

TRANSFER ENROLLMENT AGREEMENT

The Cambridge School of Culinary Arts
2020 Massachusetts Avenue, Cambridge, MA 02140
Telephone: 617-354-2020 Fax: 617-576-1963
www.cambridgeculinary.com

Name of Student: _____

Address: _____

Phone/Email: _____

Transfer From: The Culinary Certificate Program: May 2022
Transfer To: The Professional Chef's Program: January 2022
Weeks Remaining: 21
Transfer Start: September 12, 2022
Classes End: March 3, 2023
Final Exams: Exact date is TBD but will take place after classes end on March 3, 2023.
Program End: March 31, 2023
Graduation: June 29, 2023

Anticipated Class Schedule: (schedule subject to change)

Lab A: Wednesday AM
Lab B: Thursday AM
Seminars: Tuesday or Wednesday PM – ALL STUDENTS WILL AGREE TO ONE

Transfer Requirements

All transfer students must successfully meet all graduation requirements for the Culinary Certificate Program, except for the portfolio, practicums, and event credits, to transfer into the Professional Chef's Program. Portfolio, practicums, and event credit obligations transfer to the Professional Chef's Program graduation requirements.

Graduation Requirements

Requirements for graduation include a satisfactory record of attendance, participation in six events, a photographic portfolio, an overall minimum combined average of 70% for all graded components, and a minimum grade of 65% on the final exam. A student may be dismissed from CSCA for excessive absence; academic deficiency; violations of the student conduct policy; failure to meet financial obligations; and illegal, abusive, or unsafe activities. Upon successful completion of the program, a Professional Chef's Diploma will be awarded. Placement assistance is available to all graduates; however, CSCA does not guarantee employment.

Tuition and Program Costs

Application Fee*	Waived
Tuition	\$28,415.00
Paid CCP Tuition	\$13,340.00
Adjusted Tuition Balance	\$15,075.00
Textbooks	\$20.00
Class Materials*	\$235.00
Required Equipment*	\$10.00
Total Cost:	\$15,340.00

Textbooks, Class Materials, and Equipment Payment

Additional textbooks, class materials, and equipment are required for the Professional Chef's Program. Payment is due with your first tuition payment. *These items are non-refundable upon receipt.

\$265* (due prior 09/12/2022)

Tuition Payment Options (please select one)

Transfer students have two tuition payment options: 1) full payment, 2) quarterly payments. Note: remaining balance for weeks 17-18 is broken down separately. **Please note the refund policy on page 3 is based on payment of total tuition.**

Full Payment

\$15,075.00 Tuition Balance (due prior 09/12/2022)

Quarterly Payments (9 weeks)

\$3589 – Remaining Third Quarter (due prior to 09/12/2022)

\$7178 – Fourth Quarter (due prior to 10/17/2022)

\$4308 – 6 Weeks Italian (due prior 01/23/2023)

Refund Policy (as per M.G.L. Chapter 255, Section 13K)	Applicable Dates:
1. You may terminate this agreement at any time.	Not Applicable
2. If you terminate this agreement within five days, you will receive a refund of all monies paid, provided that you have not commenced the program. Refund Amount: \$28,415.00	Not Applicable
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative cost described in paragraph 7. Refund Amount: \$28,415.00	Not Applicable
4. If you terminate this agreement during the first 186 hours of the program you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7. Refund Amount: 75% Tuition Credit = \$21,311.25	Not Applicable
5. If you terminate this agreement after completing 186 hours but not yet completing 372 hours of the program, you will receive a refund of at least fifty percent of the tuition less the actual reasonable administrative costs described in paragraph 7. Refund Amount: 50% Tuition Credit = \$14,207.50	Expected date of 372 hour completion: September 25, 2022
6. If you terminate this agreement after completing 372 hours but not yet completing 558 hours of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7. Refund Amount: 25% Tuition Credit = \$7,103.75	Expected date of 558 hour completion: November 27, 2022
7. If you terminate this agreement after the initial five-day period, you will be responsible for actual reasonable administrative costs incurred by the School to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.	5 th day after date both parties have signed the contract
8. If you wish to terminate this agreement, you must inform the School in writing of your termination, which will become effective on the day such writing is mailed.	N/A
9. The school is not obligated to provide any refund if you terminate this agreement during the final 186 hours of the program.	Expected date of final 186 hours commencement: December 5, 2022

Administrative Cost Equals: \$0

THE TERMS OF THIS AGREEMENT ARE CONTAINED ON MORE THAN ONE PAGE
PLEASE READ ALL PAGES BEFORE SIGNING

Any changes, addendums, or additions made subsequent to the signing of the enrollment agreement must be in writing and signed by both the school and the student and are subject to the regulations of 230 CMR 15.04.

You have the right to cancel this enrollment contract before the completion of five school days or five percent of this Program, or course, whichever occurs first, and to receive a full refund of all monies paid, less actual reasonable administrative costs up to \$50 and actual reasonable costs of non-reusable supplies or equipment.

Refund Amount: \$15,075.00

You have the right to cancel this enrollment contract if a school allows you to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and you are subsequently denied some or all of that student loan or financial aid amount, the school shall offer you, in writing, an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, s. 13K.

I have been provided a copy of the school's catalogue and policies in a manner of my choosing and I am initialing my choice:

Hard copy of CSCA Catalogue

I will download the catalogue and policies from CSCA's website: www.cambridgeculinary.com

Student's Initials

I understand this contract will not be in force and effect until signed by both myself and a School Representative.

I have received a copy of the School's complaint procedures policy.

I understand the refund law as stated above.

I understand that coursework and/or credit from this school may not be transferrable to other institutions of education and acceptance is at the discretion of the receiving institution.

I understand that the School does not issue 1098T Tax Forms.

I understand that failure to pay for Textbooks, Class Materials, Equipment and Tuition Payments prior to due dates specified in this document may affect my ability to attend class.

This agreement is binding upon the School once it has been signed by a designated official and applicant. Agreement is null and void if not returned within two weeks of the session start date.

This School is licensed by the Massachusetts Division of Professional Licensure's Office of Private Occupational School Education. Any comments, questions, or concerns about this school's license should be directed to occupational.schools@mass.gov OR 617-701-8719.

TRANSFER ENROLLMENT AGREEMENT

**The Cambridge School of Culinary Arts
2020 Massachusetts Avenue, Cambridge, MA 02140
Telephone: 617-354-2020 Fax: 617-576-1963
www.cambridgeculinary.com**

Student's Signature: _____

Print Student's Name: _____

Date: _____

School Official's Signature: _____

Print School Official's Name: _____

Date: _____

I, the student, have received a completed and signed copy of this agreement on: Date: _____
Student's Initials: _____