



Sushi Chef Institute

Catalog

From January 1, 2018 to December 31, 2018

Sushi Chef Institute

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www.sushischool.net

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Sushi Chef Institute

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- 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.

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.

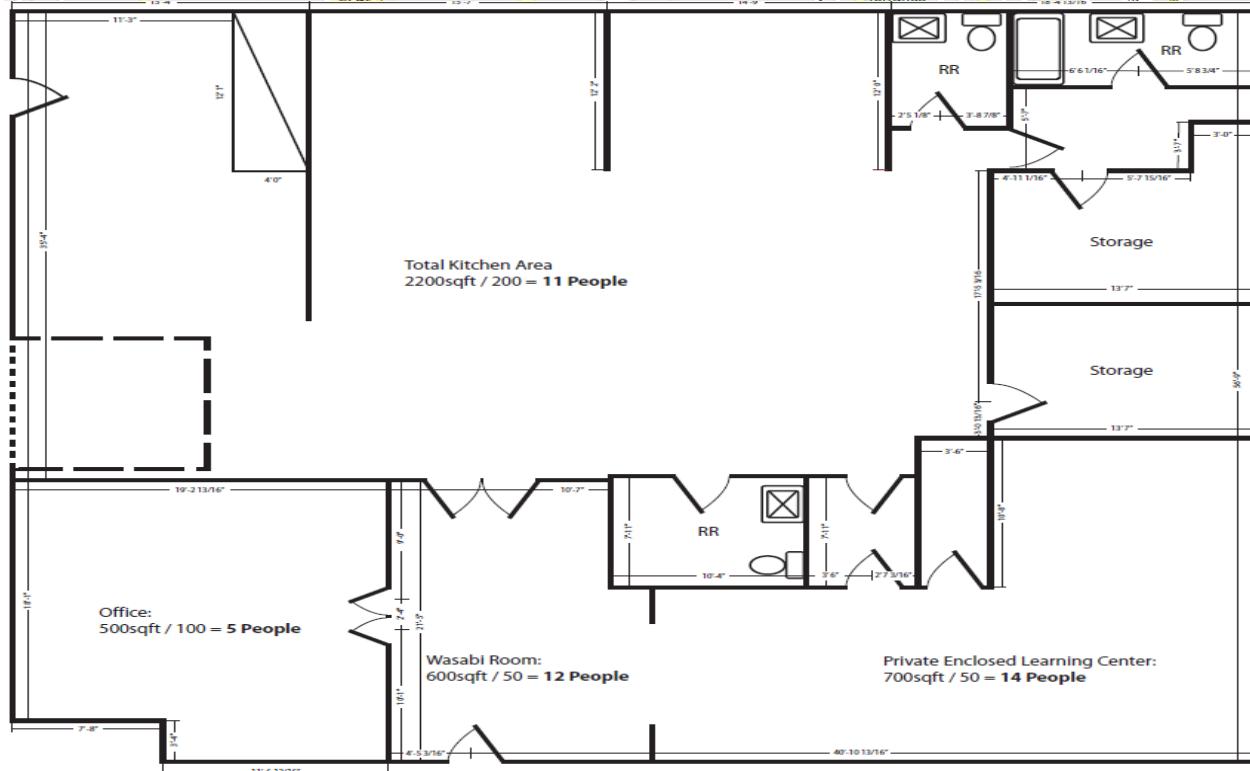
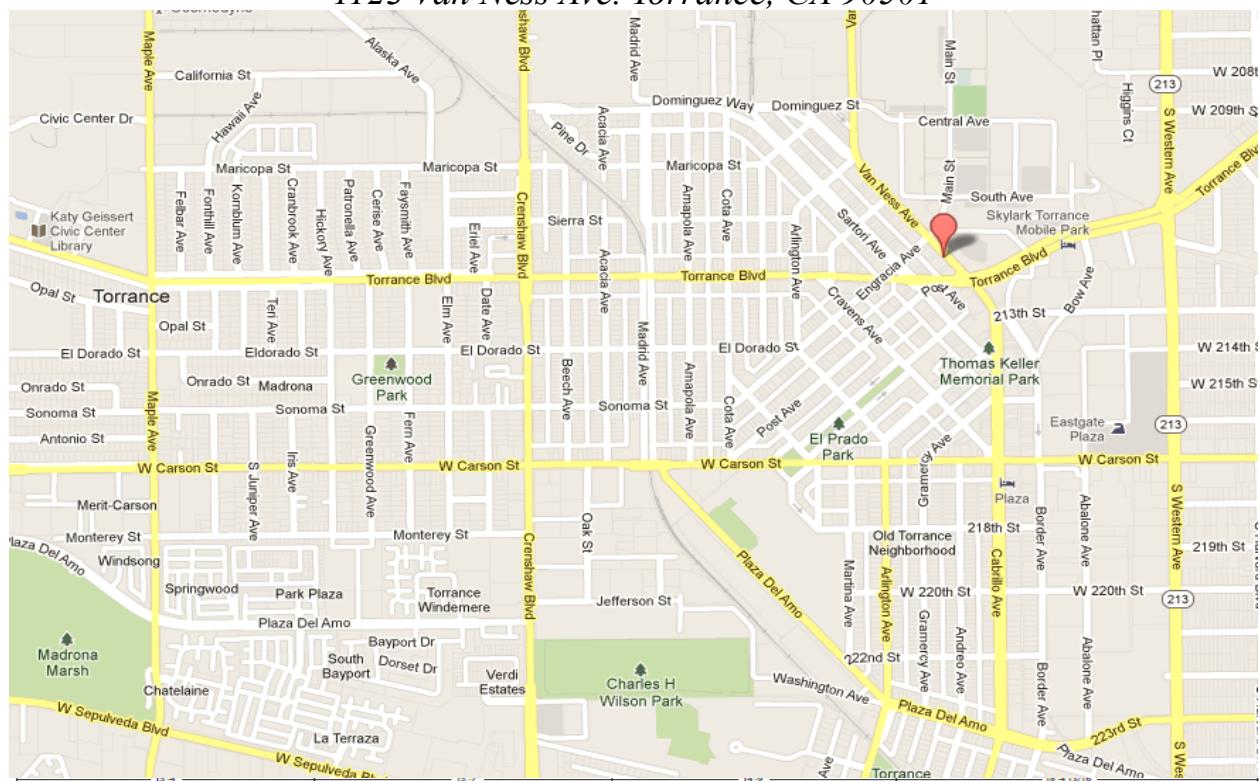
Japanese cuisine does in fact lend elements of itself very successfully to other cooking traditions, but it is our belief that individuals most effectively execute this blending process with a basic grounding in the fundamental elements of Japanese cooking.

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.

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

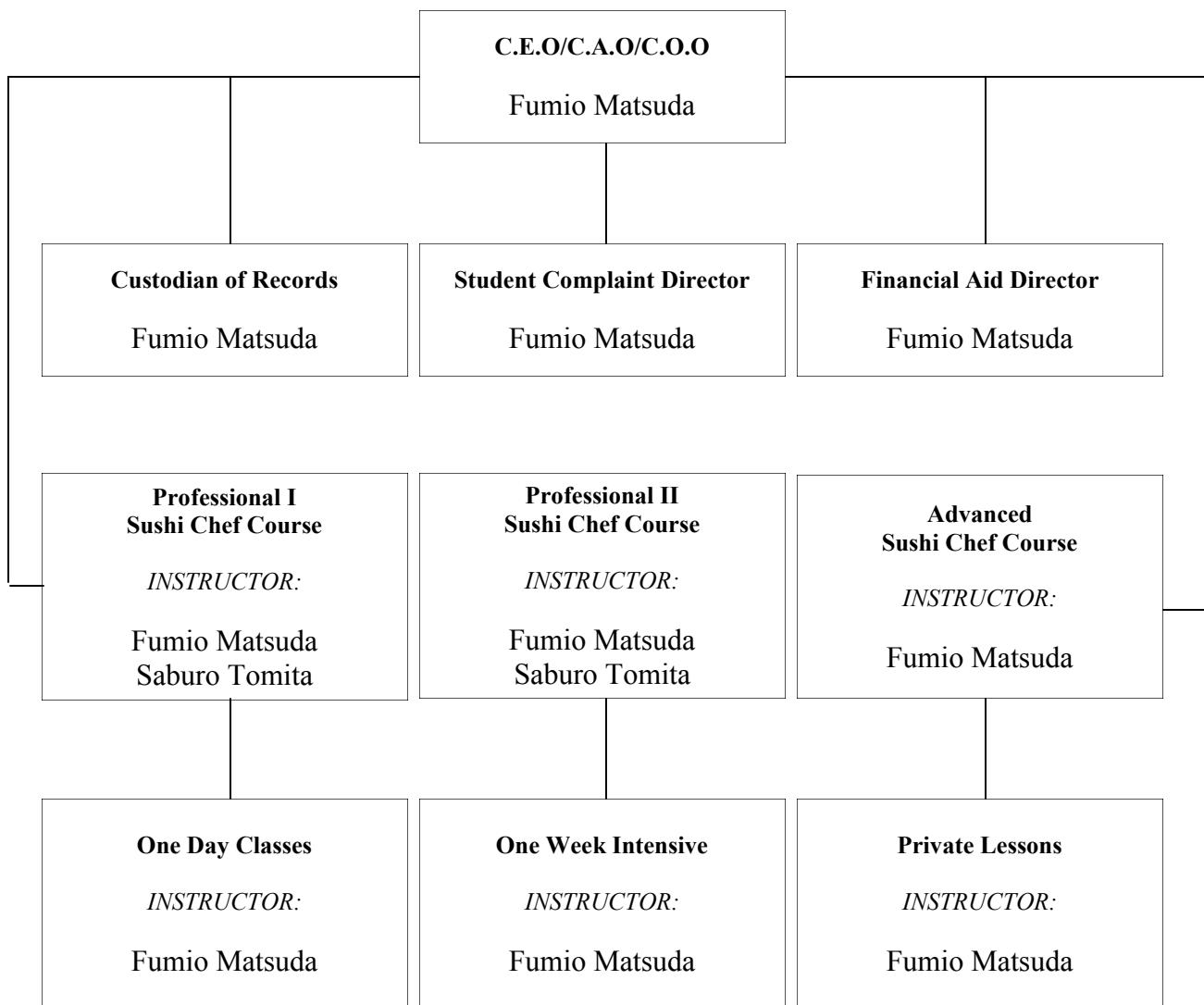


Equipment to be used for instructing class are:

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.

SUSHI CHEF INSTITUTE

ORGANIZATIONAL CHART



Student Information

- Sushi Chef Institute does NOT have dormitory facilities under our control. 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.
- 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..
- Beginning/production English proficiency is required for those that are applying for our professional I & II courses. English language services are not provided by our institution.
- 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 list of examinations prescribed by the United States Department of Education. The student shall not enroll unless the student achieves a score, as benefit from the education and training being offered. A list of ability-to-benefit examinations may be found: http://www.bppe.ca.gov/schools/ability_exam.shtml*

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.
- 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

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 text book. The skills learned are dependent upon each individuals ability to retain the information given and the practical application of that knowledge. An evaluation of the students skills will be measured by periodic testing and a final examination.
- (h) Instruction will be given by lecture, demonstrations and hands on practice.



Sushi Chef Institute

Sushi 101 - Professional I Class Schedule

Date	Class	Title	Sushi & Rolls	Contents
	1	Orientation, Uniform, ID, Chomiryo	6 main ingredients to learn	Cutting techniques , Sunomono
	2	Food Safety, knife maintenance, basic rice	Dashi making Food Safety hand out	Cutting techniques, sunomono, sharpening Western
	3	Basic dashi, Kaiseki, basic rice	Hand on how to sharpening	Sharpening Yanagi, clear soup, aemono, rice dish (onigiri)
	4	Sushi rice, mother vinegar	6 steps roll movement, special roll	Sharpening deba, aemono
	5	Simmering dishes, sauce making	6 steps roll movement, special roll	Saba, heavy cleaning field trip
	6	Japanese noodles: men mono	6 steps roll movement, special roll	Soba, udon, somen: hot & cold
	7	Grilled dishes: yakimono	6 steps roll movement, special roll	Tamagoyaki, dengaku
	8	Skill test, knife check, steamed dishes: mushimono	6 steps roll movement, special roll	Chawan-mushi
	9	Deep fried dish: agemono	6 steps roll movement, special roll	Tempura
	10	1st Quiz: 25 questions	6 steps roll movement, special roll	Okonomiyaki, heavy cleaning
	11	Simmering vegetables: ni-mono	6 steps roll movement, special roll	Takiawase simmering
	12	Pork prep & pork dishes	6 steps roll movement, special roll	Tonkatsu, katsu-don
	13	Skill test, knife check, chicken prep & chicken dishes	6 steps roll movement, special roll	Teriyaki, okayo-don
	14	Beef prep & beef dishes	6 steps roll movement, special roll	Beef tataki, negi maki
	15	2nd Quiz: 25 questions Appetizers	6 steps roll movement, special roll	Heavy cleaning
	16	100 Quiz review	8 step nigiri, shikaimaki, matsurimaki, asst. nigiri	Roll decoration
	17	Sashimi: nanamono	8 step nigiri, asst. nigiri	Sashimi moritsuke
	18	One pot dish	8 step nigiri, asst. nigiri	Nabe cooking
	19	Dessert: kanmono	8 step nigiri, asst. nigiri	Mitarashi, Fruits cut
	20	Midterm: 100 questions	Project, evaluation & skill test	Morikomi, special roll, appetizer & heavy cleaning

Notes:

Sharpening knives are each student's responsibility.

Knife check every Wednesday

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



Sushi Chef Institute

Sushi 102 - 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), Issebi (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.

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 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.

SYLLABUS

III Advanced Sushi Chef Course

- (a) This course will focus primarily on the refinements of preparation of Japanese Cuisine with detailed attention being given to the service as well as the preparation. The course will also instruct in the art of successful catering which includes menu planning, cost analysis and establishing a check list for catering services. Students will be instructed in the setting up of a Sushi Bar including the operation. Emphasis will be given to the practice of finger work and 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.

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)

CP Codes

*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

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Total Instructional Clock Hours	Total Credit Units
Professional II Sushi Chef				100	100

*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

*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)

POTENTIAL CAREER ACHIEVEMENTS

- Job placement assistance is offered to students who graduate from a Sushi Chef Institute Course.

-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.

- A certificate of completion will be awarded to each student who successfully completes, including the final examination, a Sushi Chef Institute course.

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 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 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 academic good 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).

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.

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— Complains 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 documentation. 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				
<i>Appetizer</i>		<i>Creativity:</i>	1	2	3	4	5				
		<i>Decoration:</i>	1	2	3	4	5				
		<i>Taste:</i>	1	2	3	4	5				
		<i>Uniqueness:</i>	1	2	3	4	5				
<i>Sushi Maki</i>		<i>Skill of Nigiri:</i>	1	2	3	4	5				
		<i>Speed Prep.:</i>	1	2	3	4	5				
		<i>Total Decoration:</i>	1	2	3	4	5				
		<i>Quality:</i>	1	2	3	4	5				
<i>Signature Roll</i>		<i>Creativity:</i>	1	2	3	4	5				
		<i>Decoration:</i>	1	2	3	4	5				
		<i>Uniqueness:</i>	1	2	3	4	5				
		<i>Speed Prep.:</i>	1	2	3	4	5				
<i>Personal</i>		<i>Attitude:</i>	1	2	3	4	5				
		<i>Cleanliness:</i>	1	2	3	4	5				
		<i>Knife Maintenance:</i>	1	2	3	4	5				
		<i>Nail & Dress Code:</i>	1	2	3	4	5				
		<i>Personal Hygiene:</i>	1	2	3	4	5				

Comments:

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				
<i>Appetizer</i>		<i>Creativity:</i>	1	2	3	4	5				
		<i>Decoration:</i>	1	2	3	4	5				
		<i>Taste:</i>	1	2	3	4	5				
		<i>Uniqueness:</i>	1	2	3	4	5				
<i>Sushi Maki</i>		<i>Skill of Nigiri:</i>	1	2	3	4	5				
		<i>Speed Prep.:</i>	1	2	3	4	5				
		<i>Total Decoration:</i>	1	2	3	4	5				
		<i>Quality:</i>	1	2	3	4	5				
<i>Signature Roll</i>		<i>Creativity:</i>	1	2	3	4	5				
		<i>Decoration:</i>	1	2	3	4	5				
		<i>Uniqueness:</i>	1	2	3	4	5				
		<i>Speed Prep.:</i>	1	2	3	4	5				
<i>Personal</i>		<i>Attitude:</i>	1	2	3	4	5				
		<i>Cleanliness:</i>	1	2	3	4	5				
		<i>Knife Maintenance:</i>	1	2	3	4	5				
		<i>Nail & Dress Code:</i>	1	2	3	4	5				
		<i>Personal Hygiene:</i>	1	2	3	4	5				

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

Comments:



Sushi Chef Institute

Sushi 102 - Professional II Class Schedule

Date	Class	Title	Content	Others
	1	Introduction / Orientation	Nigiri Sushi Rice Prep.	8 Steps of Nigiri
	2	Understand Frozen Fish	Fish and Clams	How to Defrost and Store
	3	Field Trip: Fish Market	Knife Maintenance	Sauces Part 1
	4	Sauces and Ingredient Part 2, Preparation Part 1	Fish Cutting Basic Part 1	Salmon and Saba Marinate
	5	Preparation Part 2	Fish Cutting Basic Part 2	Shrimp, Eel Prep. and Eel Sauce
	6	Nigiri Sushi Part 1	Neta Preparation Part 1	Hirame, Clams
	7	Nigiri Sushi Part 2	Neta Preparation Part 2	Pompano, Sardine, Sawara
	8	Nigiri Sushi Part 3	Decoration Concept	Tai, Suzuki, Aji
	9	Nigiri Sushi Part 4	Sushi Bar Management	Tuna, Yellowtail and Sushi Bar Set-up
	10	Fish Cost, Varieties of Sushi	All Types of Hand Rolls (50 Quiz)	Clam, Yellowtail, Tuna
	11	Box Sushi	Shime-sushi / Hako-sushi	Battera
	12	Saiku Sushi	Tsutsumi-sushi / Party Sushi	Creative Decoration Sushi
	13	How to Operate Sushi Bar	Moritsuke Styles and Concepts	Food Cost Estimate
	14	Sashimi Decoration Part 1	Main, Sub-main and Movement	New Style, Sushi Bar Set-up
	15	Sashimi Decoration Part 2	Sugata-tsukuri / Ike-tsukuri	Vegetable Garnish
	16	Business Management	Restaurant Management	Catering Business
	17	Safety and Sanitation	Catering and In Job Operation	Critique and Evaluation
	18	Future Conference	Sushi Bar Operation	Relationship with Customer
	19	Fruit Cutting	Japanese Dessert	Decoration
	20	Final Test of 100 Questions	Graduate Skill Final Test	Graduation Lunch

SCHEDULE OF TUITION

Sushi Chef Institute shall refund all tuition and 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.

SCHOOL REGISTRATION FEE: **\$100.00**

BASIC SUSHI CHEF 101 COURSE:

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

\$2,950.00

Note: Tuition fee included textbook and handouts

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

Right hand: \$500 + tax

Left hand: \$600 + tax

Uniform set: Included

PROFESSIONAL SUSHI CHEF 102 COURSE:

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

\$2,950.00

Note: Tuition fee included textbook and handouts

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

Right hand: \$500 + tax

Left hand: \$600 + tax

Uniform set: Included

ADVANCED SUSHI CHEF 103 COURSE:

15 classes (5 hours, Monday through Friday, 3 weeks) Total: 75 hours

\$2,200.00

Note: Tuition fee included textbook and handouts

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

Right hand: \$500 + tax

Left hand: \$600 + tax

Uniform set: \$89 + tax

SPECIAL PRIVATE LESSONS: (Per each lesson unit) **\$400.00**

ONE DAY CLASS: **\$60.00**

ONE WEEK INTENSIVE LESSON: **\$1,500.00**

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"	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, 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
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA. 95833
Website: www.bppve.ca.gov
P: (916) 431-6959 F: (916) 263-1897
E-mail: bppve@dca.ca.gov

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

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 30 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 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

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

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
 3. You are not a California resident, or are not enrolled in a residency program, or
 4. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”
- 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 created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in the educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, pre-paid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of the instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federal guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.,
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Ave.

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

(CCR §76215 (a) and CCR §76215 (b))

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, 2016	- June 3, 2016	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 17, 2018	- October 12, 2018	Sushi Chef Professional II Class
October 29, 2018	- November 23, 2018	Sushi Chef Professional I Class
November 26, 2018	- December 21, 2018	Sushi Chef Professional II Class

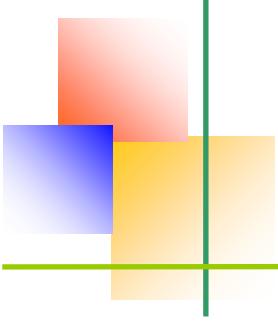
ESL INSTRUCTION

Sushi Chef Institute does not offer or provide classes with English as a Second Language.

Class instruction is will only occur in English.

LIBRARY

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



Sushi 101 Course

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

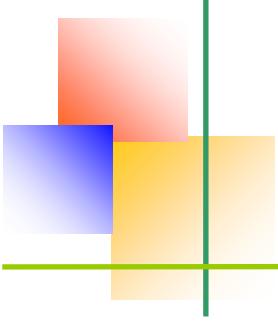
Part 4) **About Handouts, Daily Schedule, and Calendar**

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, Sabitorii, P-Makisu

Type of knives Yanagi, Deba, Usuba, other knives.



Sushi 101 Course

Daily Class Schedule 2

Title: Basic Knowledge of Rice and Ingredients
Class: 1

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 or water with how much or rice
Equipment by Gas or Electric rice cooker*

Variations of rice dishes

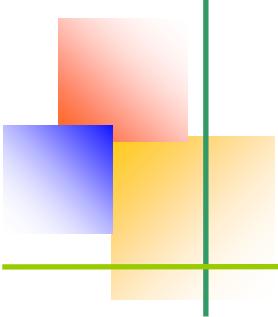
*Onigiri, Yaki onigiri, Ochazuke, Okayu, Zousui,
Takikomi-gohan, Maze-gohan*

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***

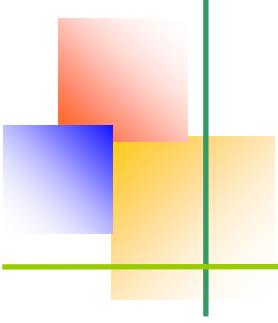


Sushi 101 Course

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)
-



Sushi 101 Course

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

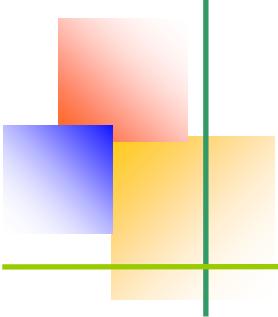
Table Napkins holding technique

Part 4) **Vegetable Sakizuke dish (Pre-appetizer)**

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

Sunomono (cucumber, seafood, and seaweed salads)

Kikka Kabu



Sushi 101 Course

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

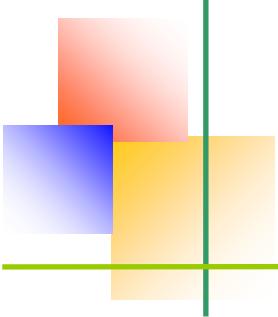
Part 2) **Curry rice Beef, Chicken and or Seafood**

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

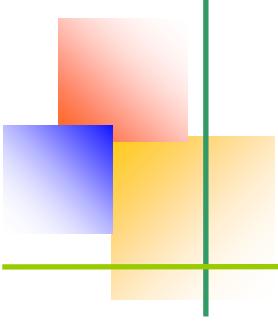


Sushi 101 Course

Daily Class Schedule 6

Title: Basic Beef Cooking
Class: 1

Part 1)	Beef	<i>About beef type and variety</i> <i>Structure Nutritional value</i>
	USDA	Prime , Choice and Select (IBP Iowa Beef Products)
Part 2)	Beef	<i>Cooking style - Shabu-shabu, sukiyaki, yakiniku and etc.</i> <i>Cutting technique and preparation</i>
Part 3)	Cooking Beef dishes	<i>Negi-Maki</i> <i>Beef-Tataki</i> <i>Beef-Sukiyaki</i>
Part 4)	Pork	<i>About Pork</i> <i>Type and variety</i> <i>Structure</i> <i>Nutritional value</i>
Part 5)	Pork	<i>Cooking style - Shabu-shabu, Tonkatsu, Kushikatsu and etc.</i> <i>Cutting technique and preparation</i>
Part 6)	Cooking Pork	<i>TonKatsu Vegetable garnish Cabbage , Cucumber, Tomato, Salad</i> <i>Katsu-don (4 : 1 : 1 Dashi, Soy, Mirin)</i>

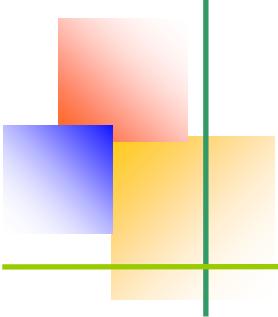


Sushi 101 Course

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; 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
-

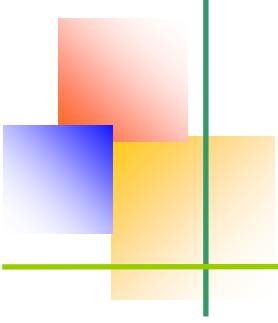


Sushi 101 Course

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
-



Sushi 101 Course

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*

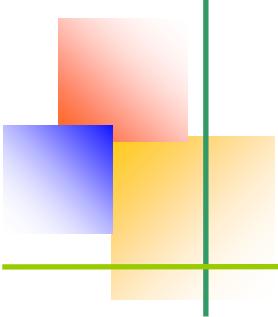
Part 2) Zensai dishes Sakizuke dishes

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.*



Sushi 101 Course

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, Benitake

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)

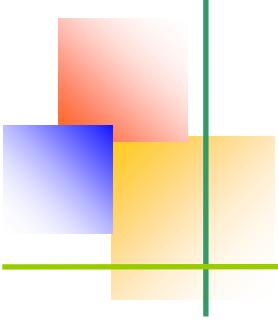
Ishi-yaki (Stone Grill)

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

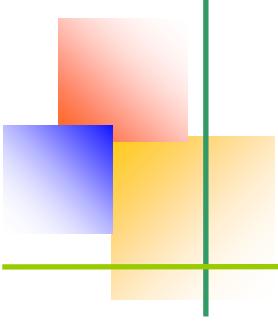


Sushi 101 Course

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



Sushi 101 Course

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*

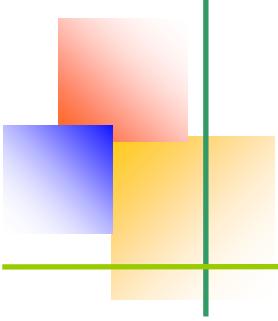
*Seafood: Shrimp cutting fivers show demo
Somen noodle or harusame Dry seaweed
Oil temperature 170–180 C 330—360 F
Showing of how you know the temp of oil
Drop tempura batter and center of oil deepness to back
Tempura flour All purpose flour 80%, starch 19%, Baking powder 1% mix
(All cooking items must 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)*

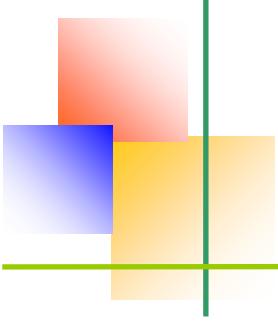


Sushi 101 Course

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 chirri (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



Sushi 101 Course

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 than 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

Temi-zu — Vineger and water

1 : 9

Seaweed — Cutting half size

Whet towel — must clean all the time

Sesame- Tasted

Part 5) Basic Rolls

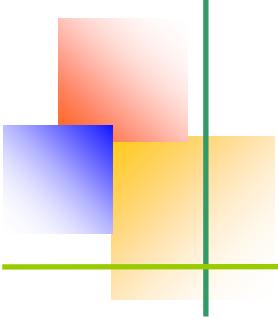
Ingredients and equipment used for rolls

Making basic rolls

Cucumber roll (Seaweed outside)

California Roll (Rice outside)

Basic 6 rice movements



Sushi 101 Course

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

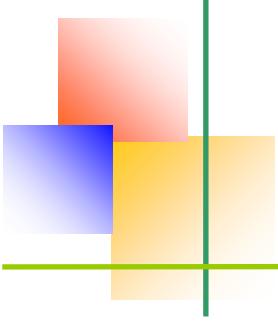
Part 4) Learning how to cut roll and decoration

How to cut 6 pieces

How to decorate rolls

Basic 4 ways decoration

Basic 3 ways, 2 ways, one way decoration



Sushi 101 Course

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**

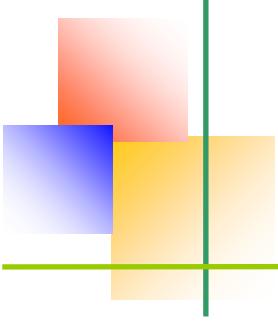
Spicy Tuna Sauce
Mayonnaise 60%
Tobanjan 35%
Chili Sesami Oil 5%
Chili Pepper 5%

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



Sushi 101 Course

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**

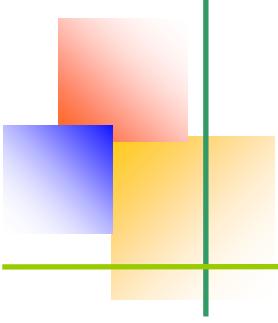
Cucumber
Fresh Water Eel Sea Ell
Half Avocado slice : over the roll

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)



Sushi 101 Course

Daily Class Schedule 18

Title: Basic roll making Part -4
Class: 1

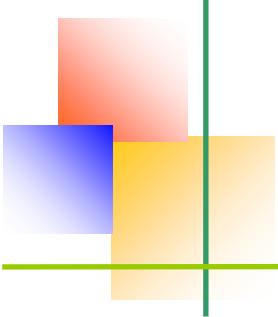
Part 1) **Basic Roll Demonstration by the instructor**

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

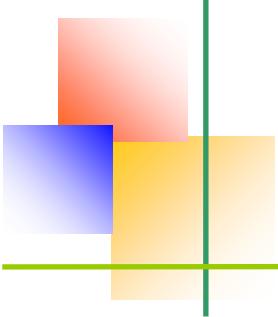


Sushi 101 Course

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
-



Sushi 101 Course
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 B grade
Final examination must above 80 points

Congratulations!



Enrollment forms for 2018

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



Sushi Chef Institute

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 _____

_____/_____/_____

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

Student Contract

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"

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

Course title: 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.

**This enrollment agreement is valid only for the term of the Professional courses, for 2014. Enrollment agreement is subject to change at any time, per BPPE's request.*

VALID: January 5, 2014-December 31, 2014

Enrollment Agreement

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 for Private Postsecondary Education
2535 Capitol Oaks Drive
Suite 400
Sacramento, CA, 95798
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 be expired 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

Office: 1123 Van Ness Ave.
Torrance, CA. 90501
Phone/Fax 310-782-8483 / 310-218-0026

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.

Sushi 101. Professional I Sushi Chef Course and **Sushi 102.** Professional II Sushi Chef Institute Course consist each of 20 classes 5 hours long Monday through Friday four week total or 100 hours to complete the program of instruction.

Course title: Starting Date:

Starting Date:

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

Completion Date: _____

This training will cost:

Registration fee (Refundable) -----	\$100.00
Tuition Cost (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-----	\$2950.00
Down payment-----	(None)
Final Payment-----	\$2950.00

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)

TOTAL CHARGES FOR THE CURRENT (PRO1 OR 2) PERIOD OF ATTENDANCE:
\$2,950.00-\$2,950.00 (with STRF FEE)

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

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

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 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 INSTITUTIONS CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME."

Name (printed)

Signature

Date

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€(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 intuition 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 intuition to which you may seek to transfer. If the certificate that you earn at this intuition 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 to determine if your certificate will transfer.”

Student Tuition Recovery Fund

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

1. 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 either by cash, guaranteed student loans, or personal loans, and
 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
 3. You are not a California resident, or are not enrolled in a residency program, or
 4. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”
- **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 created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in the educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, pre-paid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of the instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federal guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.,
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Ave.

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, 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
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA. 95833
Website: www.bppve.ca.gov
P: (916) 431-6959 F: (916) 263-1897
E-mail: bppve@dca.ca.gov

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 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 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

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 30 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 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.

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 documentation. 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.”

“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.” _____

This is a legally binding contract when singed by the student and accepted by the school. 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 (print) _____

Sign _____

Date this ____ day of ____ , 20 ____

Name (print) _____

Title _____

Date this ____ day of ____ , 20 ____

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 _____