



Sushi Chef Institute

Catalog

From January 1, 2025 to December 31, 2025

Sushi Chef Institute

1123 Van Ness Avenue, Torrance, California 90501

TEL: 310-782-8483

www.sushischool.net

TABLE OF CONTENTS

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1123 Van Ness Ave.

Torrance, CA 90501

(310) 782-8483

Introduction	1
Mission and Objective	1
Map to School Classroom Facility	2
Organizational Chart	3
Student Information	4
Admission Standard	4
Description of Course	6
Instructional Clock Hour disclosure	12
Potential Career Achievements	14
Educational Objectives	14
Faculty	15
Attendance, Tardiness & Dropout Policies	16
Rules and Regulations	17
Academic Misconduct	17
Probation and Dismissal Policy	18
Sexual Harassment Policy	19
Schedule of Tuition and Fees	21
Financial Aid	23
Student Right to Cancel	24
Cancellation and Refund Policies	25
Student Tuition Recovery Fund	28
Custodian of Records & Student Complaint Designee	30
Student Complaint Procedures	31
Schedule of the Class	32
ESL Classes	33
Library	33

- Our print catalog is updated annually.
- Catalogs are provided to prospective students or the general public via our website, in person, or mailed via USPS.
-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.
- Sushi Chef Institute do not have a pending petition in bankruptcy, not operating as a debtor in possession, have not filed a petition within the preceding five years, or had a petition in bankruptcy filed against them within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.
- 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. 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 www.bppe.ca.gov Phone: (916) 574-8900 Fax: (916) 263-1897
- A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling (888) 370-7589 tollfree or by completing a complaint form, which can be obtained on the bureau's Internet website, www.bppe.ca.gov. See Student Complaint/Grievance Procedure for additional information.

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 twenty-eight years of experience.

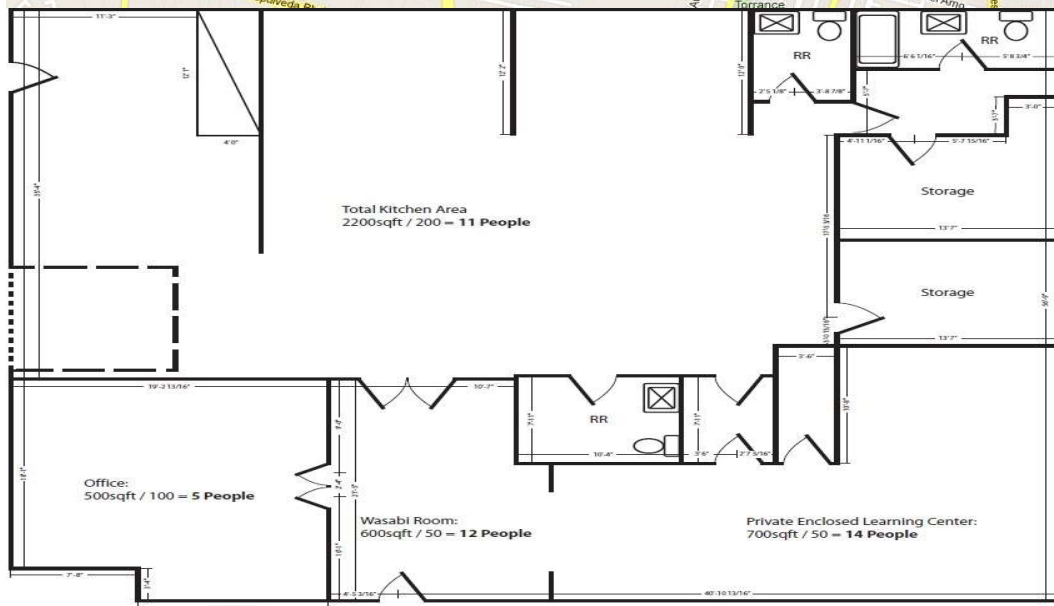
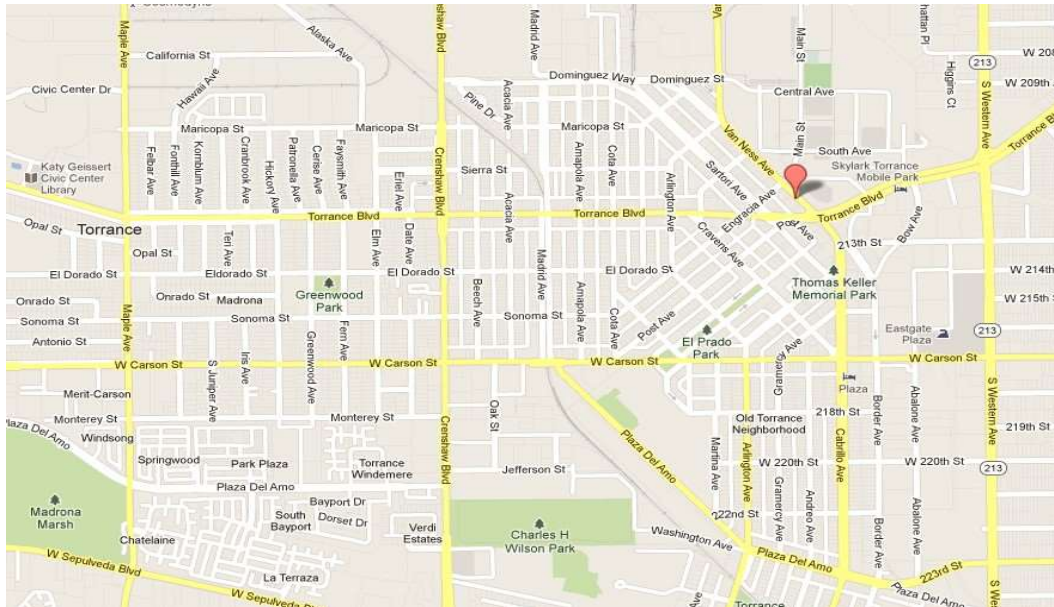
MISSION AND OBJECTIVE

The mission of Sushi Chef Institute (SCI) is to provide education to students, enabling them to acquire fundamental knowledge and skills in Japanese cuisine, as well as basic knowledge and techniques in sushi, progressing towards specialized expertise. SCI's goal is to cultivate chefs with accurate knowledge and skills in Japanese cuisine, and to promote authentic Japanese cuisine and sushi, thereby contributing to the enhancement of culinary cultures not only in the United States but also globally.

Sushi Chef Institute Location

Map 1123 Van Ness Ave.

Torrance, CA 90501



There is the library in the office.

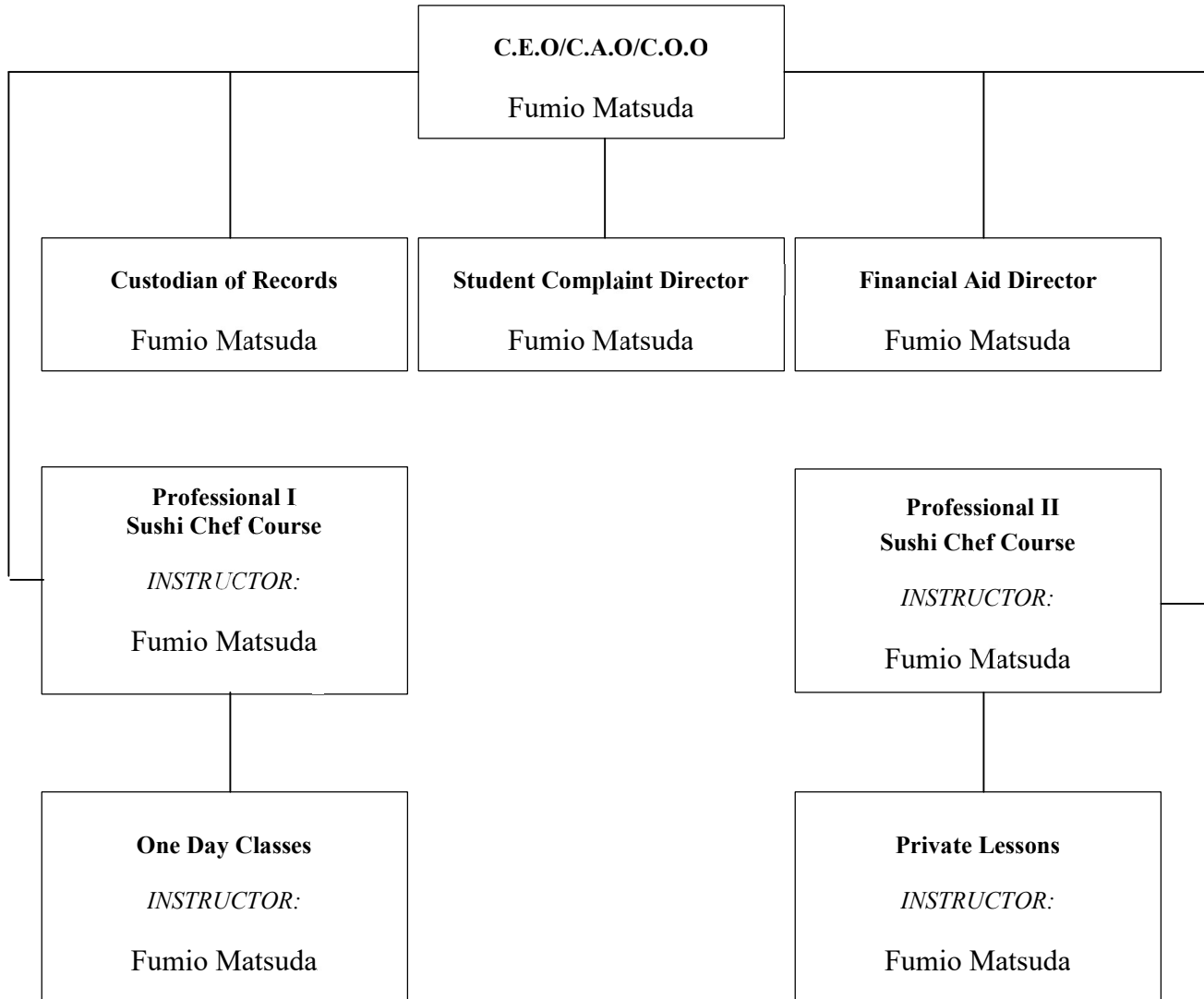
Facilities to be used for instructing class are: Kitchen, Classroom.

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.

SUSHI CHEF INSTITUTE

ORGANIZATIONAL CHART



Student Information

- Sushi Chef Institute is not responsible for finding or assisting students in finding housing. The institute does not have any dormitory facilities under its jurisdiction. Housing, including hotels, Airbnbs, and weekly apartments etc., is available within a reasonable distance of the institute's facilities, with costs ranging from \$1,000 to more than \$3,500 per month. For further information, please contact our administrator if necessary.
- 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.
- Instruction is provided in English. English proficiency is required, conversational English is needed to understand the material.
- At the Sushi Chef Institute, we facilitate job placement for graduates. The Institute introduces students to reputable restaurants and companies with job openings. Additionally, we provide support such as resume writing assistance and salary negotiation to collaborate with graduates in securing employment.

Admission Standards

Sushi Chef Institute requires a minimum level of a middle school or Jr high school diploma or its equivalent as a standard for admission to its school. Conversational English is needed to understand the material. For example, a score from TOEFL of 40 or greater or its equivalent from similar tests. English language services are not provided by our institution. The school application and related agreements signed by prospective students aid in the screening process. Student testing is administered at regular intervals in order to track the progress of students. Copies of tests will be retained in the student files by the Custodian of Records.

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. That approval to operate means compliance with state standard as set forth in the CEC and 5, CCR.

Sushi Chef Institute is a non-accredited institute, and currently not eligible for federal or State financial aid.

- Once you have completed both Professional I and Professional II, 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.
- The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888)370-7589 or by visiting <https://www.osar.bppe.ca.gov>.

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 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 will transfer.”

- *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.*
- *SUSHI CHEF INSTITUTE DOES NOT ACCEPT CREDITS FROM OTHER INSTITUTIONS*

SYLLABUS

I Professional I Sushi Chef Course

- (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 textbook. 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 lectures, demonstrations and hands-on practice.

Sushi 101 - Professional I Class Schedule

Week	Date	Class	Title	Content	
1		1	Intro & Basics	Tour, Orientation, Uniform, ID	6 Main Ingredients & Cutting techniques
		2	Rice, Dashi and Health & Food Regulations	Making dashi & soup Rice preparation	Health and Food Safety Issues CA Regulations
		3	Knife and Kaiseki	Knife sharpening and maintenance	Kaiseki & Mother sauces
		4	Intro to Sushi Rice and Rolls	Sushi rice, sushi vinegar	Intro to roll making
		5	Japanese Style Cooking	Steam dishes	
2		6	Japanese Style Cooking	Noodle dishes	
		7	Japanese Style Cooking	Yakimono/high heat dishes with tamagoyaki	
		8	Japanese Style Cooking	Simmer dishes	Knife check & skill test
		9	Japanese Style Cooking	Sashimi cutting/Moritsuke	
		10	Japanese Style Cooking	Tempura	Quiz 1
3		11	Meat Preparation	Beef dishes	
		12	Meat Preparation	Chicken dishes	
		13	Meat Preparation	Pork dishes	Knife check & skill test
		14	Festival foods	Okonomiyaki & Takoyaki	
		15	Nabe/Hot pot	Yose nabe and sukiyaki Creating a special roll	Quiz 2
4		16	Intro to Nigiri & 8 step method	Preparing nigiri shrimp	Midterm 100 questions review
		17	Intro to Shikomi	Cutting whole fish & saba prep	Drawings for special roll and appetizer DUE
		18	Tuna Inspection	Varieties of tuna and inspection	Knife check & skill test
		19	Dessert/Vegetarian options	Preparing different desserts with a Japanese flair	
		20	100 Question Midterm, Projects & Evaluation		

Notes:

- * Class schedule and topics are subject to change depending on availability of fish and product.
- * Sharpening knives is student's own responsibility.
- * Knife check every Wednesday during the skill test.
- * 25 questions quiz will be on Friday of Week 2 and 3.
- * Drawings for midterm project need to be approved by the Tuesday before the midterm date.



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

SYLLABUS

II Professional II Sushi Chef Course

- (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 textbook. The skills learned are dependent upon each individual's ability to retain the information given and the practical application of that knowledge.
- (h) Instruction will be given by lectures, demonstrations and hands-on practice.

Sushi 102 - Professional II Class Schedule

Week	Date	Class	Title	Sushi & Roll	Content
1		1	Fish Preparation	8 step nigiri, neta 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
2		6	Fish preparation	8 step nigiri, anago prep, eel sauce	Sushi, sashimi
		7	Skill test, knife check	8 step nigiri & roll combo	Sushi, sashimi, sushi bar prep & set up
		8	Sushi bar 1	Sushi bar operation	Teamwork and role play
		9	Fish preparation	8 step nigiri & roll combo	Sushi, sashimi
		10	50 questions quiz, fish prep	8 step nigiri & roll combo	Sushi, sashimi, heavy cleaning
3		11	Fish preparation	Ika prep, 6 step nigiri & roll combo	Sushi, sashimi
		12	Skill test, knife check	6 step nigiri & roll combo	Sushi, sashimi, sushi bar prep & set up
		13	Sushi bar 2	Sushi bar operation	Teamwork and role play
		14	Traditional sushi making	6 step nigiri	Sushi, sashimi
		15	Fish preparation	6 step nigiri & roll combo	Sushi, sashimi, heavy cleaning
4		16	100 questions 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 3	Sushi bar operation	Teamwork 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

Note:

- * Class schedule and topics are subject to change depending on availability of fish and product.
- * During the 2nd, 3rd, and 4th week, one day from each week is dedicated for Sushi Bar setup.
- * Drawings for final project need to be approved by Andy Sensei by the Tuesday before the final date.



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
Sushi Morikomi	Uniqueness:	1	2	3	4	5
	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
	Creativity:	1	2	3	4	5
Signature Roll	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
Sushi Morikomi	Uniqueness:	1	2	3	4	5
	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
	Creativity:	1	2	3	4	5
Signature Roll	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:

POTENTIAL CAREER ACHIEVEMENTS

- At the Sushi Chef Institute, we facilitate job placement for graduates. The Institute introduces students to reputable restaurants and companies with job openings. Additionally, we provide support such as resume writing assistance and salary negotiation to collaborate with graduates in securing employment.

EDUCATIONAL OBJECTIVES

The Professional Sushi Chef Course I and II program prepares graduates for the following job classifications.

35-1011.00 – Chefs and Head Cooks

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.

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 students 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 drop out 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 the instructor if student is absent or late. Make-up work can be done 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 students request 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 the student does not return after their requested LOA, and request a refund, the refund will be based on our cancelation and refund policy. If they do not request a refund, students' 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.

Academic Requirements

All students must maintain satisfactory progress and good academic standing in order to receive a certificate of completion for Professional I, II and Advanced.

Requirements for completion of our Professional 1 and 2 course: Passing with a "C" average of five (5) written exams (between both Pro 1 & 2), seven (5) skill tests and two (2) evaluations (between both Pro 1 & 2). Completion of more than 175 hours out of 200 total hours.

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.

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.

PROBATION AND DISMISSAL POLICY

Both Professional Sushi Chef Course I and II are only for one month long, therefore students will not be placed on probation based on their academic performance.

Students who engage in misconduct, dangerous behavior, use of profane language, consumption of drugs or alcohol before or during class hours, disruption of class, vandalism of school property, disobedience, or violation of safety rules may face dismissal. In the event of dismissal, refunds will be issued in accordance with the Cancellation and refund policy.

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 who 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, or 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.

SCHEDULE OF TUITION

PROFESSIONAL SUSHI CHEF COURSE I:

Registration Fee (Non-refundable)	\$100.00
Tuition 20 classes (5 hours, Monday through Friday, 4 weeks) Total: 100 hours	\$2,450.00
Materials and food Cost (Non-refundable)	\$700.00
STRF Fee	\$0.00

PROFESSIONAL SUSHI CHEF COURSE II:

Registration Fee (Non-refundable)	\$100.00
Tuition 20 classes (5 hours, Monday through Friday, 4 weeks) Total: 100 hours	\$2,450.00
Materials and food Cost (Non-refundable)	\$700.00
STRF Fee	\$0.00

Note: Tuition fee including textbook, handouts and uniform set

Additional fee for Japanese knife set (optional)

Right-handed: \$800 + tax

Left-handed: \$860 + tax

<i>SPECIAL PRIVATE LESSONS:</i> (Per person per hour)	\$125.00
<i>ONE DAY CLASS:</i>	\$90.00 - \$120.00

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"	175.00	175.00
Yanagi knife	R	9"	165.00	165.00
Western knife	R	9"	165.00	165.00
Petty knife		6"	55.00	55.00
Moribashi		5.5"	55.00	55.00
Kaiake			21.00	21.00
Honenuki			10.00	10.00
Kawamuki			10.00	10.00
Urokohiki			21.00	21.00
Makisu			4.50	4.50
Knife Bag			55.00	55.00
Knife set	Right Handed		800.00	800.00
Knife set	Left Handed		860.00	860.00
Chef coat	Size: S,M,L,XL		38.00	38.00
Chef pants	Size: S,M,L,XL		35.00	35.00
Chef hat	One size		25.00	25.00
Chef apron	One size		15.00	15.00
Deba saya	R		25.00	25.00
Yanagi saya	R		25.00	25.00
Deba saya	L		35.00	35.00
Yanagi saya	L		35.00	32.00
Western edge cover			8.00	8.00
Petty knife edge cover			6.00	6.00
Sabitori			10.00	10.00

FINANCIAL AID

Students enrolled at Sushi Chef Institute may be eligible for financial aid programs offered through CalJobs. These programs are designed to assist individuals in need of financial resources to support their education and training. For more information on eligibility requirements and how to apply, please visit the CalJobs website <https://www.caljobs.ca.gov/> or contact the CalJobs Workforce Partners at <https://www.caljobs.ca.gov/vosnet/ContactUs.aspx?tab=2>.

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, or the seventh day after enrollment, whichever is later, as described in the Notice of Cancellation form that will be given to you at:

Sushi 101 (Professional I) & Sushi 102 (Professional II)

****Date in which the student has his or her right to receive a full refund (date of the first class session or the seventh day after enrollment) _____***

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 page ten (10) of this 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 for Private Postsecondary Education
Address: 1747 N. Market Blvd. Ste 225
Sacramento, CA 95834
P.O. Box 980818, West Sacramento,
CA 95798-0818
Web site Address: www.bppe.ca.gov
Telephone and Fax #'s: (888) 370-7589 or by
fax (916) 263-1897, (916) 574-8900

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 cancelled by the school.
2. The school must refund all tuition and registration fee, if the applicant cancels within the first class session, or the seventh (7) business days (excluding Sundays and Holidays), 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 must 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 10 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.

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

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 30 days following the school's receipt of your cancellation notice.

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 2535 Capital Oaks Drive, Suite 400, Sacramento, CA. 95833 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.

Student Tuition Recovery Fund

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

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, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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 teachout 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 noncollection 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– Sushi Chef Institute is maintaining electronically, for each student granted a certificate by the institute, permanent records of all of the following:

- (1) The certificate granted and the date on which that certificate was granted.
- (2) The courses on which the certificate was based.
- (3) The grades earned by the student in each of those courses.

Other student records will be retained for a minimum of five (5) years.

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 of personnel.

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

2025

January 6, 2025	- January 31, 2025	Sushi Chef Professional I Class
February 3, 2025	- February 28, 2025	Sushi Chef Professional II Class
March 24, 2025	- April 18, 2025	Sushi Chef Professional I Class
April 21, 2025	- May 16, 2025	Sushi Chef Professional II Class
June 2, 2025	- June 27, 2025	Sushi Chef Professional I Class
June 30, 2025	- July 25, 2025	Sushi Chef Professional II Class
August 11, 2025	- September 5, 2025	Sushi Chef Professional I Class
September 8, 2025	- October 3, 2025	Sushi Chef Professional II Class
October 27, 2025	- November 21, 2025	Sushi Chef Professional I Class
November 24, 2025	- December 19, 2025	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.

LIBRARY

Sushi Chef Institute has library for students to study Japanese cooking including traditional to contemporary dishes and techniques.

Students can use the library any time the office is open.