

BENVENUTI

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Vivoli



Academy

CATALOG

CATALOG REVISED AS OF 02-17-2012

Vivoli Academy of Culinary Arts & Management

VIVOLI



ACADEMY

Directed By: Nunzio Donato Ciaraulo

Executive Officers & Instructors

Academy Executive Officer & Director

Nunzio Donato Ciaraulo

Academy Coordinator

Rebecca Childs

Marketing Director

Anna Stevens

Academy Custodian Of Records

David Valentino



Front of the House (FOTH) Instructors

Rebecca Childs- Culinary Experience, 5+ years
Customer Service Experience, Vivoli Café
employee 1+ years.

Delma Arambula- Culinary Degree, Vivoli Café
employee 2+ years.

Travis Welton- Culinary & Management Degree,
10+ years restaurant experience.

Michael G. Forsyth-Hospitality & Management
degree, 15+ years restaurant experience

Back of the House (BOTH) Instructors

Andrea Rodella- 5 year Culinary degree, Vivoli
Café Head Chef 4+ years.

Noe Santana- 15+ years as a chef, Vivoli Café
Head chef 5+ years

Nunzio Ciaraulo- Restaurateur for 20+ years,
Owner of Vivoli Café

Owner's Biography

Nunzio Donato Ciaraulo

- Born in Bella, Potenza Southern Italy
- At 20 opened “The Cotton Club” in the Heart of Florence
- 1995 moved to “The Big Apple” NYC.
 - Enrolled in an English/Business Education Program
- 1999 opened his First Fine Dining Restaurant “Gioia”
- 2003 opened the FIRST Vivoli Café with his wife Cristina in West Hollywood, CA





**VIVOLI ACADEMY of
CULINARY ARTS**

&

**HOSPITALITY
MANAGEMENT**



Our Mission

The Vivoli Academy of Culinary Arts is a program dedicated to teaching students how to run and operate a fine dining restaurant in a 360 turn from the back of the kitchen all the way to restaurant management. In this program you will transform into a master chef and learn every aspect to running your own restaurant while attending classes, as well as working hands-on in a local Vivoli Café & Trattoria restaurant.*



Course Outline

Back Of The House

- 8 weeks – Basics
- 8 weeks- Entry Baking & Appetizers
- 8 weeks- Pasta
- 12 weeks – Meat & plating
- 12 weeks – Chef Duties

Front Of The House

- 8 weeks – Dining Room Basics
- 4 weeks – Dining Room 2
- 4 weeks – Dining Room 3
- 8 weeks – Wine & Spirits
- 12 weeks – Menu & Customers
- 12 weeks – Office Management



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Point-Based System

During either your year or 2 years here at VACA, you will be graded and given points daily and weekly based on attendance, skills, and knowledge learned. There will be a total of 4,000 points possible to earn, equaling to a 4.0 GPA

DP- Daily Points

HWP- Homework Points

QP- Quiz Points

T- Test points



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Front of the House

Back of the House

8 Weeks – Dining Room Basics	60 DP 40 HWP 80 QP 152 T	(200 Hours) 332 Points Possible	8 Weeks – Basics	60 DP 40 HWP 80 QP 152 T	(200 Hours) 332 Points Possible
4 Weeks – Dining Room 2	30 DP 20 HWP 40 QP 76 T	(100 Hours) 166 Points Possible	8 Weeks – Entry Baking and Appetizers	60 DP 40 HWP 80 QP 152 T	(200 Hours) 332 Points Possible
4 Weeks – Dining Room 3	30 DP 20 HWP 40 QP 76 T	(100 Hours) 166 Points Possible	8 Weeks – Pasta	60 DP 40 HWP 80 QP 152 T	(200 Hours) 332 Points Possible
8 Weeks – Wine & Spirits	60 DP 40 HWP 80 QP 152 T	(200 Hours) 332 Points Possible	12 Weeks – Meat and Plating	90 DP 60 HWP 120 QP 228 T	(300 Hours) 498 Points Possible
12 Weeks – Menu & Customers	90 DP 60 HWP 120 QP 228 T	(300 Hours) 498 Points Possible	12 Weeks – Chef Duties	90 DP 60 HWP 120 QP 228 T	(300 Hours) 498 Points Possible
12 Weeks – Office Management	90 DP 60 HWP 120 QP 228 T	(300 Hours) 498 Points Possible	48 Weeks Total	1,992 Points Possible*	1,200 Hours Total
48 Weeks Total	1,992 Points Possible*	1,200 Hours Total	<i>16 miscellaneous points as well as extra credit points will be given throughout the 96 week period to equal or go beyond 4,000 points, equaling a 4.0 ≤ GPA</i>		

V.A.C.A Facts!

Objectives

- *Share Traditions & Culture*
 - *Grow Professionals*
 - *Strive for Success*
 - *Create Masterpieces*
- *Teach the importance of Quality & Consistency*
- *Hands on Experience in the Hospitality Industry*

Admission Requirements

High school Diploma or GED

Graduation Requirements

Completion of 2,500 points.
(2.5 GPA)

**VACA Does not offer housing for students,
nor Distance Education.**

During your year or 2 years here at VACA you will be doing more than just learning how to cook. Every morning students will have class for an hour before the hands-on lesson, within the class time you will become Serve Safe certified, learn the basics of Italian language, as well as European geography and culture.

Good, understanding level of English is a must to successfully complete this program

“As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement”

What to Expect Upon Completion

- Hands on Experience
- Employment Opportunities
- References & Recommendations
 - Customer Service Skills
 - Extensive Industry Knowledge
- Possible Member of the Vivoli Expansion Group

Vivoli Academy of Culinary Arts does not provide students with Job-Placement after completion of the program however, VACA will hold several job fairs a year as well as invite local business owners and chefs to look at students for possible future employment.



A Small Price to Success...

	<i>Option A</i>	<i>Option B</i>	<i>Option C</i>	<i>Option D</i>
Class days	Monday - Friday	Monday - Friday	Monday - Friday	Saturday & Sunday
	2 Years	2 Years	1 Year	100 Weeks
CLASS	9:30am-10:30am	4:00pm-5:00pm	9:30am- 10:30am / 4:00pm- 5:00pm	9:30am- 10:30am / 4:00pm- 5:00pm
ACTION	10:30am-2:30pm	5:00pm- 9:00pm	10:30am-2:30pm / 5:00pm- 9:00pm	10:30am- 2:30pm / 5:00pm- 9:00pm
Hours	2,400 hours	2,400 hours	2,400 hours	2,400 hours

Tuition Breakdown

Option A \$10.00 per hour = \$24,000*

Option B \$10.00 per hour = \$24,000*

Option C \$12.50 per hour = \$30,000*

Option D \$14.00 per hour = \$30,000*

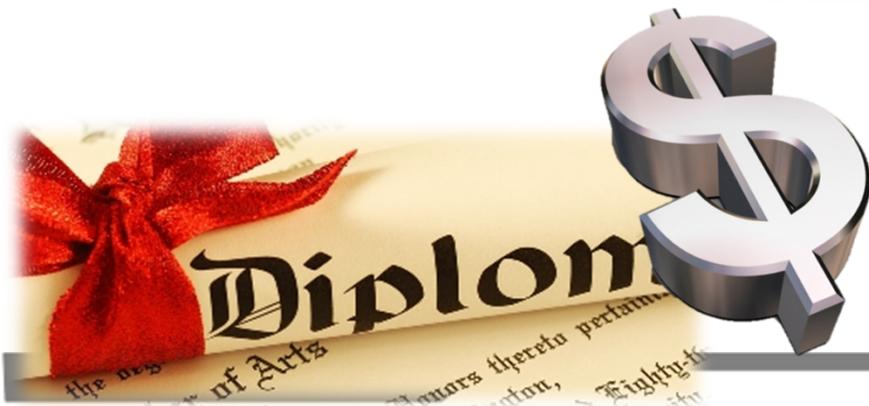
Payment plans will be available per students' specific needs. Upon enrollment; payment plans can be discussed and set into place.

VACA does not currently receive any Financial Aid, therefore VACA will not have student loans available.

Vivoli Academy of Culinary Arts has no pending petition in bankruptcy, has no debtor, nor has had a petition in bankruptcy filed against them within the proceeding five years.

(11 U.S.C Sec. 1101 et seq)

**** This tuition price breakdown includes; books, equipment, uniforms, and study materials. This is the total full amount for the program completion.***



STUDENT REFUND

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

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.

Leave of Absence will be treated the same as a cancellation.

Refunds to Loan and Grant Sources

Refunds to loan and grant sources may create a balance due from you to VACA. If you receive financial aid and/or veterans educational benefits, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you are eligible for a loan guaranteed or reinsured by the state, or federal government and you default on the loan: (a) The federal or state government or the loan agency can take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan. (b) You may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until the loan is repaid. VACA is not a public institution.

Hypothetical Refund Example: Refund after completing indicated hours of course

Hours attended	Cost per Hour	Program Cost	Amount paid	Amount of Refund
50 hours	\$12.00	\$600.00	\$200.00	\$-400.00
50 hours	\$12.00	\$600.00	\$800.00	\$200.00

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay

- 1. all of part of your tuition either by cash, guaranteed student loans, or personal loans, and**
- 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless
you have a separate agreement to repay the third party.**

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

- 1. You are not a California resident, or are not enrolled in a residency program, or**
- 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”**

“Any questions a student may have regarding this catalog that have not satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916)263-1897”

“ A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s internet website www.bppe.ca.gov”

NOTICE OF STUDENT RIGHTS

1. You may cancel your contract for school, without any penalty or obligations on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you got to. A different cancellation policy applies for home study or correspondence course. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Department of Consumer Affairs at the address and telephone number printed below for information.

STUDENT'S RIGHT TO CANCEL/REFUND POLICY

Cancellation

You have the right to cancel an agreement for a program of instruction, until midnight of the SEVENTH business day after the day on which you did any of the following:
attended the first class of the program of instruction that is the subject of agreement; received a copy of the Notice of Cancellation; received a copy of the Enrollment Agreement and accompanying disclosures, whichever is later.

(Business day means a day on which you were scheduled to attend a class session)

Cancellation shall occur when you give written notice of cancellation at the address of VACA shown at the top of the first page of this Agreement. You can do this by mail or hand delivery.

If you cancel your Enrollment Agreement by midnight of the seventh business day after you did any of the items noted in (1) above, you will have no liability to VACA for tuition and VACA will refund any money that you paid within 10 days after receipt of your notice of cancellation.

All student records will remain onsite for 5 years, and student transcripts will be kept permanently.

Class and HO Lessons will be held at Vivoli Café & Trattoria in Westlake Village, LA.

Within the restaurant there is a classroom, a book room, a kitchen, and the front of the house that students will have access to at any time of their day!

VACA Program Dates

TERM 1

Option A&B: August 6, 2012 – August 2, 2014

Option C: August 6, 2012 – August 3, 2013

Option D: August 6, 2012 – September 12, 2014

(Real start dates TBD)

*Materials & Supplies
All books, materials, supplies, and
tools students need VACA will
provide as included in the tuition
price!*

S.E.R.V.I.C.E.

Social
Enthusiastic
Responsible
Versatile
Intelligent
Courteous
Engaged

VACA Has a large qualified faculty; the students enrollment officer will be the students mentor throughout their program, if the student ever needs help or has questions that is the person to contact!

Attendance

Attending class and the HO (hands-on) lessons are extremely important to succeed in the VACA program. Our attendance policy states that students are only allowed to miss 1 class and 1 HO lesson per month in order to still obtain the right information to graduate this program.



Termination Policy

Vivoli Academy of Culinary Arts reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school *(Vivoli Academy of Culinary Arts 1520 N. Hayworth Ave #11 Los Angeles, CA 90046)* fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the VACA community, or failure to comply with the policies and procedures of Vivoli Academy of Culinary Arts. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the school.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

The transferability of credits you earn at Vivoli Academy of Culinary Arts is at the complete discretion of an institution to which you may seek to transfer. Acceptance of Culinary Arts & Management you earn at VACA is also at the complete discretion of the institution to which you may seek to transfer. If the credits you earn is Culinary Arts & Management that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Vivoli Academy of Culinary Arts to determine if your Culinary arts & Management will transfer.”

GRAZIE MILLE!!

Vivoli Academy of Culinary Arts

3825 E. Thousand Oaks Blvd.

Westlake, CA 91362

805-373-6060

VIVOLI



ACADEMY



*Vivoli Academy of Culinary Arts is a private institution and is approved to operate by
the bureau.*

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