



Catalog

From January 1, 2018 to December 31, 2018

(5, CCR§71810(6)(1))

Sushi Chef Institute

1123 Van Ness Avenue, Torrance, Ca. 90501

TEL: 310-782-8483

www.sushischool.net

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Sushi Chef Institute

1123 Van Ness Ave.

Torrance, CA 90501

(310) 782-8483

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- Our print catalog is updated annually.
(5, CCR §71810(a))
- Catalogs are provided to prospective students or the general public via our website, in person, or mailed via USPS.
(CEC §94909(a) and §94909(c))

-Brochure, School Performance Fact Sheet, Catalog, bureau's website link, institution's most recent annual report (submitted to bureau), can all be found on our website www.sushischool.net, under 'About SCI.'

- Items that can be accessed through our website: www.sushischool.net
Sushi Chef Institute's school catalog, school performance fact sheet, student brochure, a link to the bureau's website, and Sushi Chef Institute's most recent annual report.

SEC 94909 (5, CCR §71810(a))

INTRODUCTION

People worldwide have begun to explore more healthy cooking styles particularly ones that employ vegetables and fish as primary ingredients. For this reason, Japanese cuisine enjoys a growing popularity on its own and is part of a general movement toward “fusion” cooking styles. In the United States alone, the number of Japanese restaurants has doubled in the past five years.

Japanese cuisine does in fact lend elements of itself very successfully to other cooking traditions, but it is our belief that individuals most effectively execute this blending process with a basic grounding in the fundamental elements of Japanese cooking.

Chef Andy Matsuda is a Master Sushi Chef, an experienced teacher of Japanese culinary arts, and a food consultant representing Japanese foods and cuisine in the United States, Europe and Asia with more than thirty years of experience.

Mission Statement

Sushi is the most famous traditional Japanese food in the world. As sushi becomes more popular, the knowledge of how to treat raw fish becomes more important.

Japanese people learn these skills over many years in their everyday lives. However, this is not easy in other countries where it is not customary to eat uncooked fish. We would like to spread the joy of Japanese food culture, so we set this as our mission and established this school.

Our mission is to convey the essence of Japanese traditional cooking skills and knowledge to the world.

Our Professional Course is comprised of high-leveled content to become a sushi chef in 2 months.

(5, CCR §7000(q) and (r) and §71810(b)(9))

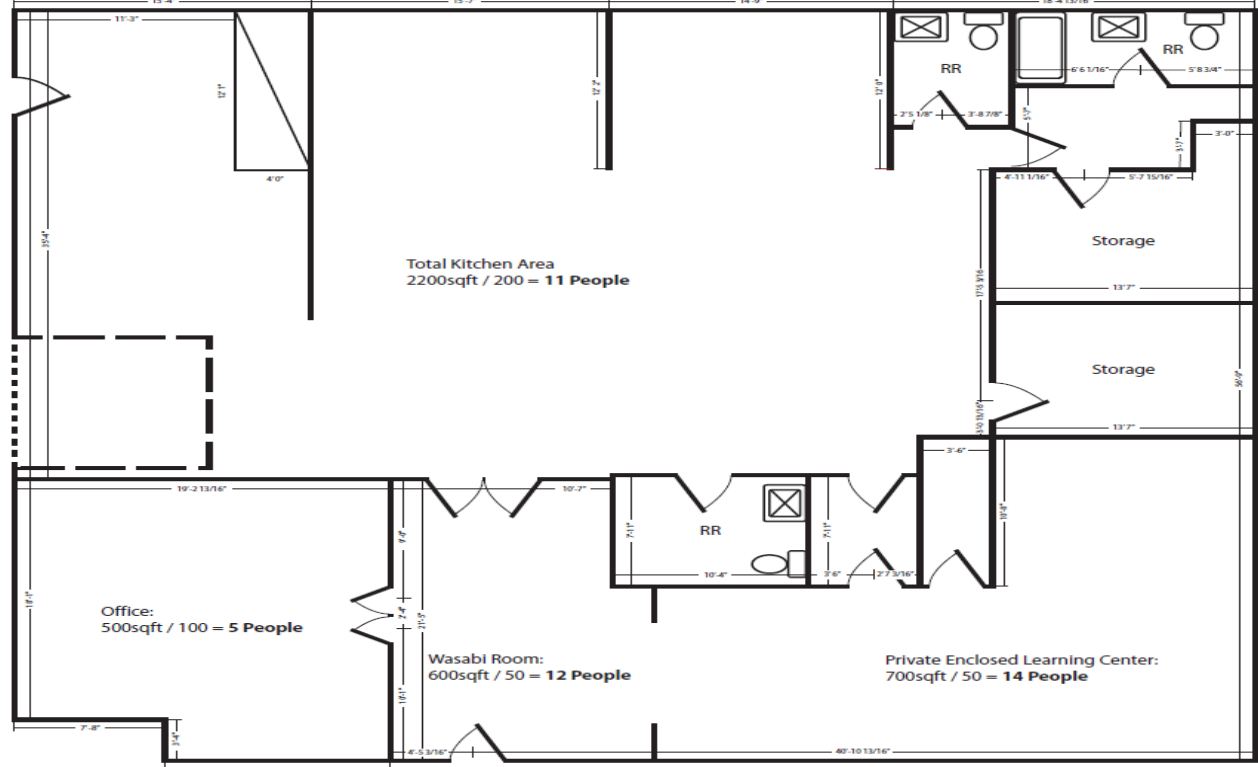
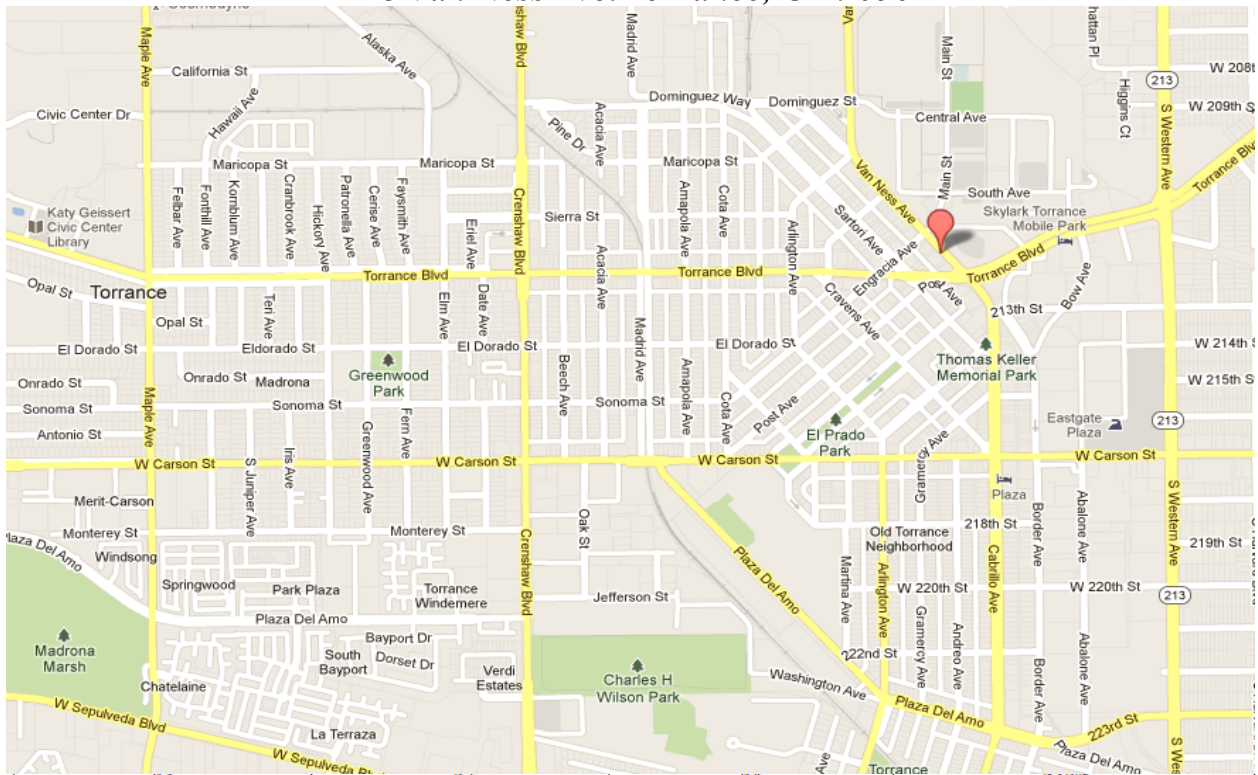
As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
(CEC §94909(a)(3)(B))

All classes for the professional program are held at the Sushi Chef Institute, located at: 1123 Van Ness Ave., Torrance, CA 90501 (CEC §94909(a)(4))

Sushi Chef Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). (CEC §94909(a)(12))

Sushi Chef Institute Location Map

1123 Van Ness Ave. Torrance, CA 90501

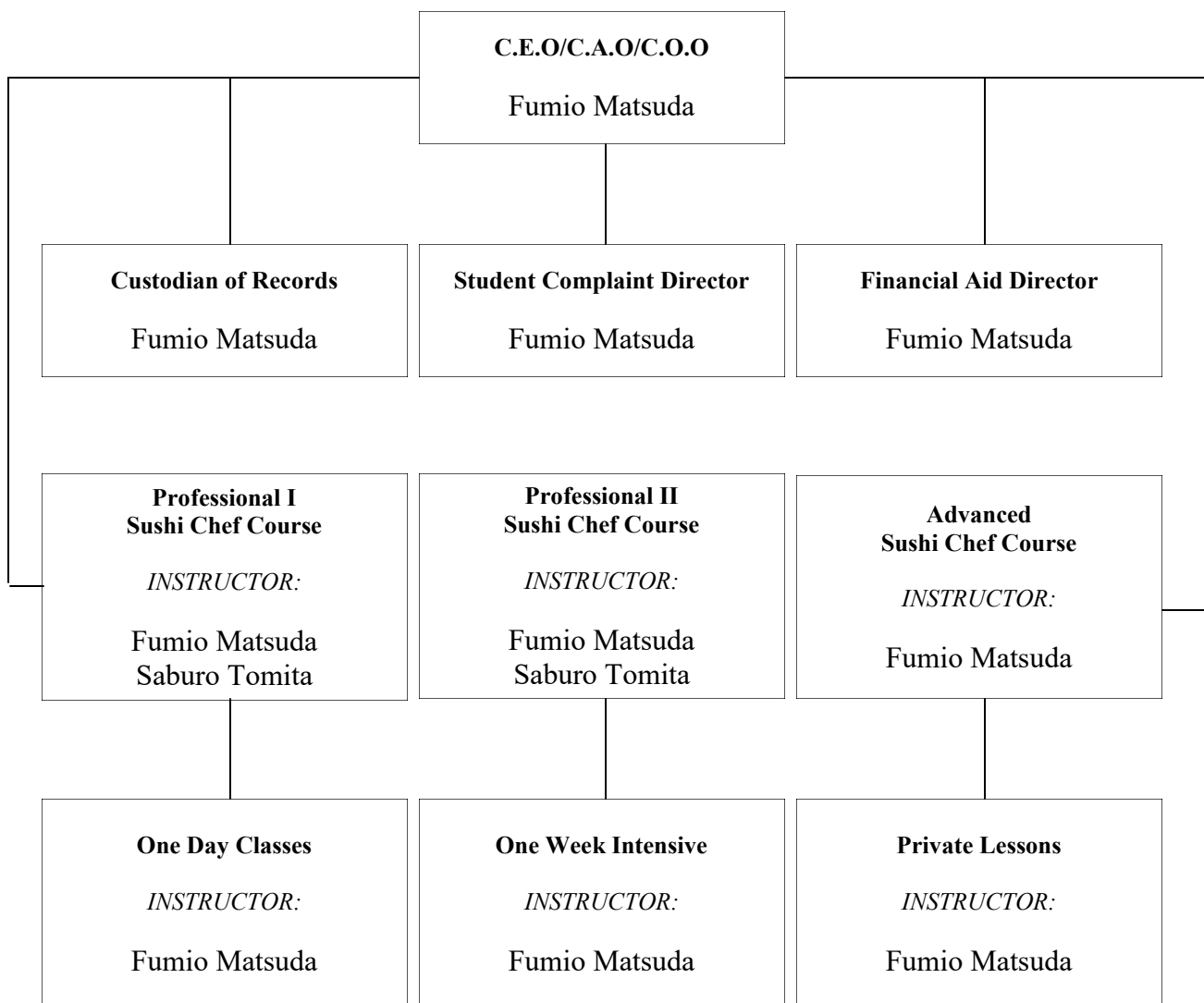


Equipment to be used for instructing class are:

Textbook, whiteboard, daily handout, knife set (deba knife, yanagi knife, western knife, petty knife, peeler, bone tweezer, metal chopstick, bamboo mat, shucker, scaler), oven, stove, sink, stainless steel table, cutting board. (5, CCR §71735 and §71810(b)(9))

SUSHI CHEF INSTITUTE

ORGANIZATIONAL CHART



Student Information

- Sushi Chef Institute does NOT have dormitory facilities and is NOT responsible for finding or assisting a student in finding housing. Other accommodation options can be found on our website or by contacting our administrator for further information. Please note, we only introduce our students to these accommodation options, we do not arrange reservations for our students. Locations of these options are within three miles of the institute and range between \$700.00-\$4,700.00 per month.(5, CCR § 71810(b)(13)(A)(B)(C))
- I-20 support is available for those students that are looking to attend Sushi Chef Institute with Visa support. A \$200.00 I-20 application fee, is incurred with these services. The institution will vouch for student status, and any associated charges. (5, CCR §71810(b)(3))
- Beginning English proficiency is required for those that are applying for our professional I & II course. English language services are not provided by our institution. Documentation of English proficiency will be accepted in the form of Low to Intermediate scores on the Test of English as a Foreign Language (TOEFL) The test is currently priced at \$205 USD. The nearest location to take the test is inside the Sylvan Learning Center: 1045 W. Redondo Beach Blvd, Gardena, California 90247. Alternative locations where the test is available can be located using this link: https://www.ets.org/toefl/ibt/register/centers_dates/?WT.ac=toeflhome_centersdates_180910 (5, CCR §71810(b)(4))
- Sushi Chef Institute offers job placement, following graduation. Our agency helps place our students with reputable restaurants/companies. Finding potential matches for our students, scheduling interviews, wage negotiation, finalization of employment agreement.

Admission Standards

A student shall possess a high school diploma or its equivalent, or otherwise successfully take and pass an approved Ability to Benefit examination. *If student does not have a High school diploma, a certificate of graduation from a school providing secondary education or a recognized equivalent of that certificate shall take an independently administered examination from the United States Department of Education. The student shall not enroll unless the student achieves a passing score on the Combined English Language Skills Assessment (CELSA) Forms 1 and 2, with scores of 97 or higher on both forms 1 and 2. A list of ability-to-benefit examinations may be found: http://www.bppe.ca.gov/schools/ability_exam.shtml https://www.bppe.ca.gov/schools/usde_tests.pdf*

No schedules have been established for home study or correspondence instruction.

Accreditation and Certificate of Completion

- Sushi Chef Institute is a private institute and that is approved by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the CEC and 5 CCR.
- The Sushi Chef Institute is in no way implying that the Bureau endorses our program or the Bureau approval means we exceed minimum state standards (CEC §94909(a)(2) and §94897(I)(1)(2))
- Sushi Chef Institute is a non-accredited institution, and is not recognized by the United States Department of Education or any of its accrediting agencies. We currently are ineligible for federal or State financial aid. (CEC §94909(a)(16))
- Once you have completed Professional I and Professional II (1 program with 2 sections) and passed the final exam with a grade of "C" or higher (CEC §94909(a)(5)), you will receive a certificate of completion. This certificate, is a form of recognition awarded by Sushi Chef Institute for meeting minimum occupational course or curriculum requirements. This certificate states that you have taken vocational training courses to help prepare you for entry level work in the sushi chef industry. Please note, this certificate may not be recognized for some employment positions, including, but not limited to, positions with any state.

Transferability of credits

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

“The transferability of credits you earn at Sushi Chef Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Professional I and II is also at the complete discretion of the institution to which you may seek to transfer. If the certificate of completion 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 coursework at the institution. For this reason you should make certain that 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 Sushi Chef Institute to determine if your certificate of completion will transfer.” (CEC §94909(a)(15))

- *Sushi Chef Institute does not award credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay (CCR §71810 (b)(7))*
- *SUSHI CHEF INSTITUTE HAS NOT ENTERED INTO AN ARTICULATION OR TRANSFER AGREEMENT WITH ANY OTHER COLLEGE OR UNIVERSITY. (CEC §94909(a)(8)(A), and 5, CCR §71770*
- *SUSHI CHEF INSTITUTE DOES NOT ACCEPT CREDITS FROM OTHER INSTITUTIONS*

SYLLABUS

I Professional Sushi Chef Course I and II

Professional Sushi Chef Course I

- (a) This course will teach many fundamental Japanese cooking skills and knowledge about Japanese foods. Japanese ideas, culture and history of cooking. It will teach about ingredients, sauces, and stock as well as Japanese cooking utensils and a variety of knives. Students will be taught how to maintain Japanese knives and keep them in good shape. They will be taught regarding traditional Japanese cuisine style—Kaiseki-ryori, Shojin-ryori, Osechi-ryori etc. They will also be taught popular Tofu cooking and Japanese deserts.
- (b) The objectives of this course are to instruct not only in the basics of Japanese cuisine and food preparation, but to stimulate the desire to proceed with advanced training and thus perfect the individual skills and abilities of each student.
- (c) The educational service offered by Sushi Chef Institute is not represented to lead to employment in any occupation or described in any job titles to which the educational service is represented to lead.
- (d) The entire course is four weeks in length a total of 100 hours.
- (e) There will be a total of twenty classes. Each class will be five hours in length and will be taught five days a week.
- (f) The Textbook for this course is not a traditional bound volume, but individual pages presented as a daily outline of material to be covered by the instructor with lecture and practical demonstration. (copy attached as exhibit 4).
- (g) The subject matter to be addressed at each class is outlined in the text book. The skills learned are dependent upon each individual's ability to retain the information given and the practical application of that knowledge. An evaluation of the student's skills will be measured by periodic testing and a final examination.
- (h) Instruction will be given by lecture, demonstrations and hands on practice.

Positions in the sushi industry do not require Licensure in the state of California. (CEC §94909(a)(6))



Sushi Chef Institute

Professional Sushi Chef Course I and II: Professional I Class Schedule

Date	Class	Title	Content	Others
	1	Orientation, Uniform, ID	Japanese Basic Cooking Tools	Simple Cutting Technique
	2	Basics of rice and ingredients	Basic Stock and Soup	Miso Soup and Clear Soup
	3	Knife: Yanagi and Deba	Mother Vinegar Sauces	Basic Pickle, Rice Ball
	4	Sakizuke and Aemono	Proper Table Set-up and Terminology	Ohitashi, Cutting Practice
	5	Japanese Noodle	Other Popular Dishes	Field Trip: Mitsuwa Marketplace
	6	Basic Beef Cooking	Basic Pork Cooking	All Type of Dishes
	7	Basic Chicken	Basic Egg	All Type of Dishes
	8	Zensai (25 Quiz)	Learn about Sake	Show Japan Trip Video
	9	Basic Sashimi	Fish Prep. and Basic Cutting	Fish and Vegetable
	10	Basic Grill	Basic Grill Technique	Season Item and Popular Dish
	11	Deep Frying	Tempura	Fish and Vegetable
	12	Donburi Dishes	Nabe Cooking	Sea Food and Vegetable
	13	Sushi Rice Part 1	Preparation of Sushi Rice	Sushi Rice
	14	Basic Roll Making Part 1	Basic Rolls, Maki (25 Quiz)	Concept of Roll Decoration
	15	Basic Roll Making Part 2	Special Rolls	All Type of Special Rolls
	16	Basic Roll Making Part 3	Roll Making Hands-on Part 1	Roll Decoration Part 1
	17	Basic Roll Making Part 4	Roll Making Hands-on Part 2	Roll Decoration Part 2
	18	Basic Roll Making Part 5	Roll Making Hands-on Part 3	Time Race Roll Making
	19	Japanese Desserts	Fruits and Ice Cream Menu	Sushi and Decoration
	20	Skill Test	Final Test of 100 Questions	Sushi 101 Final Test

Notes:

Sharpening knives are each students responsibility.

Knife check each week.

25 question quiz will be on Friday, on the second and third week.

SYLLABUS

Professional Sushi Chef Course I and II

II Professional Sushi Chef Course II

- (a) This course will provide each student a more advanced knowledge and practical application of Japanese cuisine and its preparation. The course will instruct the art of sushi making, sashimi making, sashimi decoration, menu planning, serving techniques, fish cutting, rice preparation and the practice of finger work. A heavy emphasis is placed on the practice and practical application of preparation.
- (b) The objectives of this course are to instruct advanced techniques of Japanese food preparation with emphasis on speed and agility and to perfect the individuals skills and abilities. Additional techniques of Japanese food preparation will be taught.
- (c) The educational service offered by Sushi Chef Institute is not represented to lead to employment in any occupation or described in any job titles to which the educational service is represented to lead.
- (d) The entire course is for weeks in length a total of 100 hours.
- (e) There will be a total of twenty classes. Each class will be five hours in length and will be taught five days a week.
- (f) The Textbook for this course is not a traditional bound volume, but individual pages presented as a daily outline of material to be covered by the instructor with lecture and practical demonstration.
- (g) The subject matter to be addressed at each class is outlined in the text book. The skills learned are dependent upon each individuals ability to retain the information given and to the practical application of that knowledge.
- (h) Instruction will be given by lecture, demonstrations and hands on practice.



Professional Sushi Chef Course I and II: Professional II Class Schedule

Date	Class	Title	Sushi & Roll	Content
	1	Fish preparation	8 step nigiri, netta cutting, saba prep, shrimp prep	Sushi, sashimi
	2	Field trip to fish market in L.A., fish prep	8 step nigiri	Sushi, sashimi
	3	Skill test, knife check	8 step nigiri	Sushi, sashimi
	4	Fish preparation	8 step nigiri	Sushi, sashimi
	5	Fish preparation	8 step nigiri	Sushi, sashimi, heavy cleaning
	6	Fish preparation	8 step nigiri, anago prep, eel sauce	Sushi, sashimi
	7	Fish preparation	8 step nigiri & roll combo	Sushi, sashimi
	8	Skill test, knife check	8 step nigiri & roll combo	Sushi, sashimi, sushi bar prep & set up
	9	Sushi bar 1	Sushi bar operation	Team work and role play
	10	50 question quiz, fish prep	8 step nigiri & roll combo	Sushi, sashimi, heavy cleaning
	11	Fish prep	Ika prep, 6 step nigiri & roll combo	Sushi, sashimi
	12	Fish prep	6 step nigiri & roll combo	Sushi, sashimi
	13	Traditional Sushi making	6 step nigiri	Sushi, sashimi, sushi bar prep & set up
	14	Sushi bar 2	Sushi bar operation	Teamwork and role play
	15	Fish prep	6 step nigiri & roll combo	Sushi, sashimi, heavy cleaning
	16	100 question quiz review	6 step nigiri & roll combo	Sushi, sashimi
	17	Skill test, knife check	6 step nigiri & roll combo	Sushi, sashimi, sushi bar prep & set up
	18	Sushi bar	Sushi bar operation	Team work and role play
	19	Fruit Cutting, haran cutting, dessert	6 step nigiri & roll combo	Sushi, sashimi
	20	Final Test of 100 Questions	Skill test	Final project, heavy cleaning

Notes: *Learning of Fish;*

Tai (Sea Bream), Aji (Horse Mackerel), Saba (Pacific Mackerel), Hirame (Halibut), Sawara (King Mackerel), Ika (Squid), Ebi (Shrimp), Maguro (Tuna), Hamachi (Yellowtail), Uni (Sea Urchin), Ikura (Salmon Egg), Sake (Salmon), Tobiko (Flying Fish Egg), Iwashi (Sardine), Ankimo (Monk Fish Liver), Tako (Octopus), Mirugai (Giant Clam), Aoyagi (Orange Clam), Anago (Sea Eel), Unagi (Fresh Water Eel), Masago (Smelt Egg), Tamago (Egg), Wasabi (Fresh), Suzuki (Striped Bass), Shiromaguro (Albacore), Ebodai (Ponpono), Awabi (Abalone), Iseebi (Lobster), Mussel, etc.

** Class schedule subject to change according to availability of fish.*

** Three days will be dedicated for Sushi Bar setup during 2nd, 3rd and 4th week. (Days to be announced)*

**Drawings for Final project need to be submitted 1 week before the Final date.*

INSTRUCTIONAL CLOCK HOUR DISCLOSURE

Sushi Chef Institute

School Name

School Code

Accrediting Association

Date of last accreditation visit

Basic Sushi Chef

20 classes 5 hours each, 5 days week, 4 weeks total 100 Hrs.

Course Title

Total Instructional Clock Hours/Course Length (Weeks)

CIP Codes

[illegible]

*Leave blank if you do not know the CIP Code.

INSTRUCTIONAL CLOCK HOUR TO CREDIT CONVERSION: The formula used to calculate the number of (check one) _____ quarter units or _____ semester units is as follows:

one credit=____lecture hours one credit=____laboratory hours. one credit=____practicum hours
(internship/externship)

INSTRUCTIONAL CLOCK HOUR DISCLOSURE

Sushi Chef Institute

School Name _____

School Code

Accrediting Association

Date of last accreditation visit

Professional Sushi Chef 20 classes, 5 hours each, 5 day week, total 100 Hrs.

Course Title

Total Instructional Clock Hours/Course Length (Weeks)

CP Codes

[illegible]

*Leave blank if you do not know the CIP Code.

INSTRUCTIONAL CLOCK HOUR TO CREDIT CONVERSION: The formula used to calculate the number of (check one) _____ quarter units or _____ semester units is as follows:

one credit=____lecture hours one credit=____laboratory hours. one credit=____practicum hours
(internship/externship)

INSTRUCTIONAL CLOCK HOUR DISCLOSURE

Sushi Chef Institute

School Name _____

School Code

Accrediting Association

Date of last accreditation visit

Advanced Sushi Chef

20 classes, 5 hours each, 5 day week, total 100 Hrs.

Course Title

Total Instructional Clock Hours/Course Length (Weeks)

CP Codes

[illegible]

*Leave blank if you do not know the CIP Code.

INSTRUCTIONAL CLOCK HOUR TO CREDIT CONVERSION: The formula used to calculate the number of (check one) _____ quarter units or _____ semester units is as follows:

one credit=____lecture hours one credit=____laboratory hours one credit=____practicum hours
(internship/externship)

Standards for Student Achievement

Students are required to achieve a level of competence in all coursework, which includes classroom, and physical projects that is consistent with the level of expertise required to perform their job in the proposed vocation of sushi chef. Students must obtain the basic knowledge of Japanese ingredients, and cooking techniques. Satisfactory progress must be made in order for the student to complete the program. A grade average of "C" or higher must be achieved to successfully complete the program.

5, CCR §71810(b)(8))

POTENTIAL CAREER ACHIEVEMENTS

- Job placement assistance is offered to students who graduate from the Sushi Chef Institutes's Professional Sushi Chef Course I and II Course.
- A certificate of completion will be awarded to each student who successfully completes the program, including the final examination.

Job Classification for Graduates of Professional Sushi Chef Course I and II

United States Department of Labor's Standard Occupational Classification Codes

35-0000 Food Preparation and Serving Related Occupations
35-1000 Supervisors of Food Preparation and Serving Workers
35-1010 Supervisors of Food Preparation and Serving Workers
35-1011 Chefs and Head Cooks
35-1012 First-Line Supervisors of Food Preparation and Serving Workers
35-2000 Cooks and Food Preparation Workers
35-2010 Cooks
35-2011 Cooks, Fast Food
35-2012 Cooks, Institution and Cafeteria
35-2013 Cooks, Private Household
35-2014 Cooks, Restaurant
35-2015 Cooks, Short Order
35-2019 Cooks, All Other
35-2020 Food Preparation Workers
35-2021 Food Preparation Workers
35-3000 Food and Beverage Serving Workers
35-9090 Miscellaneous Food Preparation and Serving Related Workers
35-9099 Food Preparation and Serving Related Workers, All Others.
5, CCR §74112(d)(3))

-There is a fee incurred with our Chef Agent Service. This fee is only applicable to the EMPLOYER. Students or chefs that are being placed with employment, are not charged a referral fee.

-Referral fee (for employer), varies depending on the experience of the chef (employee). Fees can range from: flat fee of \$500.00, or 3%-5% of the annual income, of employee.

FACULTY

- **ANDY MATSUDA, *Master Sushi Chef***

Chef Matsuda is an experienced teacher of Japanese culinary arts and a food consultant representing Japanese foods and cuisine in the United States, Europe and Asia with more than 30 years of experience. He has served with the California Sushi Academy as Chief Instructor from 1998 - 2002, along with Sushi Chef Institute as C.E.O. and Chief Institute from 2002–present. Chef Matsuda has provided executive chef services to restaurants, hotels, corporations and private parties. He is a published author on health cooking and Japanese and Asian cuisine. He has developed menus and recipes as well as having extensive experience in the purchasing of food products and menu ingredients.

Chef Matsuda holds a Japanese Cooking License, a Fugu Safety Serving License and a HACCP Food Safety license.

- **Saburo Tomita, *Sushi Chef***

Chef Tomita has been in the restaurant and food service industry for over 30 years. He has trained closely with Chef Andy for 10+ years. He is also an expert in traditional Japanese desserts, and a successful graduate of the Sushi Chef Institute.

Chef Tomita is a well seasoned chef who has trained and studied in Tokyo, London and Paris and the United States. He holds a safety Serving License and a HACCP Food Safety license.

(CEC §94909(a)(7) and 5, CCR §71720)

ATTENDANCE, TARDINESS AND DROPOUT POLICIES

1. **ATTENDANCE:** Sushi Chef Institute will adhere strictly to its attendance policy which stated that a student who has more than a 25% (5 days) absence from classes will be dropped from eligibility for a certificate of completion. A student who has dropped off will be allowed to complete the course, but will not receive a certificate. This category of student will also be permitted to make up at no additional charge, the specific missed classes the next time their particular course is taught. No certificate will be issued. (Also applies to: Interruption for unsatisfactory attendance/unexcused absences)
2. **TARDINESS:** A student who is late for class (3) times will be counted as being absent for one (1) day.
3. **DROPOUT:** A student may choose to dropout from enrollment in a course anytime he/she wishes to do so. The Sushi Chef Institute policy with respect to refunds, will be strictly adhering to.
4. **MAKE-UP WORK:** Make-up work may be requested by instructor if student is absent or late. Make-up work can be made up after class hours with the instructor, not during class time.
5. **LEAVE OF ABSENCE:** A student that requests a leave of absence must be made in writing and considered by the instructor or owner of Sushi Chef Institute.
 - If student requests a LOA (5 or more days), they will have the opportunity to attend the class where they left off, with the current course that is in session, or future courses.
 - If student does not return after their requested LOA, and request a refund, refund will be based on our cancellation and refund policy. If they do not request a refund, student's tuition will be placed on hold, until they return to finish the remainder of the course.
6. **CUTTING CLASS:** Cutting class will be considered as an absence.

CEC §94909(a)(8)(D))

Academic Requirements

All students must maintain satisfactory progress and academic good standing in order to receive a certificate of completion for Professional I and II (1 program with 2 sections)

Requirements for completion of our Professional 1 and 2 course: Passing with a "C" average of five (5) written exams (between Pro 1 & 2), seven (5) skill tests and two (2) evaluations (between Pro 1 & 2).

All students who do not meet the satisfactory requirements will go through a series of skill tests to ensure they are up to par with class requirements. Everyone will have the opportunity to receive a certificate of completion if they meet the requirements of passing with a "C" average as well as a skill test evaluation.

**Internships or externships are not required for the passing of our course.*

-Condition for re-enrollment

If a student wishes to re-enroll or re-enter the class, their request must be approved by owner of Sushi Chef Institute.

Probation and Dismissal Policy

The Sushi Chef Institute has established a policy that requires students to maintain satisfactory progress while enrolled at the Institute. Students must maintain satisfactory progress, and have attended 1 or more weeks, maintain a minimum grade point average (GPA) of 2.00 and/or have completed more than 50% of the Professional Sushi Chef Course and II.

Students who do not meet the satisfactory progress by completing courses and/or achieving grades of "C" or higher will be placed on a probationary status.

When placed on Academic or any combination thereof for two consecutive primary weeks, students will be required to re-take all exams that a minimum grade of "C" or higher is not achieved. Students will be given a required remedial assignment in reading sections of the curriculum they are not grasping.

Please keep in mind that having an academic probation status does not mean that a student is not able to attend Professional Sushi Chef Course I and II. It is merely a process to identify the students who are having a difficult time in the course, and helping them find solutions to their challenges. Are ALL students expected to earn an 'A' in each class? NO. However, the expectation is that all students must perform at a satisfactory level-minimum 'C' average level (2.0 GPA).

The following section will illustrate the definition and process of probation and dismissal.

ACADEMIC PROBATION

1. A student will be placed on **academic probation level 1 (AP 1)** when he or she has completed at least 2 weeks, and when the cumulative grade point average (GPA) falls below 2.0 (a 'C' average) in all graded units.
2. A student will be placed on **academic probation level 2 (AP 2)** when the cumulative grade point average (GPA) continues below 2.0 for three consecutive weeks.

DISMISSAL

1. A student will be placed on **academic dismissal (AD)** when the cumulative grade point average (GPA) is below a 2.0 for 50% of the course or four consecutive weeks.

CEC §94909(a)(8)(C))

Sushi Chef Institute Student Services

The purpose of the Student Services/Administration Office is to provide leadership for fostering student learning and achieving student success. The office is located at the forefront of the Institutes's foyer, and is open for all students during the hours of 8:00am-3:30pm, Monday-Friday. Furthermore, the office supports Institute wide efforts to improve service delivery, communication, collaboration and the social/personal development of both students and potential students enrolled in the Professional Sushi Chef I and II course.

Administrative Counseling

Students and potential students, are strongly encouraged to make an appointment with our friendly Administrative/Counseling staff during regular office hours: Monday-Friday, 8:00am-3:30pm.

Phone: (310)782-8483

Appointments are available upon request for an orientation and tour of the facility.

Career Planning

Career planning services are available to students during the second part of Professional, Sushi Chef Course I and II. Appointments can be made with the Chief Instructor and or the Administrator for recommendations and counseling about local job markets, pay scales and any limitations imposed by working conditions.

Job Placement

As job leads become available through employers, the information about the position's that are well fit for each student are personally shared by the Chief Instructor or Administrator, who will begin arranging interviews during the last two weeks of the course. Current students and graduates can make appointments with staff by phone, email or social media direct messaging to further discuss new career opportunities, and concerns about jobs and potential advancement in the sushi industry.

I-20 for International Student Visas

The Sushi Chef Institute is approved by SEVIS(Student & Exchange Visitor Information System) to issue I-20s to student who are eligible for vocational studies in the U.S. Eligibility, and requirement details can be viewed on our website page dedicated to International Student enrollment: <https://www.sushischool.net/programs/i-20-support-program/> Appointments for counseling via video chat or by email correspondence can be made upon request.

Network Training and Events

Students are advised to increase their employability by building their professional network as soon as possible. The Sushi Chef Institute staff will regularly provide students with information about any events in the area that are related to Japanese cuisine and the World of sushi.

Administrative/Counseling Staff are available for appointments to coach students to develop a presence in the industry, to build their reputation and credibility as a sushi chef, to build their confidence and provide them with the reassurance they occasionally need throughout the two month course.

RULES, REGULATIONS AND MISCONDUCT

Rules and Regulations:

- Arriving to class on time and ready for class 10 minutes before starting of class.
- Clean Uniforms, Knives, and Clean hygiene at all times.
- When class is conducted no talking, no chewing of gum or eating in class, attention to the instructor when lesson is conducted.
- No fighting or profanity is to be used among students and to any staffs of SCI.
- Please contact the admissions office if you are going to be late or absent from class.
- No Sexual Harassment of any kind is allowed.
- No illegal use of Drugs is permitted in the classroom or on the premises / grounds of the school. (If caught proper action will be taken immediately)
- No stealing of equipments or supply from the school.
- Keeping your work area and the school kitchen clean after every use is mandatory. If the school is not kept cleaned you will not be dismissed to leave. Final check will be performed after every class session.
- No one is to leave the classroom unless it is in proper order.
*Trash (emptied) * Supplies and Equipments put away * Floors Swept and Mopped
* Gas Valve (Turned Off) * Lights (Turned Off) * Storage Room (Locked)
- Teamwork and communication among each other is required at all times.

Academic Misconduct:

1. **Cheating:** Giving, using, or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise, including unauthorized communication of information.
2. **Fabrication and Falsification:** Unauthorized alteration or invention of any information or citation in an academic exercise.
3. **Plagiarism:** Knowingly presenting the work of another as one's own (i.e., without proper acknowledgement of the source). The sole exception to the requirement of acknowledging sources is when the ideas, or information are common knowledge.
4. **Facilitating Academic Misconduct:** Giving or attempting to help another commit an act of academic misconduct.
5. **Stealing:** Attempting to take from Sushi Chef Institute or from others.

SEXUAL HARASSMENT POLICY

POLICY:

Sushi Chef Institute is committed to providing all students and employees with a safe and supportive school environment in which all members of the school staffs are treated with respect. Instructors and other staff members are expected to teach and demonstrate by example that all members of the school community are entitled to respect.

It is hereby the policy of the Sushi Chef Institute to prohibit harassment based on real or perceived race, color, religion (creed), National origin, marital status, sex, sexual orientation, gender identity, or disability.

This policy is intended to comply with California State as well as Federal requirements.

The Sushi Chef Institute shall act to investigate all complaints of harassment, formal or informal, verbal, or written, and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

SEXUAL HARASSMENT:

A form of harassment which means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a school employee to a student or by a student to another student when:

- * Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or
- * Submission to rejection of such conduct by a student is used as a component of the basis for decisions affecting that student; or
- * The conduct (1) substantially interferes with or will substantially interfere with a student's educational benefits, opportunities, or performance; or a student's physical or psychological well-being; or (2) creates an intimidating or hostile educational environment; or
- * Submission or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity.

PROCEDURES FOR REPORTING AND HANDLING COMPLAINTS OF HARASSMENT FOR STUDENTS:

A. REPORTING

1. **Students**– It is policy of Sushi Chef Institute to encourage students whom have been targets of harassment and or who have had first hand knowledge of such harassments, to report such claims. Students should report incident (s) to any instructor, director, and administrator.
2. **Employees**– Any adult school employee who witnesses, overhears, or receives a report, formal or informal, written or oral, of harassment at school or during school, sponsored activities, shall report it to the director or the director's designee. If the report involves the school director, the reporter shall make the report directly to the school administrator.
3. **Privacy**– Complaints will be kept confidential to the extent possible given the need to investigate and act on the investigative results.

B. RESPONSE

1. **Director's duty**– The director or the director's designee is the person responsible for receiving oral or written reports of harassment. Upon receipt of a report, the director must notify the administrator immediately, without screening or investigating the report. The director may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the director to the administrator. If the report was given verbally, the director shall reduce it to written form within 24 hours and forward it to the administrator. Failure to follow any harassment, report or complaint as provided herein, will result in disciplinary action against the director.

C. INVESTIGATION

1. **Who**– The director or the administrator shall conduct an investigation upon receipt of a report or complaint alleging student harassment.
2. **How**– The investigator shall interview individuals involved and any other persons who may have knowledge of the circumstances giving rise to the complaint and may use other methods and documentations. In determining whether the alleged conduct constitutes a violation of this policy, the investigator shall consider, among other things; the nature of the behavior; how often the conduct occurred; whether there were past incidents or past continuing patterns of behavior; and the relationship of the complaint.
3. **When**– The investigator shall complete the investigation as soon as possible, but no later than fourteen (14) calendar days following receipt of the complaint.
4. **Result**– Upon completion of the investigation, the investigator shall decide if a violation of this policy has occurred based on the evidence supporting it.



Sushi Chef institute - Professional I Skill Test Evaluation

Date:	
Name:	
Class Name:	

Category						Memo:
Clean Uniform & Nail:	1	2	3	4	5	
Knife Maintenance:	1	2	3	4	5	
Tsuma Making:	1	2	3	4	5	
Rice Control:	1	2	3	4	5	
Roll Making:	1	2	3	4	5	
Cut & Decoration:	1	2	3	4	5	
Cleanliness:	1	2	3	4	5	
Attitude:	1	2	3	4	5	
Appetizer & Decoration:	1	2	3	4	5	
Idea & Creativity:	1	2	3	4	5	

1-Need Improvement, 2-Below Average, 3-Average, 4-Good, 5-Great



Sushi Chef institute - Professional I Skill Test Evaluation

Date:	
Name:	
Class Name:	

Category						Memo:
Clean Uniform & Nail:	1	2	3	4	5	
Knife Maintenance:	1	2	3	4	5	
Tsuma Making:	1	2	3	4	5	
Rice Control:	1	2	3	4	5	
Roll Making:	1	2	3	4	5	
Cut & Decoration:	1	2	3	4	5	
Cleanliness:	1	2	3	4	5	
Attitude:	1	2	3	4	5	
Appetizer & Decoration:	1	2	3	4	5	
Idea & Creativity:	1	2	3	4	5	

1-Need Improvement, 2-Below Average, 3-Average, 4-Good, 5-Great



Sushi Chef institute
Professional II Skill Test Evaluation

Date:										
Name:										
Topic	Categories		Assessment							
Appetizer	Creativity:		1	2	3	4	5			
	Decoration:		1	2	3	4	5			
	Taste:		1	2	3	4	5			
	Uniqueness:		1	2	3	4	5			
Sushi Morikomi	Skill of Nigiri:		1	2	3	4	5			
	Speed Prep.:		1	2	3	4	5			
	Total Decoration:		1	2	3	4	5			
	Quality:		1	2	3	4	5			
Signature Roll	Creativity:		1	2	3	4	5			
	Decoration:		1	2	3	4	5			
	Uniqueness:		1	2	3	4	5			
	Speed Prep.:		1	2	3	4	5			
Personal	Attitude:		1	2	3	4	5			
	Cleanliness:		1	2	3	4	5			
	Knife Maintenance:		1	2	3	4	5			
	Nail & Dress Code:		1	2	3	4	5			
	Personal Hygiene:		1	2	3	4	5			

1-Need Improvement, 2-Below Average, 3-Average, 4-Good, 5-Great

Comments:



Sushi Chef institute
Professional II Skill Test Evaluation

Date:										
Name:										
Topic	Categories		Assessment							
Appetizer	Creativity:		1	2	3	4	5			
	Decoration:		1	2	3	4	5			
	Taste:		1	2	3	4	5			
	Uniqueness:		1	2	3	4	5			
Sushi Morikomi	Skill of Nigiri:		1	2	3	4	5			
	Speed Prep.:		1	2	3	4	5			
	Total Decoration:		1	2	3	4	5			
	Quality:		1	2	3	4	5			
Signature Roll	Creativity:		1	2	3	4	5			
	Decoration:		1	2	3	4	5			
	Uniqueness:		1	2	3	4	5			
	Speed Prep.:		1	2	3	4	5			
Personal	Attitude:		1	2	3	4	5			
	Cleanliness:		1	2	3	4	5			
	Knife Maintenance:		1	2	3	4	5			
	Nail & Dress Code:		1	2	3	4	5			
	Personal Hygiene:		1	2	3	4	5			

1-Need Improvement, 2-Below Average, 3-Average, 4-Good, 5-Great

Comments:

Federal and State Financial Aid Programs

A student enrolled in an unaccredited institution, such as the Sushi Chef Institute is not eligible for federal or state financial aid.

**The Sushi Chef Institute does not qualify or participate in any federal or state financial aid programs.
(CEC §94909(a)(10))**

Any Financial Aid Programs

**The Sushi Chef Institute does not participate in ANY form of financial aid. Therefore, there are no policies or practices in regards to any form of financial aid.
(5, CCR §71810(b)(6))**

SCHEDULE OF TUITION

Sushi Chef Institute shall refund all tuition, except the non-refundable registration fee, if an applicant cancels within the first class session, or the seventh (7) business days (excluding Sundays and Holidays), whichever is later. Student Tuition Recovery Fund (STRF) fee rate is zero cent (\$.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars. STRF fee is non-refundable. The Institution will provide a refund (minus the non-refundable registration fee) within 45 days of the student's cancellation or withdraw.

SCHOOL REGISTRATION FEE NON-REFUNDABLE: ***\$100.00***
Due at registration

PROFESSIONAL SUSHI CHEF COURSE 1:

20 classes (5 hours, Monday through Friday, 4 weeks) Total: 100 hours

Note: Tuition fee includes textbook and handouts

\$2,950.00
Due on the 1st day of
Professional 1

Additional fee for Japanese knife set & uniform set (optional)

Right hand: \$500 + tax

Left hand: \$600 + tax

Uniform set: Included

PROFESSIONAL SUSHI CHEF COURSE 2:

20 classes (5 hours, Monday through Friday, 4 weeks) Total: 100 hours

Note: Tuition fee includes textbook and handouts

\$2,950.00
Due on the 1st day of
Professional 2

Additional fee for Japanese knife set & uniform set (optional)

Right hand: \$500 + tax

Left hand: \$600 + tax

Uniform set: Included

Total charges for the entire program, due no later than the 1st day of Professional Sushi Chef Course 2:
\$5,900

Total charges due no later than the 1st day of Professional Sushi Chef Course 2, including a professional knife set: ***\$6400 + sales tax on the knife set***
(CEC §94870 and §94909(a)(9))

<i>SPECIAL PRIVATE LESSONS:</i>	(Per each lesson unit)	<i>\$400.00</i>
<i>ONE DAY CLASS:</i>		<i>\$60.00</i>
<i>ONE WEEK INTENSIVE LESSON:</i>		<i>\$1,500.00</i>

IF THE STUDENT OBTAINS A LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, THE STUDENT WILL HAVE THE RESPONSIBILITY TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND, AND THAT, IF THE STUDENT RECEIVES FEDERAL STUDENT FINANCIAL AID FUNDS, THE STUDENT IS ENTITLED TO A REFUND OF THE MONEY NOT PAID FROM FEDERAL FINANCIAL AID FUNDS.

SUSHI CHEF INSTITUTE PRICE LIST

Item List	Description	Size	Student Price	Public Price
Deba knife	R	5.5"	95.00	126.00
Yanagi knife	R	9"	95.00	126.00
Western knife	R	9"	95.00	119.00
Petty knife		6"	25.00	35.00
Moribashi		5.5"	50.00	70.00
Kaiake			7.00	10.00
Honenuki			5.00	7.00
Kawamuki			4.00	5.75
Urokohiki			8.00	11.25
Makisu			2.00	2.75
Knife Bag			24.00	33.75
Knife set	Right Handed		500.00	600.00
Knife set	Left Handed		600.00	720.00
Chef coat	Size: S,M,L,XL		35.00	40.00
Chef pants	Size: S,M,L,XL		28.00	32.00
Chef hat	One size		18.00	23.00
Chef apron	One size		8.00	10.00
Deba saya	R		15.00	22.00
Yanagi saya	R		15.00	20.00
Deba saya	L		18.00	25.00
Yanagi saya	L		18.00	22.00
Western edge cover			6.00	8.00
Petty knife edge cover			4.00	5.00
Sabitori			8.50	10.20
Makisu (plastic)			7.50	8.50

STUDENT'S RIGHT TO CANCEL

1. You may cancel your contract for school and obtain a refund of charges paid through attendance at the first class session, as described in the Notice of Cancellation form that will be given to you at:

Professional Sushi Chef Course I and II

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 our 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 Bureau for Private Postsecondary Education at the address and telephone number printed below for information.
4. To cancel the enrollment agreement or withdraw from the institute and obtain a refund, you must do so in writing, by signing, and providing administration with the "Notice of Cancellation" form that can be found in the catalog as well as the enrollment forms.
5. If you have any complaints, questions, or problems that you cannot work out with the school. Write or call the Bureau for Private and Postsecondary Education

Bureau for Private Postsecondary Education
1747 N. Market St., West Sacramento, CA
95798-0818

www.bppe.ca.gov

E-mail: bppe@dca.ca.gov

P: (916) 431-6959 F: (916) 263-1897

CANCELLATION AND REFUND POLICY

Cancellation and refund policy:

1. The school must refund all money paid, if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all tuition, except the non-refundable registration fee, if the applicant cancels within the first class session, or the 7th day after enrollment, whichever is later.
3. The student shall have 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 the enrollment, whichever is later. The student shall submit to the school "Notice of Cancellation" form. The student does not have the right to cancel by telephoning the school or by not coming to class.
4. Students who have completed 60% or less of the period of attendance shall be pro rata refund.
5. Any merchandise that is purchased is non-refundable.
6. All refunds must be paid within 45 business days after class schedule is completed.
7. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid program funds.

*7th day after enrollment, which the student has the right to cancel and obtain a refund of charges paid through attendance at the 1st day of class session, or the 7th day after enrollment. DATE: _____

Termination by school:

A student, who fails to maintain satisfactory progress, violates safety regulations, interferes with other students work, is disruptive, obscene, under the influence of alcohol or drugs, or does not make timely tuition payments, is subject to immediate termination.

Cancellation of classes:

The school reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such cancellation will be considered a rejection by the school and will entitle the student to a full refund of all money paid.

Transferability of units and degrees earned:

Units you earn in any or all of Sushi Chef Institute programs in most cases will probably not be transferable to any other college or university. In addition even if a certificate of completion is earned at our institute, in most cases, it will probably not serve as a basis for obtaining a higher level of degree at another college or university.

My signature below certifies that I have read, understood and agreed to my rights and responsibilities and that institutions cancellation and refund policies have been clearly explained to me.

Print

Signature

Date

Students Right to Cancel

Cancellation and Refund Policy:

If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the school at its addresses shown on the contract, which notice shall be submitted no later than midnight of the seventh business day (excluding Sundays and Holidays) following your signing of this contract or the written notice may be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the sender.

Unfair business practices:

It is unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her parent or guardian if he/she is a minor and a written statement notifying all parties that the cancellation and refund policy continues to apply.

Student's Name _____
(Please Print)

Signature Date Signed / /

Parent or Guardian's Name _____
(Please Print)

Signature Date Signed / /

As the authorized representative of the school, I hereby agree to the conditions set forth herein:

Authorized School Representative _____
(Please Print)

Signature Date Signed / /

School Admission Representative _____
(Please Print)

Signature Date Signed / /

Notice of Cancellation

Date: _____
(date of first class or instruction attended)

You may cancel this contract for school. Without any penalty or obligation by the date stated below.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 45 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 45 days of the date you signed the cancellation notice. If you do not return the equipment within this 45 day period, the school may keep an amount of what you paid that equals the cost of equipment. The total amount charges for each item of equipment shall not exceed the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

_____, at _____
(name of institution) (address of institution)

NO LATER THAN _____.

I cancel the contract for school.

Dated: ____/____/____

(signature of student)

REMEMBER YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the school, or by not coming to class. You must physically notify the administrator by submitting this signed notice by hand or by mail. (CEC §94909(a)(8)(B), §94919, §94920 and 5, CCR §71750)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

1747 N. Market Blvd. Suite 225, Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

www.bppe.ca.gov

TEL: (888) 370-7589 or (916) 431-6959, FAX: (916) 263-1897 or (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 web site www.bppe.ca.gov.

(CEC §94909(a)(3)(A))

Student Tuition Recovery Fund

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Custodian of Records

ACTIVE RECORD – Active records are records with current use for the semester or individual that generated or possesses it. Records remain active for the term of the semester, or depending on the purpose for which they were created and are used.

ARCHIVAL RECORD – Archival records are records that are non-current and inactive; not required to be retained in the office in which it was originated or was received; and has historic value. Archival records are retained and preserved indefinitely in the institutes archives

RETENTION OF RECORDS– Student records are maintained for five years and transcripts are maintained indefinitely.

School Name _____

Custodian Name _____
(Print)

Home Address _____

City

State

Zip Code

Tel. No.

“As the custodian of Records for this institution, I acknowledge that I shall maintain current and accurate records as required by statute and regulations for a period of not less than five years at the address shown above. If the institution closes, I agree to respond to inquiries and allow for an inspection of records by authorized individuals or personnel.”

Signature of Custodian

_____/_____/_____
Date

Student Complaint Designee

Printed Name/Title

Mailing Address

City

State

Zip Code

Tel. No.

STUDENT COMPLAINT PROCEDURES

1. A student complaint shall be filed with the appointed school designee.
2. The appointed complaint designee is available before and after regularly scheduled class sessions.
3. The appointed complaint designee has the authority and duty to:
 - (a) Investigate the complaint thoroughly and interview all persons and documents that relate to the complaint.
 - (b) Reject the complaint if, after investigation, it is determined to be unfounded or compromise or resolve the complaint in any reasonable manner including the payment of a refund.
 - (c) Record a summary of the complaint, including the disposition, and place a copy in the students file and make an appropriate entry in the log of Student Complaints as required by §73870.
 - (d) If the complaint is valid, involves a violation of law, and is not settled within 30 days after it was made by the student, the designee will notify the council, the accrediting association and the appropriate law enforcement authorities of the complaint and investigation.
 - (e) If a student orally delivers the complaint and the complaint is not resolved within a reasonable period of time, the institution shall advise the student that the complaint must be submitted in writing and provide the student with a copy of the institutions complaint policy.
 - (f) If a student complains in writing, the institution shall , within 10 days of receiving the complaint, provide the student with a written response including a summary of the investigation and disposition.

SCHEDULE OF CLASS 2016

January 4, 2018	- January 31, 2018	Sushi Chef Professional I Class
February 1, 2018	- February 28, 2018	Sushi Chef Professional II Class
April 9, 2018	- May 4, 2018	Sushi Chef Professional I Class
May 9, 2018	- June 3, 2018	Sushi Chef Professional II Class
June 18, 2018	- July 13, 2018	Sushi Chef Professional I Class
July 16, 2018	- August 10, 2018	Sushi Chef Professional II Class
August 20, 2018	- September 14, 2018	Sushi Chef Professional I Class
September 7, 2018	- October 12, 2018	Sushi Chef Professional II Class
October 29, 2018	- November 23, 2018	Sushi Chef Professional I Class
November 6, 2018	- December 21, 2018	Sushi Chef Professional II Class

ESL INSTRUCTION

Sushi Chef Institute does not offer or provide classes with English as a Second Language. Class instruction is will only occur in English. Students must have mid level English proficiency skills. (5, CCR §71810(b)(5))

LIBRARY

Sushi Chef Institute has a library for students to study Japanese cooking including traditional to contemporary dishes and techniques. The library is in the main office, where students can read the books, or they are available for 1 week long check out from the administrator, upon student's request.
(5,CCR §71735 and 71810(b)(9))



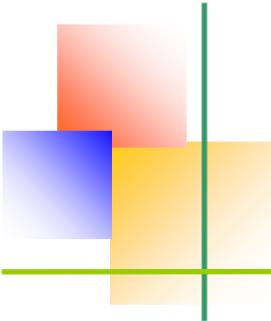
Professional Sushi Chef Course 1

Daily Class Schedule 1

Title: SCI Orientation

Class: 1

- Part 1)** **Introduction and short orientation**
 1. *Welcome to SCI*
 2. *Introduce faculty / students*
 3. *About facility*
- Part 2)** **Uniform**
 1. Dress Code
 Knife purchasing
 ID badges
 Text book and class assignments
- Part 3)** **SCI rules and regulations**
 Sanitation and health
- Part 4)** **About Handouts, Daily Schedule, and Calendar**
- Part 5)** **Introduction to Japanese cooking utensils**
 1. *Kitchen utensils*
 2. *Sushi bar utensils*
 3. *Miscellaneous tools and utensils*
 Showing new items of utensils Whetstone, Sabitori, P-Makisu
 Type of knives Yanagi, Deba, Usuba, other knives.
-



<p>Professional Sushi Chef Course 1 Daily Class Schedule 2</p>

<p><i>Title: Basic Knowledge of Rice and Ingredients</i> <i>Class: 1</i></p>
--

Part 1) Introduction to Main 6 Ingredients

Soy Sauce (Dark, light color, Tamari, White)
Mirin
Sake (Regular and heightened)
Rice Vinegar
Sugar
Salt (Table salt and rock sea salt, sea salt)

Part 2) History about Rice

Brief history, geography, culture, nutrition, variation and types
What season of rice (Old rice or New crop Nov—March)

Part 3) Rice preparation Steam Rice

- 1. Introduction to tools used for rice cooking*
- 2. Rice washing 1-3 minute,
rinsing, more than 6 times
drying, minimum 20–30 minute
cooking techniques 45 or more for steam rice*

How much of water with how much of rice
Equipment by Gas or Electric rice cooker

Variations of rice dishes

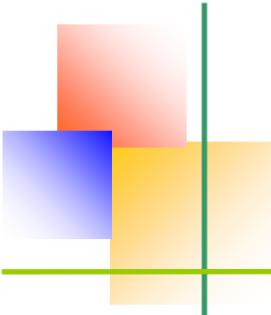
*Onigiri, Yaki onigiri, Ochazuke, Okayu, Zousui,
Takikomi-gohan, Maze-gohan*

Part 4) Stock - Dashi

Necessary ingredients Konbu (Kelp) katsuobushi (Bonito Flake)
Stock type (Primary vs. Secondary) and variations (powder and liquid) Hondashi
Stock making steps (Not boiling at all the time)

Part 5) Soup

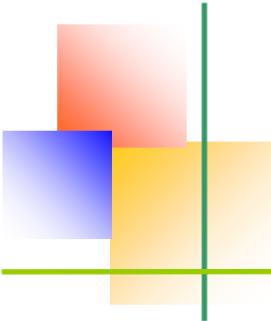
*Soup varieties - **Clear**, Miso (white and red miso)*
Soup contents
*Three items for most soups - **wanko, suikuchi, and kounomono***



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Daily Class Schedule 3

Title: Knife - Yanagi, Usuba and Deba
Class: 1

- Part 1) Yanagi, Usuba, Deba**
1. *Knife blade quality, length and weight*
 2. *Knife handle material types and shape*
 3. *Whet Stone - what is it and how to use it*
- Part 2) Maintenance**
1. *Use of steel sharpener and whet stone*
 2. *Sharpening techniques*
 3. *Keeping and storing tips # 800 , # 1000 , # 2-3000 small number are rough*
 4. *Whet Stone maintenance - by using "Headache"*
- Part 3) Proper stance and knife gripping**
1. *Proper stance and posture*
 2. *Positioning*
- Part 4) Cutting vegetables**
1. *Basic cutting strokes - draw cut, pushing cut, and thrusting cut*
 2. *Cutting and slicing techniques*
 - Katsura - muki*
 - Tsuma*
 - Rectangles and Julienne Strips*
 - Dicing, cubing and mincing*
 - Decorative cutting*
 3. *Making soup and salads*
 4. *Demo Japanese Vegetable garnish*
- Part 5) Basic sauces - vinegar base**
- Nihai-zu please see page 244 text book*
Sanbai-zu
Ama-zu
Pon-zu
- Adding wasabi, mustard, sesame oil, spicy oil,
and other ingredients for variation
(Vegetable , Fruits or you can buy at store)*



Professional Sushi Chef Course 1
Daily Class Schedule 4

Title: Basics of Japanese Pickles
Class: 1

Part 1) Brief history about Japanese pickles (Tsukemono)

Varieties of pickles

Importance of pickles in Japanese cuisine

Part 2) Tasting

Packaged pickles and homemade pickles

Umeboshi Rakyo Fukujinzuke

Shibazuke Yamagobo Bettara

Senmaizuke Takuan Narazuke

Part 3) Proper table set-up

Concept of Kaiseki Chopsticks (hashi)

Season, Simple, Sublime

Buddhist of tea ceremony meal (Medicine of green tea)

Small portion meal just to kill by hunger pain

Tatami room Tokonoma, Kami-za, Shimo-za

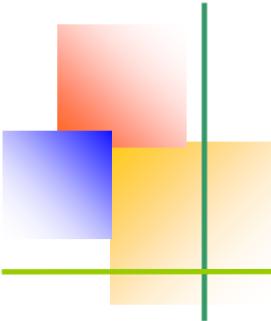
Table Napkins holding technique

Part 4) Vegetable Sakizuke dish (Pre-appetizer)

Oshitashi (Boiled Spinach 1;1;1; Dashi, Soy, Mirin)

Sunomono (cucumber, seafood, and seaweed salads)

Kikka Kabu



Professional Sushi Chef Course 1
Daily Class Schedule 5

Title: Japanese Noodle and field trip
Class: 1

Part 1) Japanese noodle

Udon hot and cold 4:1:1 dipping sauce, 10:1:1 for hot soup
Soba hot and cold 4:1:1 dipping sauce, 10:1:1 for hot soup
Somen Noodle

Part 2) Curry rice Beef, Chicken and or Seafood

Seasonal Vegetable , Yellow onion, Potato etc
Beef or chicken stock
Demonstration of cooking

Part 3) Field trip to Japanese Grocery store

Mitsuwa market Dry food
Seafood
Sweets

Book store for Japanese cooking books



Professional Sushi Chef Course 1

Daily Class Schedule 6

Title: Basic Beef Cooking

Class: 1

Part 1)

Beef

About beef type and variety

Structure Nutritional value

USDA Prime , Choice and Select (IBP Iowa Beef Products)

Part 2)

Beef

Cooking style - Shabu-shabu, sukiyaki, yakiniku and etc.

Cutting technique and preparation

Part 3)

Cooking Beef dishes

Negi-Maki

Beef-Tataki

Beef-Sukiyaki

Part 4)

Pork

About Pork

Structure

Type and variety

Nutritional value

Part 5)

Pork

Cooking style - Shabu-shabu, Tonkatsu, Kushikatsu and etc.

Cutting technique and preparation

Part 6)

Cooking Pork

TonKatsu Vegetable garnish Cabbage , Cucumber, Tomato, Salad

Katsu-don (4 : 1 : 1 Dashi, Soy, Mirin)



Professional Sushi Chef Course 1

Daily Class Schedule 7

Title: Basic Cutting -
Class: 1

Part 1)

Chicken

Type and Variety White , Yellow , Organic

Structure of Chicken

Nutritional value

Part 2)

Learning of Chicken Structure

Learning how to cut off the part

Demonstration and hand one practice

Part 3)

Cutting and making chicken dishes

Tatsuta Age

Yakitori

Chicken Teriyaki (Us style and Jibuni Japan style)

Oyako—Donburi (4: 1;1; Dashi, Soy, Mirin) Yellow onion , Green onion

Part 5)

Egg

Type and Variety white , Brown , Quail egg

Nutritional value

Part 6)

Egg dishes

Tamago-Yaki

Learning how to use tool (Tamagoyaki pan)

Dashi 1/2 cup

Sugar 2.5 oz

Sake, Mirin,, Light soy each 1 oz mix well with

16 eggs makes 2 rolls of Sushi Tamago



Professional Sushi Chef Course 1

Daily Class Schedule 8

Title: *Tuna fish or all type of fish and Saba cooking*

Class: *1*

Part 1) **Tuna, Yellowtail, Albacore (Round Fish)**
1. Structure of each fish Blue fin, Big Eye, Yellow fin, Albacore
2. Different kinds of Tuna (Fatty, Lean and etc)
3. Different names of Yellowtail (Seasonal, Age, Name)

Part 2) **Halibut (Flat Fish)**
1. Cutting demonstration by instructor
2. Students cut filleted a Halibut
3. Sashimi cut practice by Halibut

Part 3) **Understand many type of fish**
Shrimp Black Tiger, Brown Tiger, White Shrimp
Salmon Cham, Pink, Silver, King, Koho
Halibut, Snapper, Sea bass, Striped Bass etc

Part 4) **Showing Tuna fishing video**
Other type of fishes by books terminology

Part 5) **Cutting round fish (Saba Mackerel)**
Understand stracutre of fish

Round fish Sanmai-Oroshi 3 pieces cutting

Saba Cooking , Shio-yaki, Age-yaki, Miso-ni other etc



Professional Sushi Chef Course 1

Daily Class Schedule 9

Title: Sakizuke - Kaiseki Appetizer

Class: 1

Part 1)

Introduction to Kaiseki

History behind Kaiseki course

(Season, Simplicity, Sublime)

Order of Kaiseki

Importance of presentation, quality, and quantity of each dish

Part 2)

Zensai dishes Sakizuke dishes

Menu by the season

Learning Concept of Sakizuke

Koimo-hineri-manju

Nishiki-tamago

Usagi-uzura-tamago

Daikon Tamatebako

Grilled Asparagus

Quail Egg rabbit

Lotus root chips

Other season items

Part 3)

Decoration (Moritsuke)

Sasa-haran Cutting

Natural items Stone and Bamboo leaf etc.



Professional Sushi Chef Course 1

Daily Class Schedule 10

Title: *Sashimi & Grilling*

Class: *1*

- Part 1)** **Introduction to sashimi**
Types and Varieties of fish, seafood, and other ingredients used for sashimi
Sashimi dishes for kaiseki (dishes may vary according to the type of fish being used)
Vegetable garnishing Katsura-muki Hana-ninjin Kikka, Benitate
- Part 2)** **Key points of Moritsuke Three elements**
Fundamental idea Ten, Chi, and Jin
Moritsuke basic 4 keys
Balance Location Color Space
- Part 3)** **Sashimi Cutting Technique**
Hiki-giri Sogi-giri Nami-giri Usu-giri Ito-giri
- Part 4)** **Introduction to Grilled and pan-fried dishes**
Ingredients and utensils used for grilling and pan-frying
Types of grill (electric , oven, and open fire)
Preparation
- Part 2)** **Making Grilled Dishes**
Time and temperature
Dynamite (Scallop and Vegetable)
Ishi-yaki (Stone Grill)
Tofu or Oyster Dengaku (Oyster grill with miso)
Ebi-kogane-Yaki (Shrimp with Egg yolk)
Wrapping grill (Sea food and vegetable)
- Other season grill items with traditional Decoration*
-

Professional Sushi Chef Course 1

Daily Class Schedule 11

Title: *Nimono - Simmering & Mushi-mono Steaming*

Class: 1

- Part 1)** **Takiawase (stock *happo-dashi*)**
Prepping of Nimono (Mentori cutting)
Happo-dashi ratio: **8:1:1** (*dashi, mirin and soy sauce-light colored*)
Ingredients: Kabocha, Koya-tofu, koimo, kinusaya beans ,
Ninjin, shrimp and others
- Part 2)** **Fish nitsuke -**
white fish and vegetables (tai, daikon, and gobo)
5 : 1: and : 1 (sake and mirin finished by soy or tamari)
- Part 3)** **Niku-juga Beef and potato**
- Part 4)** **Chawan-mushi - seafood and vegetables Chawan-mushi solution:**
1 cup eggs : 3 cups of dashi Salt, Light soy
Shrimp, Ginko-nuts, Kinusaya, Mituba
- Chiri-mushi - seaweed pot with seafood**
Ingredients: White fish, Shrimp, tofu, mushroom,sweet beans
Mushroom, Enoki, Green onion etc.,
Served with ponzu sauce and Yakumi
- Musubi-mushi**
Tamago and Dashi 1:1 taste of salt and light say
Cooked vegetable beans or carrots
Wrapped by plastic used by cup and steamed by 20 minute
Served with Kuzu sauce
(Prime dashi with salt and light soy with potato starch (Katakuriko))
- Dobin-mushi**
Ingredients : Shrimp, Chicken, Kinusaya, Ginko-Nuts, Mitsuba and yuzu.
Clear soup (Dashi, Light soy, Salt)
Served with Dobin pot



Professional Sushi Chef Course 1

Daily Class Schedule 12

Title: Tempura—Deep frying

Class: 1

Part 1) Introduction to deep-fried dishes

Ingredients and utensils used for deep-frying

(Net, Rice bran oil, Tempura nabe, Thick chopsticks - shallow and wide)

Varieties of deep-frying dishes

Deep-frying techniques and tips

About Tempura

Part 2) Preparation of Tempura

Ingredients for tempura batter:

4 cups of Ice water, one egg, and tempura flour Vegetables:

Potato, green beans, carrot and pumpkin same thickness

Seafood: Shrimp cutting fivers show demo

Somen noodle or harusame Dry seaweed

Oil temperature 170–180 C 330–360 F

Showing of how you know the temp of oil

Drop tempura batter and center of oil deepness to back

Tempura flour All purpose flour 80%, starch 19%, Baking powder 1% mix

(All cooking items must keep in cold, it will make a crispy tempura)

Part 3) Deep-frying techniques and decoration

Tempura

Decoration (Tempura paper and Yakumi) Daikon and Ginger

Sauces and condiments for deep-frying items (4:1:1 - Dashi: Mirin: Soy Sauce)

Tempura Donburi (Sauce 1 : 1 : 1 Dashi, Mirin, Soy)

Part 4) Other Deep fried Items

Shrimp Kawari-age

(Sarusame, Armando, Somen, others)



Professional Sushi Chef Course 1

Daily Class Schedule 13

Title: Donburi - Rice in a Bowl with Different Toppings

Class: 1

-
- Part 1) Introduction to Donburi**
Ingredients and utensils used for making donburi
Varieties of donburi - showing books of donburi
Preparation
Technique and tips to make donburi
- Part 2) Some common Donburi**
Oyako-don / Gyu-don / Tekka -don / Una-Don
Konoha-Don / Nishoku-don / Ten-don / Katsu-don
Similarities and differences in these donburi dishes

Main ingredients : Sauce 4 : 1 : 1 (Dashi, Mirin, Soy)
Prepping : Yellow onion, Green Onion
- Part 3) Introduction for Nabe**
Ingredients and utensils used for Nabe
Varieties of Nabe
Preparation of Nabe and technique or tips
- Part 4) Nabe Cooking**
Uo chiri (Sea food Nabe)
Negima-nabe (Tuna & Onion)
Milk-nabe (New style nabe by milk)
- Part 5) Condiments and sauces**
Ponzu sauce
Yakumi Green onion (Sarashi-negi)
Momijioroshi (Daikon & Chili paste)
- Part 6) Shabu Shabu Ponzu and Sesame dipping souces**
Vegetable Decoration
Shabushabu Beef decoration
- Part 7) Sukiyaki soy and sugar by taste (Raw egg dipping)**
Vegetable Decoration
Shabushabu Beef decoration
-

Professional Sushi Chef Course 1

Daily Class Schedule 14

Title: *Sushi rice—Part 1*

Class: *1*

Part 1) **History and origin of sushi - lecture**

Part 2) **Preparing sushi rice**

Ingredients and utensils used to make sushi rice

Sushi mixture (sushi-zu)

Rice for sushi

Washing 1-3 minutes

Rinsing more then 6 times

Drying minimum 20-30 minutes

Cooking 45 minutes

Part 3) **Varieties of sushi**

Nigiri-zushi / Inari-zushi / Chirashi-zushi /

Maki-zushi / Tsutsumi-zushi / Hako-zushi

Ingredients used for each sushi

Part 4) **Cutting Vegetable**

Cucumber — Estimate amount of cutting

Avocado — Estimate amount of cutting

Part 5) **Sushi bar set-up**

Wasabi — powder and water

Temizu — Vineger and water 1 : 9

Seaweed — Cutting half size

Whet towel — must clean all the time

Sesame- Tasted

Part 5) **Basic Rolls**

Ingredients and equipment used for rolls

Making basic rolls

Cucumber roll (Seaweed outside)

California Roll (Rice outside)

Basic 6 rice movements



Professional Sushi Chef Course 1

Daily Class Schedule 15

Title: Basic roll making– Part 1

Class: 1

Part 1) Basic Roll Demonstration by the instructor

Basic Sushi Rice Prep

Basic Roll Making Practice

Basic 6 Steps Rice Movement Practice

Making 2 rolls in 2 minutes and cutting with decoration in 3 minutes

Part 2) Cucumber roll

Rice inside roll

Kappa Maki (using 50% of seaweed)

Part 3) California Roll

Rice outside roll

Part 4) Learning how to cut roll and decoration

How to cut 6 pieces

How to decorate rolls

Basic 4 ways decoration

Basic 3 ways, 2 ways, one way decoration



Professional Sushi Chef Course 1

Daily Class Schedule 16

Title: *Basic roll making—Part 2*

Class: *1*

Part 1) **Basic roll Demonstration by the instructor**

Basic Sushi Rice Prep

Basic Roll Making Practice

Basic 6 Steps Rice Movement Practice

Making 2 rolls in 2 minute and cutting with decoration in 3 minutes

Part 2) **Spicy Tuna Roll**
Spicy Tuna Sauce

Mayonnaise 60%

Tobanjan 35%

Chili Sesami Oil 5%

Chili Pepper 5%

Part 3) **Philadelphia Roll**

Cream Cheese

Salmon

Red Onion Caper

Part 4) **Salmon Skin Roll**

Grilled Salmon Skin

Yamagobo

Kaiware Daikon

Cucumber

Bonito flakes: outside



Professional Sushi Chef Course 1

Daily Class Schedule 17

Title: Basic roll making - Part 3

Class: 1

Part 1) Basic Roll Demonstration by the instructor

Basic Sushi Rice Prep

Basic Roll Making Practice

Basic 6 Steps Rice Movement Practice

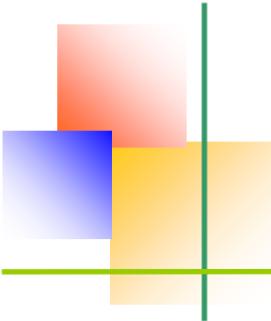
Making 2 Rolls in 2 minutes and cutting with decoration in 3 minutes

Part 2) Crunchy Roll
Tempura Shrimp
Eel Sauce
Seaweed powder

Part 3) Caterpillar Roll
Cucumber
Fresh Water Eel Sea Ell
Half Avocado slice : over the roll

Part 4) Rainbow Roll
5 types of fish, cover the roll
Tuna
Shrimp
Salmon
White Fish
Yellowtail

Part 5) Hand Roll making
Western corn style temaki
Japanese style temaki
Shiso maki Plum roll (End of meal recommend)



Professional Sushi Chef Course 1
Daily Class Schedule 18

Title: Basic roll making Part –4
Class: 1

Part 1) Basic Roll Demonstration by the instructor

Basic Sushi Rice Prep
Basic Roll Making Practice
Basic 6 Steps Rice Movement Practice

Making 2 rolls in 2 minutes and cutting with decoration in 3 minutes

Part 2) Spider Roll

Deep Fried Soft Shell Crab
Avocado
Kaiware Daikon
Masago (Smelt Eggs)
Seaweed Vertical Roll

Part 3) Dragon Roll

Avocado
Cucumber
4 pieces of sliced Fresh / Water Eel
Or Sea Eel over the roll
Or Eel sauce over the roll



Professional Sushi Chef Course 1

Daily Class Schedule 19

Title: *Japanese Desserts & Tofu dishes*

Class: *1*

- Part 1)** **Introduction to Japanese desserts**
Typical ingredients used for Japanese desserts
Tool and equipment for dessert making
Dessert varieties
Cold vs. Hot desserts
Visual presentation of Japanese desserts (books and photographs)
- Part 2)** **Making desserts**
Tempura ice-cream / Shiratama Zenzai and other
- Part 3)** **Fruit decoration**
Learning cutting and decoration
- Part 4)** **Shiratama dessert**
Rice starch with water and boiling
White color and green tea powder for green
Served with Kinako (tasted soy bean powder) Sweet beans
- Part 5)** **Tempura ice cream**
Wrapped ice cream by pan cake and keep in freezer
Heavy side of tempura batter dip and deep fried 180C or 360F in 1 minute
Served with decoration of orange cup
- Part 6)** **Osechi Ryori**
Japanese traditional new years food
Showing book of traditional new year cooking
-



Professional Sushi Chef Course 1

Daily Class Schedule 20

Title: Final skill and examination Graduation

Class: 1

Part 1) Skill testing by Cutting skill
Decoration skill
Creativity skill

Part 2) Final examination
100 questions test

Part 3) Graduation requires

Final skill test must above C grade
Final examination must above 69
points

Congratulations!

Professional Sushi Chef Course II

Daily Class Schedule

Title: Introduction to Sushi Chef Institute and Varieties of Sushi
Class: 1

- Part 1) Introduction and Short Orientation:**
1. Greeting Practice in Japanese
 2. Identification Name Tag for each students
- Part 2) Rice Preparation:**
1. Selecting Suitable Rice for Sushi
 2. Rice Preparation Steps and Procedures (SCI Standard)
- Part 3) Sushi Rice Preparation:**
1. Vinegar Mixture Ingredients
 2. Mixing Rice and Vinegar mixture - Techniques and Tips
 3. Keeping of Sushi Rice
- Part 4) Basic Sushi Roll Practice:**
1. Ingredients and Tools used for Making Rolls (6 Step Movement)
 2. Making Cucumber Rolls

Notes:

I-ra-shai-mase
Arigato-gozaimeashita

Welcome
Thank you very much

Wash	1-3 minutes
Rinsing	More than 6 times
Drying	20-30 minutes
Cooking	45 minutes
Mix Sushi-zu	15%
Sushi-zu	7:5:2 = Vinegar : Sugar : Sea salt (1 part Table salt)



Professional Sushi Chef Course II Daily Class Schedule
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<i>Title: New Type of Sauces</i> <i>Class: 2</i>

- | | |
|----------------|--|
| Part 1) | Practicing Finger Work (PFW): <ol style="list-style-type: none">1. Cooking Sushi Rice and Making 20 Sushi Rolls2. Hands on |
| Part 2) | Basic Sauces: <ol style="list-style-type: none">1. Soy Sauce / Mirin / Sake / Rice Vinegar / Dashi2. Characteristic and variety of each sauces |
| Part 3) | Special Sauces: <ol style="list-style-type: none">1. Vinegar Based Sauces: Tosa-zu / Sushi-zu / Wari-zu2. Soy Sauce Based Sauces: Tosa-soy / Wari-soy3. Other Common Sauces, Special Sauces, and Spicy Tuna Sauce4. Nikiri (Sauce) and Nitsume (Eel Sauce)5. New type of sauce making Using western ingredients |
| Part 4) | Common Seasonings: <ol style="list-style-type: none">1. Characteristics and it's uses<ol style="list-style-type: none">1. Ichimi2. Wasabi3. Kabosu4. Yuzu5. Kochijyan6. Ra-yu7. Sea Salt8. Konacha9. Yuzu-gosho |
| Part 5) | Miso: <ol style="list-style-type: none">1. Aka-miso / Shiro-miso / Inaka-miso / Shinshu-miso2. Three Way Decoration |
| Part 6) | Making Dressings: (with Vinegar) <ol style="list-style-type: none">1. Tama-miso / Saikyo-miso / Dengaku-miso / Karashi-miso / Su-miso2. Ingredients Used for each mixed Miso3. Characteristics of each Miso and its use |
| Part 7) | Dry Ingredients: <ol style="list-style-type: none">1. Characteristics and its use2. Aonori / Itohana / Goma / Konbu / Kozansho / Takekawa / Konacha |

Notes:



Professional Sushi Chef Course II

Daily Class Schedule

Title: *Knife Check*

Class: 3

Part 1)

Tools and Utensils:

1. Name and Proper Terminology for each items, Characteristic, Use, Maintenance, and Proper Storing Tips
2. Typical Tools and Utensils Used for Sushi

Part 2)

Knives:

1. Introduction to Chefs Knives
2. Varieties of Knives:
 1. Yanagi
 2. Deba
 3. Usuba
 4. Western
 5. Takobiki,
 6. Petty Knife
 7. Sushi-kiri Knife
 8. Haran-kiri Knife
3. Knife Maintenance and the Importance of Proper Maintenance of Knives
4. 3 Steps of Sharpening Knives - Yanagi / Deba / Western
5. Whet Stone / Headache / Eraser (Sabitori)

Part 3)

Maintenance: (Demonstration by the Instructor)

(Each Week the Knives will be Inspected by the Instructor)

1. Use of Steel Sharpener and Whet Stone
 2. Sharpening Techniques
 3. Keeping and Storing Tips
 4. Whet Stone Maintenance (by using of "Headache")
-

Notes:

Professional Sushi Chef Course II

Daily Class Schedule

Title: Preparation - 1

Class: 4

8:00 am at school

“Field Trip” to Fish Market (Food Distribution Company Visiting)

Part 1) Preparation Of Big Round Fishes:

1. Variety of Tuna, Blue Fin, Yellow Fin, Big Eye, and Albacore
 - * Characteristic of Tuna / Size / Season / Habitat / Appearance Texture Etc.
 - * Structures and Names of Each Portion
 - * Preparation Procedure and Cutting Technique (Saku-dori)
 - * Storing of Fresh Tuna
2. Yellowtail:
 - * Variety of Yellowtail
 - * Characteristic of a Yellowtail / Size / Season / Appearance Texture Etc.
 - * Yellowtail Structures and Names of Each Portion
 - * Preparation Procedure and Cutting Technique
 - * Storing Fresh Yellowtail

Part 2) Marinating Techniques

1. About Marinating
2. Marinating with Salt and Vinegar
 1. Amount of each ingredient used of marinating
 2. Length of time for marinating

Part 3) Preparation and Marinating

1. Salmon and Japanese Mackerel (Saba)
2. Procedure and Technique in Cutting, Cleaning, and Marinating
3. Procedure: Marinate with Salt for 2 hours / Wash with water

* **Beta Jio** Marinate in Vinegar and Water for 20 minutes
(Salmon must be frozen for 1 week)

Notes:



Professional Sushi Chef Course II Daily Class Schedule
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<i>Title: Preparation - 2</i> <i>Class: 5</i>
--

Part 1)**Preparation and Marinating**

1. Sea Eel
2. Procedure and Technique: From Cleaning to Serving
3. Simmering: Sake 3.5 cups / Eel Sauce 7.5 cups / Sugar 10 oz / Soy light Sauce 6.5 oz
4. Making of Eel Sauce: Demonstration by the Instructor

Part 2)**Shrimp Preparation:**

1. Brief Characteristics and Varieties of Shrimp
2. Ingredients, Tools, and Utensils used for Shrimp Preparation
3. Preparation Procedure:
 - Marinate in Salt for 20 minutes / Wash with Water
 - Marinate in Vinegar / Water for 2 minutes

Part 3)**Sea Eel (Anago) Preparation**

1. Clean up for Anago
2. Anago Cooking
 - 7.5 cup eel stock, sugar 10 oz, sake 3.5 cup (nikiri)
 - cooking by low heat with 45 min.
 - a. Reduce Anago stock to 70 %
 - b. Anago sauce making
 - 1/3 (Soy Sauce), 1/3 (Sugar), 1/3 (Tamari) of reduced stock, and pinch salt

Part 4)**Practicing Finger Work (PFW):**

Nigiri Steps 8 steps

Notes:



Professional Sushi Chef Course II

Daily Class Schedule

Title: Nigiri Sushi - 1

Class: 6

Part 1)

Preparation:

1. Cleaning Up and Keeping Fresh
 - * Any Round Fish (As same as Mackerel)
 - * White Fish: Cutting Hirame
 - * Aji (Spanish Mackerel): Cutting Small Fish
 - * Snapper and Tai: Cutting Semi-round Fish
(Demonstrated by the Instructor)

Part 2)

Neta Preparation:

1. Definition and Meaning of Neta
2. Step by Step Neta Making for Sushi
3. Size and Thickness of Neta

Part 3)

Neta Cutting Practice:

1. Practicing Neta Cutting with Konnyaku
2. Understanding 3-D Cutting Technique
 - * Sogi-giri / Nami-giri / 2 Finger Wide X 4 Finger Long (1/2 oz.) Slice

Part 4)

Practicing Finger Work (PFW):

hand practice and rolling practices

Notes:

Neta Cutting 2 finger wide 4 finger long 1/2 oz



Professional Sushi Chef Course II

Daily Class Schedule

Title: Nigiri Sushi - 2

Class: 7

Part 1)

Preparation:

1. Cleaning and Keeping it Fresh
 - * Any Round Fish (Same as Mackerel)
 - * White Fish: Cutting Hirame
 - * Halibut: Flat Fish
 - * Aji (Spanish Mackerel): Cutting Small Fish
 - * Snapper and Tai: Semi-round Fish (Demonstrated by the Instructor)
 - * Tuna: Saku-dori

Part 2)

Nigiri-zushi:

1. Characteristic of Nigiri-zushi / Size / Shape / Variety of Neta / Appearance
2. 8 Steps to Making Nigiri
3. 8 Step using Rice Only (SCI Standard)
 - * Target: 8 pieces within 2 minutes

Part 3)

Neta Cutting:

1. Konnyaku Neta Cutting
2. Marinated Saba Neta Cutting

Part 4)

Making Nigiri Sushi:

Saba Nigiri Sushi

Notes:

Storing fish

Wax paper and paper towel under the fish
Must change all paper each day



Professional Sushi Chef Course II

Daily Class Schedule

Title: Nigiri Sushi - 3

Class: 8

Part 1)

Nigiri Sushi:

1. Characteristic of Nigiri-zushi / Size / Shape / Variety of Neta / Appearance
2. 8 Steps to Making Nigiri
3. 8 Step using Rice Only (SCI Standard)
4. Target: 8 Pieces within 2 minutes (3/4 oz)
5. Hand Exercise

Part 2)

Nigiri Practice and Decoration:

1. Decoration
2. One-way Decoration
3. Sansui-mori
4. Kikusui-mori
5. Maru-mori
6. Kasane-mori

Part 3)

Basic of Decoration:

1. Importance of Decoration
2. Decoration Concept
3. Variation of Decoration
4. Selecting Appropriate Plates for Decoration

Part 4)

Types of Decoration:

1. Oke-mori / Sara-mori / Take-out mori / Party-mori / Funa-mori
 2. Try Take-out Box Decoration
-

Notes:



Professional Sushi Chef Course II

Daily Class Schedule

Title: Nigiri-zushi - 4

Class: 9

Part 1)

Nigiri-Sushi at the Sushi Bar:

1. Tools, Utensils, and Ingredients at the Sushi Bar Counter
2. Clear Neta Case Displaying Tips
3. Preparing Sauces and Condiments for Customer Use

Part 2)

Serving Customers:

1. How to Serve Sushi at the Sushi Bar:
 - * Sashimi / Sushi / Special Rolls / Vegetarian Sushi & Rolls / Today's Special
 - * Types of Dishes: Size / Color / Shape / Texture / Weight
 - * Serving Right Handed / Left Handed customers
 - * Serving Diverse Age Group / Amount of Wasabi / Seafood Allergies / Etc.
 - * Serving Manners

Part 3)

How to Set Up the Sushi Bar:

1. Condiments
2. Sauces
3. Garnishments
4. Ingredients
5. Fish Decoration Inside the Neta Case
 - Mt. Fuji decoration One side decoration

Part 4)

Estimating Fish Cost and Setting the Price:

1. Actual Fish Cost and Labor Fee (Preparation)
2. Estimating Profit per Sushi
3. Price Range for each different kinds of Sushi
 - * Target: 8 Pieces within 2 minutes (3/4 oz.)
 - * Hand Exercise

Notes:



Professional Sushi Chef Course II

Daily Class Schedule

Title: Varieties of Sushi

Class: 10

Part 1)

Preparation:

1. Cleaning Up and Keeping it Fresh
 - * Any Round Fish (Same as Mackerel)
 - * White Fish: Cutting Hirame
 - * Halibut: Flat Fish
 - * Aji (Spanish Mackerel): Cutting Small fish
 - * Preparation of Live Clams or Frozen Clams
2. Introduction to Variety of Fish Which is Not Used for Typical Sushi Neta
 - * Characteristic of Each Fish
 - * Showing Pro Sushi Chef skills
 - * Originality of Sushi Neta

Part 2)

Variety of Sushi:

1. Tuna / Yellowtail / Clams
2. Creative Sushi by Using Above Fishes and Clams
3. Additional Condiments for Sushi
4. Sharing Ideas for making different Sushi

Part 3)

Sushi Rice Preparation:

1. Vinegar Mixture Ingredients
2. Mixing Rice and Vinegar mixture - Techniques and Tips
3. Keeping of Sushi Rice

Part 4)

Understanding Sushi Rice:

1. Size / Ounces / Forming / Sharpness

Notes:



Professional Sushi Chef Course II

Daily Class Schedule

Title: Box Sushi

Class: 11

Part 1)

Box Sushi:

1. About Box Sushi
 - * Typical Box Sushi / Showing From Book
 - * Shrimp / Battera / Okina / Anago
2. Tools and Ingredients Used for Box Sushi
 - * Techniques to Make Box Sushi
3. Cutting Box Sushi
 - * Box Sushi Decoration

Part 2)

Variation of Box Sushi:

1. Wrapping: Okina Kelp / Soy Bean Sheet
2. Mixed Sushi Rice: with Masago / Green Tea Powder / Shiso Leaf
3. Osaka Style Box Sushi: White Fish / Kera / Anago
4. New Version of Box Sushi: By Instructor

Part 3)

Cutting: How to Sear fish

1. Cutting Albacore in Tataki / Yakishimo / and Sashimi Style
2. Cutting Technique and Tips

Part 4)

Preparing Smaller Fish:

1. Pompano / Spanish Mackerel
Tatejio marinate washing Vinegar marinate
 2. Cutting into: Sushi / Sashimi / and Other Cooking Style
 - * Target: 8 Pieces within 2 minutes (3/4 oz.)
 - * Hand Exercise
-

Notes:

Setting Up Sushi Bar 1 and 2 (days to be announced):

1. Learning to Set Up the Sushi Bar and Serving Sushi to Students
2. Displaying Neta Inside Clear Case
3. Preparing Necessary Items for Sushi Bar Set Up
4. Sushi Bar Operation
5. Student Sushi Chef Serving Sushi



Professional Sushi Chef Course II

Daily Class Schedule

Title: Saiku Sushi

Class: 12

Part 1)

Arranged Sushi (Saiku Sushi):

1. How to Make Saiku Sushi and Saiku Rolls
 - * Preparation and Procedure
 - * Special Ingredients used for Saiku Sushi
2. Shikai-maki
 - * Characteristics of Shikai-maki
 - * Preparation and Procedure
3. Creative Sushi Decoration
 - * Sasa Haran Cutting

Part 2)

Tsutsumi Sushi:

1. Inari / Zakuro / Temari
2. Characteristics of each Tsutsumi Sushi
 - * Ingredients Used for Inari / Zakuro / Temari
 - * Preparation Steps

Part 3)

Sushi Types:

1. Typical sushi: Tsutsumi / Chirashi / Mushi Sushi
 - * Chirashi and Gomoku Sushi
2. Characteristics for Each
 - * Ingredients for Chirashi and Gomoku
3. Target: 8 Pieces within 2 minutes (3/4 oz.)
4. Hand Exercise

2 minutes for 8 pieces Nigiri sushi practice

Notes:



Professional Sushi Chef Course II

Daily Class Schedule

Title: Decoration - Moritsuke

Class: 13

Part 1)

Decoration Style:

1. Showing Examples of Decoration
2. Maru-mori / Nimen-mori / Sanmen-mori / Bunsen-mori
Shimen-mori / Sansui-mori / Kikusui-mori
 - * Characteristic of Each Decoration Styles
 - * Learning the Most Suitable Occasion to Present each Decoration Style
3. Practicing Decoration
 - * Bunsen-mori / Shimen-mori / Sansui-mori

Part 2)

California Cuisine Dishes:

1. Basic Ingredients and Condiments
 - * Typical Fish / Seafood / Vegetables / Meat and Fruit Used
 2. Cooking and Decoration Techniques, and Tips
 - * Dish Selection
-

Notes:



Professional Sushi Chef Course II

Daily Class Schedule

Title: Sashimi Decoration - 1

Class: 14

Part 1)

Sashimi Decoration (Moritsuke):

1. Fundamental Idea: Ten / Chi / Jin
2. 4 Basic Concept for Moritsuke
 - * Balance * Location
 - * Color * Space

Part 2)

Sashimi Cutting Technique:

- * Hiki-giri * Sogi-giri
- * Nami-giri * Usu-giri
- * Ito-giri

Part 3)

Sashimi Decoration Concept:

1. Main / Side / Movement - Shite / Waki / Tsure
2. Using Large Plates for Sashimi Decoration

Part 4)

Practicing Sashimi Decoration:

1. Vegetable Garnishments
2. 3 Types of Fishes / Sashimi Morikomi
3. Wasabi and Other Garnish
4. Tosaka (Aka / Ao) Ugo
5. Daikon Net

- * Target: 8 Pieces within 2 minutes (3/4 oz.)
- * Hand Exercise

Notes:



Professional Sushi Chef Course II

Daily Class Schedule

Title: Sashimi Decoration - 2

Class: 15

Part 1)

Sugata-zukuri and Ike-zukuri: (Whole Fish Decoration Sashimi)

1. Ingredients and Tools Used for Both Decorations
2. Procedures to Make these Decorations
 - * Adding Extra Ingredients and Garnishments
 - * Adding Clams
 - * Tai or Striped Bass (Sugata-zukuri)

Part 2)

New Technique in Sashimi Decoration:

1. New Dishes from Famous California Chef
 2. New Style Sashimi Dishes
 3. Showing of the New Menu and Demo Dish
-

Notes:



Professional Sushi Chef Course II

Daily Class Schedule

Title: Business Management

Class: 16

- Part 1) Restaurant Management: (Resources and Finance Necessary to Start Business)**
1. Finance
 2. Location
 3. Employee
 4. Rules and Regulations
 5. Management Tips and Techniques
 6. Running Business

See attach sheet: Starting restaurant
Target location: 3 days business must pay lease payment
Pre-inspection for Health Dept.

- Part 2) Catering Services:**
1. Catering Opportunities
 2. Setting Up Menu and Service Expense
 3. Creating Check List for Catering Services

- Part 3) Setting Up Sushi Bar:**
1. Each Student Makes Own Original Menu (Omakase Menu)
 2. Preparing Typical Sushi Bar: Full Course Meal / Appetizer to Desert
 3. Learning Professional Service Skills to take care of Customers with Different Traits and Back Ground
- * Target: 8 Pieces within 2 minutes (3/4 oz.)
* Hand exercise

- Part 4) Preview Final Examination:**
100 Questions
-

Notes:



Professional Sushi Chef Course II

Daily Class Schedule

Title: Fruit Cutting

Class: 17

Part 1)

Preview Skill Test:

1. All Subjects
2. Evaluation Items

Part 2)

Cutting Fruit:

1. Cutting Technique and Procedure by Using different kinds of Fruits
 - * Orange
 - * Apple
 - * Pineapple
 - * Melon

Part 3)

Japanese Desert:

Kuzu and Zenzai or Seasonal Desserts
Fruit Cutting and garnishment

Notes:



Professional Sushi Chef Course II
Daily Class Schedule

Title: Safety and Sanitation
Class: 18

Part 1)

Catering Food Safety

3 way closed - covering by tent
Mat under prepare area
Running water for hand wash with soap
Must cover for all food
Food temperature (under 41F, danger zone)
All products need to be 6 inches off the ground

Part 2)

Clean Up All Area's of the Classroom:

1. Storage
2. Refrigerator
3. Under the Table
4. Hood and Ovens

*** Clean Up for the New Students ***

Notes:



Professional Sushi Chef Course II

Daily Class Schedule

Title: Sushi Bar Set Up

Class: 19

Part 1)

Introduction to License and Certification for Sushi Bar Operation:

1. Food Management Certification / License
2. Health Department Permit
3. Beverage License
4. OSHA Inspection
5. Handling Daily Items
6. Using Chemical Products

Part 2)

Skill Test Practice:

1. Making Rolls
2. Making Nigiri
3. Making Hand Rolls

*** Clean Up for the New Students ***

Notes:



Professional Sushi Chef Course II

Daily Class Schedule

Title: Pro Skill Test and Written Exam

Class: 20

Part 1)

Skill Test:

1. Professional II Skill Test
2. Making Signature Roll
3. Making Sushi Combination
4. Freestyle Order by Instructor

Part 2)

Students (Evaluation by the Judges):

1. 5 thru 1 Point evaluation
2. Rolls Skills
3. Nigiri Skills
4. Decoration Skills
5. Others

Part 3)

1 Hour Written Examination:

Graduation Lunch

Notes:



Enrollment forms for 2018

*Sushi Chef Institute
1123 Van Ness Ave., Torrance, CA. 90501
TEL: 310-782-8483 FAX: 310-218-0026*



Application Form
1123 Van Ness Avenue, Torrance, CA 90501 Tel: (310) 782-8483 Fax: (310) 218-0026

Applicant Information

Name: _____
Last Name First Name MI
Social Security #: _____ - _____ - _____ Drivers License #: _____ State: _____
Date of Birth: ____ / ____ / ____ Age: _____ Home Phone #: _____
Address: _____
Street City State Zip Code
Cell Phone #: _____ E-mail: _____
Work Phone #: _____ Working Place: _____

Medical Information (optional)

Do you have medical insurance? ☐ Yes ☐ No If yes, type of insurance: (_____)
Are you allergic to anything? ☐ Yes ☐ No If yes, describe: (_____)
Do you have / have you had any medical issues that may affect you while taking courses?
☐ Yes ☐ No If yes, describe: (_____)

Emergency Contact Person

Name: _____ Phone #: _____
Address: _____
Street City State Zip Code

Education

☐ Less than High School Graduation
☐ High School Diploma
☐ College: (_____)
☐ Trade School: (_____)

Experience

Professional Cooking Experience:
☐ Yes (_____ years _____ Months)
☐ No

Preferred Entry Class

Class Name: _____
Class Date: _____

Information

Chef Coat: S / M / L / / XL
Chef Pants: S(30-32) / M(34-36) / L(38-40) / XL(42-44)
Other Special Size by Request: (_____)
Dominant Hand: Right / Left

Payment

Payment Method: ☐ Cash / ☐ Check / ☐ Credit Card (☐ VISA ☐ Master)
Credit Card #: _____ - _____ - _____ - _____ Expiration Date: ____ / ____
Card Holder's Name: _____
Additional Payment: _____ Total Amount: _____

Print Name Signature Date

Individual sushi knives and tools are available at prices ranging from: **\$2.00-\$135.00**

Student Contract with the Sushi Chef Institute

NOTICE TO PROSPECTIVE STUDENT: before you sign the following contract, make sure you have been provided a copy of and had explained the following:

1. Agreement
2. Returned Notice
3. Notice of Student's Right to Cancel Contract
4. Notice of Cancellation
5. School Catalogue
6. Given and passed the "Ability to Benefit Test" if you are unable to provide a high school diploma, it's equivalency, or higher.

All student records, academic progress reports, personal student information and financial records will be maintained by the Custodian of Records of Sushi Chef Institute.

You are responsible for the payment of the total amount shown on the Student Agreement which includes all fees, charges and expenses for the completion of the course as follow:

Course title: Professional I Total hours: 100 clocked hours Total amount: \$2,950.00
Professional II Total hours: 100 clocked hours Total amount: \$2,950.00

Starting Date: _____ Completion Date: _____

You are responsible for abiding by all rules, regulations, and requirements of this institution outlined in the above stated documents of Sushi Chef Institute.

*You may add any other terms you wish to have in the contract.

All classes for the professional program are held at the Sushi Chef Institute, located at: 1123 Van Ness Ave., Torrance, CA 90501

(5, CCR §71800(a)through (d))

**This enrollment agreement is valid only for the term of the Professional courses, for 2020. Enrollment agreement is subject to change at any time, per BPPE's request.*

VALID: 1/18-12/18

Enrollment Agreement for the Sushi Chef Institute

Professional Sushi Chef Course I and II

All classes for Professional Sushi Chef Course I and II are held at the Sushi
Chef Institute: 113 Van Ness Ave., Torrance CA 90501

NOTICE TO APPLICANT:

ANY QUESTIONS OR PROBLEMS CONCERNING THIS SCHOOL WHICH HAVE NOT BEEN
SATISFACTORILY ANSWERED OR RESOLVED BY THE SCHOOL SHOULD BE DIRECTED
AS FOLLOWS:

Bureau of Post Secondary Private Education:

1747 N. Market Blvd. Suite 225, Sacramento, CA 95834 P.O. Box 980818,
West Sacramento, CA 95798-0818
P: (916) 431-6959 F: (916) 263-1897
www.bppe.ca.gov

Do not sign this agreement before you carefully read it. Do not sign this agreement if it contains any blank spaces. This is a legal instrument. All pages of this agreement are binding.

The following enrollment agreement is between Sushi Chef Institute and the student attending the institute. This enrollment agreement will expire after this completion date.

Course title: _____

Starting Date _____ **Completion Date** _____

STUDENTS NAME: _____

Address: _____

Telephone number: () _____ **Social security number:** _____

All of the courses which will be taught at Sushi Chef Institute will incorporate certain elements of sushi skills, basic fish cutting, chicken, beef and port cutting, preparation, presentation, Japanese decoration, proper table setup, menu planning, recipes, basics of rice, steaming, boiling, frying and drilling, etc. Dependent upon the level of the course being taught. Testing and evaluations will be given throughout the duration of a course.

Enrollment Agreement with the Sushi Chef Institute

Office: 1123 Van Ness Ave.
Torrance, CA. 90501
Phone: 310-782-8483

The school agrees to provide the following:

Textbook: A Sushi Chef Institute textbook designed specifically for both professional I and Professional II classes will be provided and included in the tuition fee for taking both classes continuously. *The text is in English with appropriate illustrations and recipes. The books are designed for class and home study, reference and use.

Professional Sushi Chef Course I and II at the Sushi Chef Institute consists of 40 classes, 5 hours long Monday through Friday, eight weeks total or 200 hours to complete the program of instruction.

Course title: _____ **Starting Date:** _____

Examination Date: _____ **Completion Date:** _____

This training will cost:

Registration fee (non-Refundable)	-----\$100.00
Tuition Cost Professional I(Refundable)	-----\$2250.00
Tuition Cost Professional II(Refundable)	-----\$2250.00
Textbook	----- (Included)
Supplies	----- (Included)
Materials & Food Cost (Refundable)	-----\$600.00
STRF Fee (Non-refundable)	-----\$0.00
Additional charges	----- (None)
Interest (if any)	----- (None)
TOTAL COST OF COURSE	-----\$5900.00
Down payment	----- (None)
Final Payment Total	-----\$5900.00

Sushi Chef Institute shall refund all registration fee, tuition and material & food cost if an applicant cancels within the first class session, or the seventh (7) business days (excluding Sundays and Holidays), whichever is later

Student Tuition Recovery Fund (STRF) fee rate is zero cent (\$.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars.

YOU ARE RESPONSIBLE FOR THESE AMOUNTS. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS INTEREST.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Additional expenses (**Optional**) Japanese Knife Set Right Hand **\$500.00** / Left Hand **\$600.00**
Uniform (**Included**)

CEC §94911(c))

TOTAL CHARGES FOR THE CURRENT (PRO1 and PRO2) PERIOD OF ATTENDANCE:
\$2,950.00+\$2,950.00=\$5,900.00(with STRF FEE (non-refundable))

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:
\$5,900.00 (with STRF FEE (non-refundable))

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:
\$2,950.00(with STRF FEE (non-refundable))

The policy of Sushi Chef Institute required that all fees and expenses be paid in advance of attendance and participation in the appropriate classes for which the student has registered. There is no schedule of payments in existence.

If the student is not a resident of California, the student is **not** eligible for protection under, and recovery from, the Student Tuition Recovery Fund.

The student may cancel his/her contract for school without any penalty or obligation as specified in the Notice of Students Right to Cancel Contract, and with the submission in writing of the Notice of Cancellation. Cancellation prior to the first day of instruction may be accomplished without penalty or obligation by any student. Said student will receive a refund of 100 percent of amount paid for school charges if the Notice of Cancellation is made prior to or on the first day of instruction.

Sushi Chef Institute adheres to the requirements the of Bureau for Private Postsecondary Education, in maintaining a refund policy for the refund of any unused portion of tuition fees and other charges, if the student does not register for the period of attendance or withdraws there from at any time prior to the completion of the course or otherwise fails to complete the period of enrollment. The institutional refund policy for students who have completes 60 percent or less of the course of instruction shall be pro rata refund.

“MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD AND AGREED TO MY RIGHTS AND RESPONSIBILITIES, AND THAT THE INSTITUTION'S CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME.”

Name (printed)

Signature

Date

CEC §94911(c))

Student Financial Information

IF THE STUDENT OBTAINS A LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, THE STUDENT WILL HAVE THE RESPONSIBILITY TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND.

(CEC §94911(e)(1), (2), (3))

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

(2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

(CEC §94911 (g) (1), (2))

- *If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.*

Student Information

In-resident housing is not available for our students. Other accommodation options can be found on our website or by contacting our administrator for further information.

After class tutoring is available for those students that require further help with explanation with specific subject and techniques/skills that have been introduced in the classroom.

Transferability of credits

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

“The transferability of credits you earn at Sushi Chef Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Professional Sushi Chef Course I and II is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 coursework at the institution. For this reason you should make certain that 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 Chef Institute to determine if your certificate will transfer.”

(CEC §94911(h) and §94909(a)(15)) (g) (1), (2))

Student Tuition Recovery Fund

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

5, CCR §76215(a))

STUDENT'S RIGHT TO CANCEL

1. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session as described in the Notice of Cancellation form that will be given to you at:

Professional Sushi Chef Course 1 and 2

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 our 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 Bureau for Private Postsecondary Education at the address and telephone number printed below for information.
4. To cancel the enrollment agreement or withdraw from the institute and obtain a refund, you must do so in writing, by signing the " Notice of Cancellation" form that can be found in the catalog or enrollment agreement.
5. If you have any complaints, questions, or problems that you cannot work out with the school. Write or call the Bureau for Private and Postsecondary Education

Bureau of Post Secondary Private
Education
1747 N. Market Blvd. Suite 225,
Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA
95798-0818

Website: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

P: (916) 431-6959 F: (916) 263-1897

CEC 94911(e)(1)(2)(3))

CANCELLATION AND REFUND POLICY

Cancellation and refund policy:

1. The school must refund all money paid, if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all tuition, except the non-refundable registration fee, if the applicant cancels within the first class session, or the 7th day after enrollment, whichever is later.
3. The student shall have 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 the enrollment, whichever is later. The student shall submit to the school "Notice of Cancellation" form. The student does not have the right to cancel by telephoning the school or by not coming to class.
4. Students who have completed 60% or less of the period of attendance shall be pro rata refund.
5. Any merchandise that is purchased is non-refundable.
6. All refunds must be paid within 45 business days after class schedule is completed.
7. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid program funds.

*7th day after enrollment, which the student has the right to cancel and obtain a refund of charges paid through attendance at the 1st day of class session, or the 7th day after enrollment. DATE: _____

Termination by school:

A student, who fails to maintain satisfactory progress, violates safety regulations, interferes with other students work, is disruptive, obscene, under the influence of alcohol or drugs, or does not make timely tuition payments, is subject to immediate termination.

Cancellation of classes:

The school reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such cancellation will be considered a rejection by the school and will entitle the student to a full refund of all money paid.

Transferability of units and degrees earned:

Units you earn in any or all of Sushi Chef Institute programs in most cases will probably not be transferable to any other college or university. In addition even if a certificate of completion is earned at our institute, in most cases, it will probably not serve as a basis for obtaining a higher level of degree at another college or university.

My signature below certifies that I have read, understood and agreed to my rights and responsibilities and that institutions cancellation and refund policies have been clearly explained to me.

Print

Signature

Date

(CEC § 94911(e)(1)(2)(3))

Students Right to Cancel

Cancellation and Refund Policy:

If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the school at its addresses shown on the contract, which notice shall be submitted no later than midnight of the seventh business day (excluding Sundays and Holidays) following your signing of this contract or the written notice may be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the sender.

Unfair business practices:

It is unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her parent or guardian if he/she is a minor and a written statement notifying all parties that the cancellation and refund policy continues to apply.

Student's Name _____
(Please Print)

Signature Date Signed / /

Parent or Guardian's Name _____
(Please Print)

Signature Date Signed / /

As the authorized representative of the school, I hereby agree to the conditions set forth herein:

Authorized School Representative _____
(Please Print)

Signature Date Signed / /

School Admission Representative _____
(Please Print)

Signature Date Signed / /

Notice of Cancellation

Date: _____
(date of first class or instruction attended)

You may cancel this contract for school. Without any penalty or obligation by the date stated below.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 45 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed the cancellation notice. If you do not return the equipment within this 30 day period, the school may keep an amount of what you paid that equals the cost of equipment. The total amount charges for each item of equipment shall not exceed the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

_____, at _____
(name of institution) (address of institution)

NO LATER THAN _____.

I cancel the contract for school.

Dated: ____/____/____

(signature of student)

REMEMBER YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the school, or by not coming to class.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA. 95798-0818, www.bppe.ca.gov, TEL: (888) 370-7589 or (916) 431-6959, FAX: (916) 263-1897 or (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 web site www.bppe.ca.gov.

Custodian of Records

ACTIVE RECORD – Active records are records with current use for the semester or individual that generated or possesses it. Records remain active for the term of the semester, or depending on the purpose for which they were created and are used.

ARCHIVAL RECORD – Archival records are records that are non-current and inactive; not required to be retained in the office in which it was originated or was received; and has historic value. Archival records are retained and preserved indefinitely in the institutes archives

RETENTION OF RECORDS– Student records are maintained for five years and transcripts are maintained indefinitely.

School Name _____

Custodian Name _____
(Print)

Home Address _____

City

State

Zip Code

Tel. No.

“As the custodian of Records for this institution, I acknowledge that I shall maintain current and accurate records as required by statute and regulations for a period of not less than five years at the address shown above. If the institution closes, I agree to respond to inquiries and allow for an inspection of records by authorized individuals or personnel.”

Signature of Custodian

_____/_____/_____
Date

Student Complaint Designee

Printed Name/Title

Mailing Address

City

State

Zip Code

Tel. No.

SEXUAL HARASSMENT POLICY

POLICY:

Sushi Chef Institute is committed to providing all students and employees with a safe and supportive school environment in which all members of the school staffs are treated with respect. Instructors and other staff members are expected to teach and demonstrate by example that all members of the school community are entitled to respect.

It is hereby the policy of the Sushi Chef Institute to prohibit harassment based on real or perceived race, color, religion (creed), National origin, marital status, sex, sexual orientation, gender identity, or disability.

This policy is intended to comply with California State as well as Federal requirements.

The Sushi Chef Institute shall act to investigate all complaints of harassment, formal or informal, verbal, or written, and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

SEXUAL HARASSMENT:

A form of harassment which means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a school employee to a student or by a student to another student when:

- * Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or
- * Submission to rejection of such conduct by a student is used as a component of the basis for decisions affecting that student; or
- * The conduct (1) substantially interferes with or will substantially interfere with a student's educational benefits, opportunities, or performance; or a student's physical or psychological well-being; or (2) creates an intimidating or hostile educational environment; or
- * Submission or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity.

PROCEDURES FOR REPORTING AND HANDLING COMPLAINTS OF HARASSMENT FOR STUDENTS:

A. REPORTING

1. **Students**– It is policy of Sushi Chef Institute to encourage students whom have been targets of harassment and or who have had first hand knowledge of such harassments, to report such claims. Students should report incident (s) to any instructor, director, and administrator.
2. **Employees**– Any adult school employee who witnesses, overhears, or receives a report, formal or informal, written or oral, of harassment at school or during school, sponsored activities, shall report it to the director or the director's designee. If the report involves the school director, the reporter shall make the report directly to the school administrator.
3. **Privacy**– Complaints will be kept confidential to the extent possible given the need to investigate and act on the investigative results.

B. RESPONSE

1. **Director's duty**– The director or the director's designee is the person responsible for receiving oral or written reports of harassment. Upon receipt of a report, the director must notify the administrator immediately, without screening or investigating the report. The director may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the director to the administrator. If the report was given verbally, the director shall reduce it to written form within 24 hours and forward it to the administrator. Failure to follow any harassment, report or complaint as provided herein, will result in disciplinary action against the director.

C. INVESTIGATION

1. **Who**– The director or the administrator shall conduct an investigation upon receipt of a report or complaint alleging student harassment.
2. **How**– The investigator shall interview individuals involved and any other persons who may have knowledge of the circumstances giving rise to the complaint and may use other methods and documentations. In determining whether the alleged conduct constitutes a violation of this policy, the investigator shall consider, among other things; the nature of the behavior; how often the conduct occurred; whether there were past incidents or past continuing patterns of behavior; and the relationship of the complaint.
3. **When**– The investigator shall complete the investigation as soon as possible, but no later than fourteen (14) calendar days following receipt of the complaint.
4. **Result**– Upon completion of the investigation, the investigator shall decide if a violation of this policy has occurred based on the evidence supporting it.

Sexual Harassment

I _____ have read and fully understand the sexual harassment policy.

Upon signing this agreement I _____ will conduct accordingly to the policy set forth by Sushi CHef Institute.

Name (Print) _____

Sign _____

Date Signed _____ / _____ / _____

Acknowledged by:

Sushi Chef Institute

Name (Print) _____

Title _____

Sign _____

Date Signed _____ / _____ / _____

Sushi Chef Institute Notice

ACKNOWLEDGEMENT BY ENROLLEE

I understand and accept that any contract for training I enter into with the Sushi Chef Institute contains legally binding obligations and responsibilities.

I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.

“Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have your sign and date the information included in the School Performance Fact relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement .”

Student Initial

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.”

Student Initial

"I understand that is a legally binding contract. My signature below certifies that I have read, understood, agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me."

Name (print) _____

Sign _____

Date this _____ day of _____, 20____

Name (print) _____

Title _____

Date this _____ day of _____, 20____

CEC §94911(k))

Release, Waiver, and Hold Harmless Agreement

In consideration of the Sushi Chef Institute, accepting me as a student for Assistant Sushi Chef and / or Sushi Chef training and for other valuable consideration hereby acknowledged I, the undersigned, for myself, my heirs, executors, administrators or assigns do hereby fully and forever release and discharge the said Sushi Chef Institute, and its employee, servants, owners, stockholders, agents, successors, assigns and all persons whomsoever directly or indirectly liable, from any and all claims in any way resulting from my training as a Sushi Chef and my operation, use, maintenance or control of the tools of trade of a Sushi Chef and / or Assistant Sushi Chef. I further mean to include herein all personal injuries, conscious suffering, death, or property damage resulting from or in any way connected to or arising out of my training by Sushi Chef Institute, and my operation, use, maintenance or control of the tools of trade of a Sushi Chef and / or Assistant Sushi Chef.

I fully understand and agree that the training of a occupation of Sushi Chef and / or Assistant Sushi Chef is an inherently dangerous activity which requires the prudent use of very sharp knives and other dangerous implements and that there is the possibility of accidental or other physical injury. I further agree to assume the risk of such injury, waive any and all claims or causes of action which I may now or hereafter have against Sushi Chef Institute, and its employees, servants, owners, stockholders, agents, successors, assigns, and all persons whomsoever directly or indirectly liable and further agree to indemnify and save harmless from any and all liability attributable to the Sushi Chef Institute, and its employees, servants, owners, stockholders, agents, successors, and assigns by either me or Third Parties as a result of my training in, operations, use, maintenance or control of the tools of trade of a Sushi Chef and / or Assistant Sushi Chef.

The Undersigned acknowledges that he / she has read the foregoing two paragraphs, been fully and completely advised of the potential dangers incidental to engaging in the activity and its fully aware of the legal consequences of signing the within instrument.

Dated _____

Name _____

Signed _____