



# *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

*\*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: 1/19-12/18**

# 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](http://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 ( <b>non-Refundable</b> )	-----\$100.00
Tuition Cost Professional I(Refundable)	-----\$2250.00
Tuition Cost Professional II(Refundable)	-----\$2250.00
Textbook	----- <b>(Included)</b>
Supplies	----- <b>(Included)</b>
Materials & Food Cost (Refundable)	-----\$600.00
<b>STRF Fee (Non-refundable)</b>	-----\$0.00
Additional charges	----- <b>(None)</b>
Interest (if any)	----- <b>(None)</b>
<b>TOTAL COST OF COURSE</b>	-----\$5900.00
Down payment	----- <b>(None)</b>
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)) CEC §94911(e)(1)(2)(3))

**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."



## **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](http://www.bppe.ca.gov)  
E-mail: [bppe@dca.ca.gov](mailto: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](http://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](http://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 the 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.

## ACKNOWLEDGEMENT BY SCHOOL

Prior to being enrolled in this institute, the applicant whose name and signature appears below has been made aware of the legal obligations he/she takes on by entering into a contract for training.

Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

“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) \_\_\_\_\_

Name (print) \_\_\_\_\_

Sign \_\_\_\_\_

Title \_\_\_\_\_

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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 \_\_\_\_\_