTRY SKILLS DEVELOPMENT

5 clock hours

This course examines the preparation and production methods for baking. It includes bake shop layout, work flow, and equipment; theory and production of yeast breads; theory and production of quick breads; theory and production of cakes and cookies; production of fruit, pudding and custard pies; production of puff pastry and pate choux items. This class also covers techniques and fundamentals of classical and contemporary plated desserts, cake decorating, sorbets and mousses. Emphasis is placed on production of high quality products and professional presentation.

CAMP 5 BREADING & SKEWERING

10 clock hours

This course introduces the essentials of breading and skewering. Videos will be shown in class for further knowledge.

CAMP 6 BREAKFAST COOKERY

5 clock hours

This course examines fundamental aspects of breakfast cookery. Students will experience and master how to make flip a pancake, bake mouth-melting muffins, and flip an egg.

CAMP 7 BROILER OPERATION

50 clock hours

This course emphasizes key elements and functions of a broiler. Students will experience to prepare steak kabob on open fire and chicken kabob. Course also includes food preparation, meat cookery, and proper process to cook variety of meats on a broiler.

CAMP 8 CASH CONTROL & DEPOSITING

12 clock hours

This course emphasizes the importance of accounting and finance in culinary operations. The course is a study of the use and reporting of accounting data for managerial planning, cost control, depositing and decision making purposes. It also includes broad coverage of concepts, classifications, and behaviors of costs. Study will include cost-volume-profit relationships, short and long-term budgeting, and contribution reporting.

CAMP 9 CLASSIC BANQUET CUISINE, TABLE SERVICE & CATERING

40 clock hours

This course is a study of classic banquet cuisines, table service, and the skills needed to manage both on-premise and off-premise catering operations. Subject matter includes marketing and sales, recipe costing, menu development, kitchen and dining room layouts, staff requirements and cooking and serving skills particular to catered events.

CAMP 10 CLEANING & CUTTING CHICKEN & OTHER POULTRY

10 clock hours

This course provides the basics of proper cleaning and cutting of chicken, turkey, duck, goose, and other poultry. Topics include different knife usage, sanitation process, and preparation methods. Also included are menu entrees.

CAMP 11 CLEANING & CUTTING FISH & SEAFOOD

10 clock hours

This course provides the basics of proper cleaning and cutting of tuna, prawns, mussels, scampi, clams, oyster, salmon, and fillet sole. Students will gain knowledge on how to dismember a live and boiled lobster. Topics include different knife usage, sanitation process, and preparation methods. Also included are menu entrees.

CAMP 13 COST & PORTION CONTROL

50 clock hours

This course is an introduction to the principles of quantity food production. This course also covers preparation of sandwiches, soups, salads, vegetables, meats, poultry, seafood, breakfast dishes, rice and other grains, pastas and potatoes, sauces and simple dessert items.

CAMP 14 DINING ROOM MANAGEMENT

25 clock hours

This course develops the skills of the future dining room server and creates a common language between the dining room and the kitchen for future chefs. Through theoretical and practical application of table service, students will gain an appreciation of the elements of the front of the house.

CAMP 15 EQUIPMENT MAINTENANCE

40 clock hours

This course emphasize the importance of proper equipment maintenance. During this course the students will obtain the knowledge on different ways and materials needed for quality maintenance of different kitchen and restaurant equipments.

CAMP 16 EQUIPMENT SAFETY, OPERATIONS & CLEANING

20 clock hours

This course covers knife skills, equipment recognition, operation and cleaning, use of hand tools and measuring devices; cleaning and cutting raw materials.

CAMP 17 GARNISHING ASSORTED PLATES ,PANTRY. SALADS & DRESSING

10 clock hours

This course focuses on traditional and contemporary plate and platter presentations as well as buffet presentations. Students will prepare to meet the exacting standards of the industry through competitions, both in-house and national. Domestic and international standards will be introduced as they apply to upper level chef positions. Details on how to garnish based on the meal, based on vegetables, and based on request will be discuss in class.

CAMP 18 ITALIAN CUISINE—PIZZA

70 clock hours

This course introduces dough making, stretching, cutting, preparation, baking, aging, and storage. It also emphasizes the importance of oven start-up and temperature control. Students will learn different tools needed, prepare pizza toppings, and decorate pizza.

CAMP 19 JOB INTERVIEWING, WORK ATTENDANCE & CO-WORKER RELATIONS

10 clock hours

This course will prepare students with job interviews and will provide students with the skills needed to succeed in a culinary environment. The student will have an opportunity to work in an actual restaurant setting. Working in an actual food service environment will afford a student the necessary skills for success. This course provides students discussion, making a resume, work ethics, and problem solving in topics relating to work and co-workers.

CAMP 20 LICENSING & BUSINESS OPENING REGULATIONS

5 clock hours

This course is an introduction to the legal aspects of culinary operations through an explanation of and applications to legal subjects relevant to culinary operations. Topics include licensing, government regulations, patron civil rights, liability for sales of food and alcoholic beverages, as well as liability for patron safety and property, selection and supervision of employees, property rights and forms of business organizations.

CAMP 21 MARINATING DIFFERENT MEATS & VEGETABLES

26 clock hours

This course study the essentials of marinating different meats and vegetables, spices and herbs, and key ingredients. The course also focuses on various cooking methods, food textures, flavor combinations, and plate presentations.

CAMP 22 MARKETING & FREE ADVERTISING

5 clock hours

This course is an introduction to culinary marketing with a profile of management's role in marketing. The course includes information systems and marketing research methods to assist in planning. Hospitality consumers and their behavior are discussed. Other topics include advertising, group sales strategies, the importance of carefully designed menus and menu pricing.

CAMP 23 MIDDLE EASTERN CUISINE

30 clock hours

This course introduces the production of Middle Eastern cuisine dishes through a focus on various cooking methods, food textures, flavor combinations, and plate presentations. Cooking a Middle Eastern dish is a must as part of the course.

CAMP 24 NUTRITION, SANITATION & HEALTH REGULATIONS

50 clock hours

This course covers the principles of food microbiology, important food borne diseases, standards that are enforced by regulatory agencies, and applied measures for the prevention of food borne diseases and other microbiological problems. All phases of sanitation for professional culinary operations are covered in the context of schools, hospitals and commercial restaurants and cafeterias. Subjects covered include types and causes of food borne illnesses, correct procedures for handling food in quantity, and the principles of cleaning and sanitizing. It will also consist of practical training in the kitchen and organized field trips to introduce students to the industry. In full uniform, students will learn knife skills and basic food preparation techniques as well as practical sanitation skills. Field trips will include tours of hotel and restaurant kitchens led by professional chefs.

CAMP 25 ORDER ARRANGEMENTS

10 clock hours

This course introduces preparing and cooking, planning, and proper order arrangements for casual and formal dining. Through field trips, students will gain exposure to different types of settings, industry food shows, and other pertinent excursions.

CAMP 27 PASTA COOKING

30 clock hours

This course provides the students with the practical skills and knowledge for pasta cooking. Students will develop a menu and produce menu items for presentations and competitions in class. Students will design, produce, and serve a weekly menu around a specific theme. Topics includes variety and color of pasta and special occasion pasta

CAMP 28 POPULAR INTERNATIONAL DISHES

10 clock hours

This course exposes students to the preparation of international dishes made in the traditional manner. Mexican, Oriental, and Middle Eastern cuisine will be covered. Emphasis is placed classroom production, cooking techniques, and presentation.

CAMP 29 PRICING & MENU ARRANGEMENTS

50 clock hours

Organizing, planning, and control of production for a quantity culinary operation .Includes menu planning and pricing, scheduling of staff and production, portion and temperature control, recipe standardization and scaling, and elements of culinary layout and design.

CAMP 30 PRODUCT ORDERING & KNOWLEDGE

10 clock hours

This course examines the basic aspects of procurement within the foodservice industry. Topics include ordering, menu forecasting, and delivery schedules. The course also introduces receiving, proper storage and handling techniques, and inspections of deliveries and invoices. Students will learn basics of electronic purchasing, inventory controls, FIFO, security, legal and ethical aspects of procurement and resources available in the industry.

CAMP 31 PRODUCT SHELVING & COLD STORAGE

40 clock hours

This course introduces students to the growing field of packaging and preservation of food. Students will view preservation procedures both from the consumer's perspective, discussing pros and cons of using pre-prepared foods, and from the producer's perspective. Students will learn the technology and techniques for preparing irradiated, frozen, freeze-dried, and oven-dried foods. In addition, students will gain hands-on experience using one or more of these techniques.

CAMP 32 RED MEAT CUTTING & IDENTIFICATION

10 clock hours

This course examines the advanced aspects of red meat cutting. Course includes presentation on carving a standing rib roast, a sirloin, a fillet of beef, a porterhouse steak, and a flank steak.

CAMP 33 ROASTING & ROTISSERIE

5 clock hours

This course emphasizes the process of roasting and rotisserie. Students gain knowledge on proper roasting and rotisserie.

CAMP 34 SAUCE MAKING

10 clock hours

This course introduces production methods for sauces. It includes making meat sauces, cheese sauces, vegetable sauces, and fish and shellfish sauces.

CAMP 35 SAUTÉING & PAN FRYING

30 clock hours

This course is designed to provide the student with the special skills necessary to prepare and market restaurant meals for the home – one of the fastest growing aspects of the culinary field. Students will practice basic and advanced techniques in sautéing and pan frying vegetables, meat, poultry, and fish cookery.

CAMP 36 SCHEDULING

10 clock hours

This course is designed to help supervisors meet the challenges and demands of the hospitality field. The course will focus on scheduling and the skills necessary to be effective leaders, developing human relations' skills and building on workplace diversity. The course will also cover communicating effectively, and creating a positive work climate. Management responsibilities of planning, organizing, controlling, decision making, problem solving and delegating will be included.

CAMP 37 SHOPPING SMART & PRODUCT SOURCE

10 clock hours

This course provides a comprehensive view of purchasing activity as well as its relationship to the management of a successful hospitality operation. This course offers practical applications of purchasing principles from the culinary manager's viewpoint. This course focuses on distribution channels, purchasing principles and buying techniques, selection factors, receiving, storing, issuing and inventory control.

CAMP 38 UTENSILS, POTS, PANS & DISH FUNCTIONS

20 clock hours

This course examines the usage of different utensils, pots, pans, and dishes functions. Sterilization, utensils table setting, and dishes table setting will also be covered.

AMP 39 BAR MANAGEMENT

Prerequisite: Proof of age 21 or older

7 clock hours

This course is designed to introduce & train students in the concept, development and implementation of effective day to day operational management strategies in the food & beverage industry. The lessons will cover a wide variety of topics such as calculating gross profit margins, cost controls, theft prevention, perpetual inventory systems, human resources, marketing & promotions, auditing, drink & food pricing, sanitation and product development.

Facilities

This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building safety, and health. This is a non-smoking facility with smoking designated in outside areas.

Physical Description of the school

Napoli Culinary Academy is located at 1401 Fulton Avenue Sacramento, CA 95825. The academy consists of 3400 square feet includes two separate classrooms, bar, lobby, café pastry shop and deli, hot food kitchen (2) stations, observation area and bakery section, Learning Resource Center, storeroom, two restrooms, one utility room, office, reception area and administration area.

Maximum Numbers of Students in a Class

Maximum lecture/laboratory classes for all courses will not exceed 20 students.
Maximum student teacher ratio is 20:1 for lecture and laboratory classes.

Attendance Policies

Definitions

DEFINITION OF TERMS

- | | |
|--|-----------------|
| 1. PROBATION – 30 Days or Less | (In- School) |
| 2. SUSPENSION – Specified Period | (Out of School) |
| 3. WITHDRAWAL – Student Initiated | (Out of School) |
| 4. TERMINATION – May Re-apply | (Out of School) |
| 5. DISMISSAL – No Return | (Out of School) |

Absences

The student is required to attend 90% of the scheduled classes. Failure for any reason to maintain the 90% attendance may be cause for probation. Absences will be considered excused for illness, and death, or birth in the immediate family, and other valid reasons substantiated in writing are excused at the discretion of the instructor. Unexcused absences may be made up as arranged with the instructor. Special arrangements with the Academy Director for working students. There is NO tuition credit for absences.

On-Time Policy

Attending as scheduled is necessary for successful skill development and job preparation. Students are expected to arrive in time for class and remain until it concludes. Students who arrive late disrupt others and miss information necessary for successful completion of the class. Abuse of this policy can result in probation or suspension from school will have an effect on the student's grade as determined by the individual instructor.

Suspension for Unsatisfactory Attendance

Students with three unexcused absences in any class will receive written notification of attendance probation for a period of one month. Any unexcused absences during such probationary period will be cause for interruption of the student's program. Interruption is defined as being suspended from classes.

Leave of Absence

A leave of absence may be granted in situations in which you might find it impossible to continue in regularly scheduled classes. To request a leave of absence, you must submit a written request to the Academy Director. Written requests for a leave of absence will be considered at the discretion of the school administration. If you fail to submit a request and leave the N.C.A.A., after 30 days, you will be dismissed from the Academy with no refunds. You may be granted a leave of absence for up to 60 days. After 60 days, a leave of absence automatically becomes a withdrawal. You will not be given a tuition refund for a leave of absence. To return from a leave of absence, you will need to submit a request to return in writing to the Academy Director. Each request will be considered on an individual basis.

Attendance Probation Policy

Any student failing to maintain a minimum 90% of the maximum time frame of the program hours shall be, at a minimum, placed on "Attendance Probation" (unless extenuating circumstances are established). The length of probation shall be for the period of time required for the student to reach a minimum of 90% of the scheduled class hours. However, in no event shall exceed one evaluation period (unless extenuating circumstances are established). The probation period may be lengthened to provide assurance that the student achieves and maintains satisfactory attendance progress. The student will be allowed to make up hours, assignments and/or examinations if space is available, to be removed from probation.

Make-Up Work

At the discretion of the school administration and subject to available space and staff, students will be given the opportunity to repeat or make-up incomplete work or absences. All such successfully completed work will be given full standing toward maintaining the student's satisfactory academic progress. Grades for such make-up work will replace the original grade given to the student.

Satisfactory Academic Progress Policy

In addition to completion time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 70% = C or better. For determining a student's progress monthly evaluations are conducted showing a student's attendance, courses completed with grade, test scores and hours left to complete their prospective program. This evaluation is reviewed with each student and signed by the student and the instructor. A copy is given to the student with the original kept in the student's permanent file.

Academic Probation Policy

A student achieving a cumulative grade point average below 70% or a "C" at the time of evaluation will be advised of their unsatisfactory academic progress and placed on academic probation for 30 days or until such time as their cumulative grade point average reaches a minimum 70% or "C". During this period of probation, the student must maintain, at a minimum, an academic grade point average of 70% or "C" or better. If the student is unable to maintain a 70% or "C" or better during the probation period, the student may be dismissed or required to repeat a course within 3 months. Any student dismissed for failure to meet the academic requirements of the academy, may appeal the dismissal or repeat by writing a letter and discussing the probation period with the NCAA Academy Director.

Maximum Time Frame for Course Completion

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as one and one half times the regular scheduled program length. Leave of absences, holidays, excused non-attendance, winter break, in-service days, academy being closed due to any extenuating circumstances and terminations are not computed in the maximum time frame.

Suspension and Dismissal

Napoli Culinary Academy reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the school's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by informing NCAA in writing.

Student Conduct and Appearance

Napoli Culinary Academy expects students to behave in a professional and considerate manner, and shall appear for classes in a sober and receptive condition. Appropriate attire is required. Violation of this condition is a just cause for dismissal.

Incomplete Courses

An incomplete status cannot be given as a final grade. The student may, with the instructor's approval, complete the required course work assignments, projects, and examinations within one (1) week from the original completion date. If the student does not complete the required course work assignments, projects, and examinations within the stated period, he/she will not be allowed to graduate from the program.

Terminations

The academy reserves the right to terminate any student who fails to maintain satisfactory classroom progress or attendance. Destruction of academy property, unlawful or improper action, any conduct that discredits the academy will not be tolerated.

Terminations are at the discretion of the Academy Director.

Reinstatement Policy

Napoli Culinary Academy reserves the right to reinstate a student who has been terminated for having failed to maintain satisfactory classroom progress or failed to meet NCAA attendance policies. To apply for reinstatement the student must petition the school director in writing along with a school application. The academy director's decision is final.

Graduation Information

Graduation Requirements

In order to graduate, a student must maintain all of the following:

1. A minimum grade average of "C" or better.
2. Successful completion of each course with a "D" or better.
3. 90% attendance.
4. Fulfillment of all catalogue requirements.
5. Good financial standing with the academy.

Type of Document Awarded Upon Graduation

A diploma will be awarded to students who successfully complete the program.

Student Record Retention

Student's records will be maintained for a period of five (5) years.

Tuition Information

Program	Weeks	Hours	Registration (Non-Refundable)	Starting Kit (Non-Refundable)	STRF Assessment Fee	Tuition	Total
Culinary Arts Management	36	900	\$ 100	\$ 260	\$ 32.50	\$ 12,500	\$ 12, 892.50

Other Fees

Registration Fee (non-refundable)	\$100.00
Starting Kit (non –refundable)	\$260.00
STRF Assessment Fee	\$ 2.50 per thousand dollars of tuition

- The Academy requires the students to purchase the Starting Kit. They will need the Starting Kit for the Classes. They become the student's property. The Academy is not responsible for lost, stolen or damaged items.

Notice: Napoli Culinary Academy allows students to make monthly payments in able to meet their tuition obligations.

BUYER'S RIGHT TO CANCEL AND REFUND RIGHTS:

Cancellation of Agreement

You have the right to cancel this agreement for educational service, any equipment or other goods and services related to the instruction offered in this Agreement within five (5) business days following your 1st class session, a business days means, except for home study or correspondence, a day on which you were scheduled to attend a class session. Cancellation shall occur when you give written notice of cancellation to **NCAA, 1401 Fulton Avenue Sacramento, CA 95825**. You can do this by mail, in person, by FAX or telegram. The written notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This written notice of

cancellation need not take any particular form, however expressed, it is effective if it show that you no

Longer wish to be bound by this Agreement. If you cancel this agreement, NCAA. will refund any money that you paid, less the registration fee not to exceed \$100, within 30 days after your notice is received. If a student is rejected for training or if a course is cancelled, the student will receive a refund of all monies paid.

Tuition of Program	C.A.M.P.		
	\$ 12,500		
Percentage of Refund *			
75%	\$ 9,375		
60%	\$ 7,500		
50%	\$ 6,250		
25%	\$ 3,125		
10%	\$ 1,250		

* Based upon the remaining time in the course for which the student has not completed.

There is no tuition credit for absences.

Withdrawal from Course

You have the right to withdraw from a course of instruction at any time. If the student withdraws from a program of instruction within five (5) business days of the first class you attended, the School will remit a refund, less the registration fee of \$100. If you withdraw from a program of instruction after five (5) business days of the first class you attended, the School will remit a refund, less the registration fee, uniform and Starting Kit fees of \$360. Refunds will be paid within 30 days following your withdrawal.

If the student has received 60% or less of the number of clock hours in the program the refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid. No monies will be refunded for the School uniform or student's tools and equipment after the due refund date. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay it.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You give a written notification to the school of your withdrawal or the actual date of withdrawal. (b) The school terminates your enrollment. (c) You fail to attend classes for a three-week period without a leave of absence approval. There is no tuition credit for absences.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan. Any remaining amount of refund will first be used to repay any of your financial obligations to the School from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you.

Hypothetical Refund Example

Assume you, upon enrollment in a 400-hour course, pay \$2000.00 for tuition, \$100.00 registration fee, and \$260.00, documented cost to school, for uniform and Starting Kit fees as specified in the enrollment agreement and withdraws after completing 100 hours. The pro-rata refund to you would be \$1518.75 based on the calculation stated below.

		300 clock hours of instruction		
\$2360	- \$360	x <u>paid for but not received</u>	=	\$1518.75
amount paid				actual refund
for instruction				
(\$2000 Tuition	=	400 clock hours of instruction		
\$100.00 Registration Fee (non-refundable)				
\$260.00 Starting Kit & Uniform (non-refundable)				

The Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a loss as a result of the college: closing; failing to live up to its enrollment agreement; or refusing to pay a court judgment.

To be eligible, you must be a “California resident” and reside in California at the time the enrollment is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not eligible.

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the college is closed. If you do not receive notice from the council, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within 2 years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents monies paid to the college.

Questions regarding the STRF may be directed to the **Bureau for Private Post Secondary & Vocational Education 1625 North Market Blvd Suite S-202 Sacramento, CA 95834. Phone: 916-574-7720.**

Notice: All students who qualify for Student Tuition Recovery Fund (STRF) are responsible for paying the state assessment amount for the STRF. If the student is not a resident of California or the student is a recipient of a third-party organization that pays for all student's tuition and fees, the student is not eligible for protection under, and recovery from, the Student Tuition Recovery Fund. If a third-party organization pays only for a portion of the student's tuition and fees, the student will be responsible for paying a pro-rated state assessment amount for the STRF. Current STRF fee is \$2.50 per thousand dollars of tuition paid, regardless of the portion that is prepaid.

Scholarship

Let's face it, not many people can afford education today without the help of parents, part-time jobs, student loans or a combination of all these. We can't help with your parents, but we can help with the others.

If you are interested we will try to help you find part-time work at an area restaurant while you are a student at NCAA. This can also provide you with more on-the-job experience to go along with your already extensive program of study.

NCAA has a limited number of scholarships available each year for our students who qualify. Available scholarships are awarded based on the student's educational background, determination, financial abilities, recommendations, and work experiences. Scholarship amount will vary based upon a review of student needs. If you are interested in receiving Financial Assistance or information on scholarships, please inform the Academy Director.

Scholarship Program Information

The Napoli Culinary Academy offers a scholarship program for students who qualify to assist them financially. NCAA Scholarship program provides a reduction in tuition based upon an applicant's need, culinary experience, and personal motivation.

The procedure for applying for the NCA Scholarship Program is as follows:

1. Applicants must submit the NCAA Scholarship Questionnaire prior to enrollment.
2. The Director will then interview the applicant.
3. The Director will review the Questionnaire and results of the interview with one member of the Advisory Committee to determine whether a scholarship will be awarded and the amount.
4. The Director will inform successful applicants of the amount of the award and the applicant will complete the enrollment process.
5. The successful applicant will receive the tuition reduction as long as he/she maintains satisfactory progress and meets attendance & financial requirements.

Placement Assistance

Employment assistance may be provided. Our placement program is designed to provide students with employment opportunities and to assist in preparing them for their job search. Napoli Culinary Academy is in continual contact with employers to discuss their needs and the skills required for employment in the culinary field. This contact enables NCAA to keep the curriculum current and to assist students in qualifying for head chef and assistant chef positions.

All reasonable efforts will be made on behalf of the students and graduates of NCAA to assist them in obtaining employment. However, it is understood that the School does not and cannot promise or guarantee employment nor level of income or wage rate to any Student or graduate.

Student Advising

Students have access to faculty and administrative staff for vocational and academic advising. NCAA provides advising for students who have problems affecting course work or career plans. All efforts will be made to provide a superior environment to assist each student in maintaining, continuing, and completing his/her program.

Student Parking

Student parking is available, at no cost, in the open parking area in front of the academy building. NCAA is not responsible for parking violations, property theft, or property damage. Please keep vehicles locked at all times.

School Calendar

Napoli Culinary Academy will observe the following holidays:

New Year's Day	Christmas Day
Martin Luther King Jr. Day	Labor Day
President's Day	Memorial Day
Good Friday	Veterans' Day
Independence Day	Columbus Day
Thanksgiving Day	

Facilities

This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building safety, and health. This is a non-smoking facility with smoking designated in outside areas.

Physical Description of the school

Napoli Culinary Academy is located at 1401 Fulton Avenue Sacramento, CA 95825. The academy consists of 4500 square feet includes two separate classrooms, bar, lobby, pastry shop and deli hot food kitchen (2) stations, observation area and bakery section, learning resource center, storeroom, two restrooms, one utility room, office, reception area and administration area.

Facilities and Equipment Available to students

Facilities available to Students: Two Classrooms {lectures/Serving}, Large Prep & Bakery Area, Hot & Cold food Kitchen with classroom setup, Full Bar and a Learning Resource Center.

Equipment available to Students: Prep tables, Espresso Machine, Cash registers, Drafting Table, 20&60 quart Hobart Mixers, Bakers Rack, Pizza Conveyor Oven, 6 Burner Stove\Oven, washer & Dryer Machines, Dough Sheeter, Half & Full Sheet Convection Oven, 3 Compartment Sink, Ice Maker, Deli & Pastry Refrigerators, Televisions, Computers, Overhead Projectors, VCR's, DVD Players and More.

Complaint Policy

The students are encouraged to bring all complaints or grievances about school-related situations to its attention. A student may express their complaint by communicating orally or in writing to any teacher, administrator, and admission personnel. The recipient of the complaint shall transmit it as soon as possible to the authorized person to resolve the complaints. Any verbal complaint that is not resolved within a reasonable period of time, the student is advised to submit a written complaint. The authorized person will investigate and will try to resolve the problem within ten working days. If necessary the problem or Complaint may be directed to:

**THE BUREAU FOR PRIVATE POSTSECONDARY
AND VOCATIONAL EDUCATION**
1625 North Market Boulevard Suite S-202
Sacramento, CA 95834-1924
(916) 574-7720

Comparable Tuition/Program Information

California law requires that, upon enrollment, a fee will be assessed in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Students may be reimbursed by STRF only for prepaid but unused tuition monies. Institutional participation is mandatory.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment, tuition receipts or canceled check to document the total amount of the tuition paid; and records which will show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from the STRF which, to be considered, must be filed within 60 days following school closure. For further information or instruction, contact:

**THE BUREAU FOR PRIVATE POST-SECONDARY
AND VOCATIONAL EDUCATION**
1625 North Market Boulevard Suite S-202
Sacramento, CA 95834-1924
(916) 445-3427

BOARD MEMBERS & ADMINISTRATION

Sara Javadin – President

Sara began her own business in Sacramento over 23 years ago and she used her strong leadership skills to create the highly lucrative and successful establishment, which exists today. She currently owns multiple real estate properties

Hassi Sadri – Director / Instructor

*PhD, Pacific Southern University, Industrial Management
Diploma of Technology, British Columbia, Institute of Technology
Hotel, Motel, Food & Beverage Services Management
Café Napoli, Founder/Owner
Sbarro Italian, District Manager
London, Hotel Consulting
Austria, Industrial Kitchen Design
Saudia Arabia, Industrial Kitchen Design
ElDorado Casino Market Place, Restaurant Manager
Ponderosa Hotel & Casino, Food & Beverage Director
Boulder Dam Hotel, General Manager*

/ Instructor

Mary Estavillo

A graduate of the Leder Wolff Culinary Academy in Sacramento, Mary, got started in the kitchen at an early age -- recollecting making a pineapple upside down cake by herself when she was just 9 years old. Mary has a love of baking and a passion for teaching. She has been able to meld these two together. After graduation, Mary decided to pursue a career in the culinary arts from Leder

Wolff, where she earned her Culinary Baking Degree. Mary has since worked for some of Northern California's finest bakeries and pastry shops. Chef Mary's cakes and desserts have been a local Sacramento favorite for over fifteen years. Mary can create masterpieces for every event and this is why she has been featured in local television and magazines. Chef Mary is frequently sought after to reproduce replica cakes, recreate retro anniversary cakes, she has a knack for recapturing childhood favorites as well as creating new memories. After gaining years of experience Mary went on to open Nostalgia Bakery in Sacramento. Mary is very excited to have recently joined the prestigious Napoli Culinary Academy as the Chief Pastry Instructor, where she shares her skills and teaches the art of fine pastries and cake decorating.

LaVonne Mason – Administrative Assistant

*Over 16 years experience working for BPPVE Approved Post Secondary Vocational Schools to include the following:
CareerCom College – Admissions/ Ca. Nanny College - Admissions
Sierra Hi-Tech – Director of Admissions/Aviation Electronic Schools of America/Admissions.
College of Career Training – School Director.*

*All training is in English.
All student records are retained for a period of 5 years.
There is no English-as-a-second language training.*

NAPOLI CULINARY ACADEMY OF AMERICA

Program Advisory Committee 2010 – 2011

*California Restaurant Assn
Wendy Armour
Ca. Restaurant Assn Educational Foundation
School-To-Career Program Manager*

*Hospitality Consultants
Cecil Sala, Owner/Operator*

*Dante Club
Jeff Roseman, Club Director*

*Hometown Buffet, Inc.
Ali Shayegi, Service Manager
Bambos Charalambous, General Manager
Victor Delvalle, Area Director*

*Blackstone Consulting, Inc.
Hellynn Gaines, Project Manager*

*Heritage Hotel Group
Hamid Kazemi, Regional V.P. Operations*