

PARAGON  
CULINARY  
SCHOOL 2004

**Recognized and Credentialed on Five Continents**





PARAGON

# PARAGON CULINARY SCHOOL

*Colorado's Culinary Revolution*

**Now a Worldwide Mission**

**Physical Addresses:** Paragon Main 4595 Hilton Pkwy, Suite 202 and Briarhurst Manor 404 Manitou Ave.

**Office:** 4595 Hilton Pkwy, Suite 202, Colorado Springs, CO 80907

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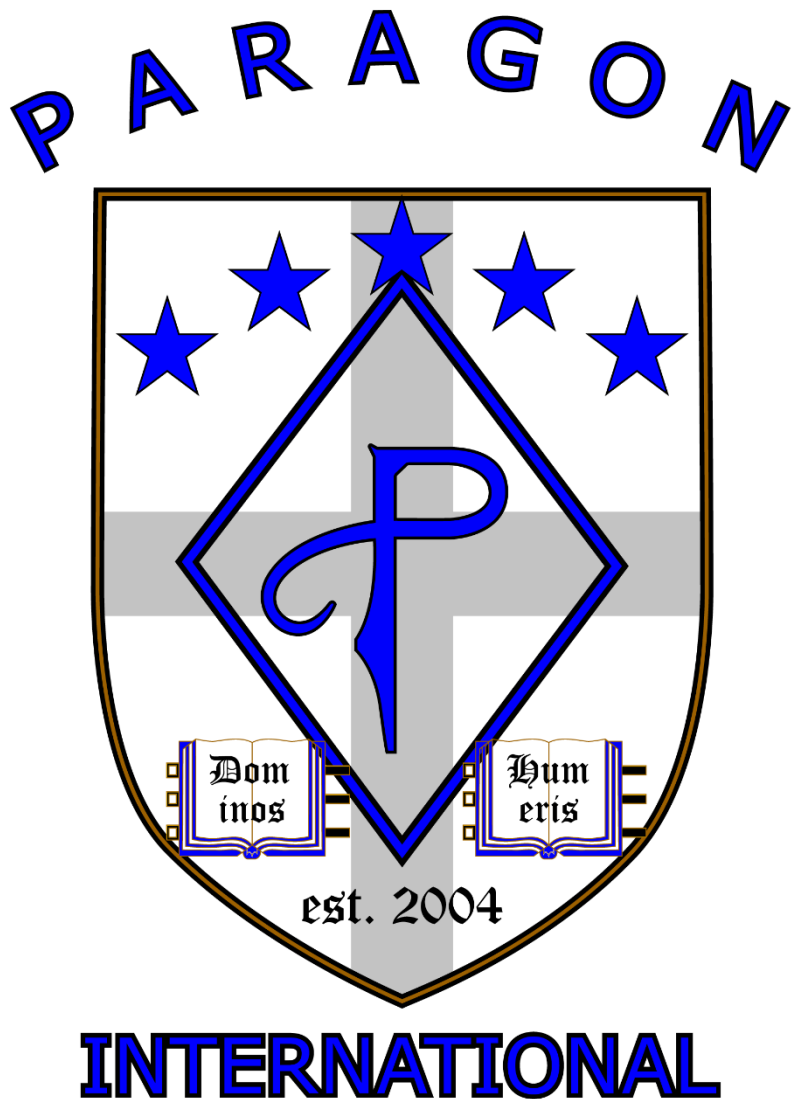
**Website:** [www.ParagonCulinarySchool.com](http://www.ParagonCulinarySchool.com)

**719-578-5741**

Approved and Regulated by the Colorado Department of Higher Education,  
Private Occupational School Board and the Colorado Office  
for Veterans Education and Training



**"The duty of a good cuisinier is to transmit to the next generation everything he has learned and experienced"**  
***Fernand Point, 1897 - 1955***



PARAGON CULINARY SCHOOL, INC., established in 2004, began to expand worldwide in 2010 and has since grown into a source for elite culinary and hospitality training throughout the world. Projects on five continents and a variety of partnerships with major universities have created Paragon International, the growing international extension of Paragon Culinary School based in Colorado Springs.

**The following information is proprietary and protected worldwide.** Any use of anything herein requires written permission from Paragon. Thank you.

Paragon Motto

***Dominus Humeris***

“On the Shoulders of the Masters”



# STUDENT HANDBOOK

2019-2020 School Year

Volume XIX

Published: August 5<sup>th</sup>, 2019

# Opening Note

## WELCOME TO PARAGON!

So many amazing things have happened since Paragon was founded in 2004. It is really difficult to decide where to start. Let me just say it in plain and simple terms. Paragon bears little resemblance to any other Culinary School. I am not saying that the others are not useful and I am not saying that Paragon is the best. We are all different. But Paragon has VERY specific goals and they are very different from most other schools. We can summarize the differences as follows:

1. Less than 100 students. The extremely small size (as opposed to most schools with thousands of students) provides very personal and very hands on training at a level almost unheard of.
2. Highly respected professional chefs, restaurateurs, and sommeliers, not normal teachers, provide intense real-world experience that is, again, very rare.
3. We exist to train future Masters, great chefs and restaurateurs, nothing else. There is no core curriculum, no money-making scheme.
4. With an average hands-on time well over 1000 hours, few schools can match or even approach that amount.
5. We train for everything from pastry to bar to management to the main line. Unlike other schools which force you to focus on one aspect, Paragon trains in everything, meaning you will be much stronger and well-rounded, and therefore worth more.
6. Our real-world experience has resulted in an extremely high placement rate into very good jobs. Everyone is different, so we cannot guarantee anything, but so far, so good.
7. We have kept the price at about one third of normal schools to make it affordable to almost everyone.
8. Our 24-Hour Extreme Finals and all-day Practical is legendary and nothing like it has ever existed at any Culinary School in the World. It is the only way to truly tell if someone can actually make it in the real world.
9. More information is available in our Paragon Short Films on YouTube.

I hope this sheds some light on what makes Paragon so special and what it means to be the “Best of the Best”.

Thank you very much,

*Dr. Victor Matthews, World Master Chef*

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# Disclaimer

**This Book, its contents and ideas, are the expressed, written, and protected property of Paragon Culinary School, its parent company Paragon Culinary School, Inc., and the founder and majority stockholder/CEO Victor Matthews, Jr., as well as the Board of Directors and other Stockholders.**

*[Please Note: Paragon Culinary School, Inc. is a Colorado S Corp. Its Primary Owners are Victor Matthews, Darlene Matthews, Paul Stabnow, Adrian Bednarek, and Larry Heitz, though only Victor and Darlene Matthews function in any daily managerial, Board of Directors, or control capacity.]*

**It may not be used in any way or at any time without the expressed consent of these entities. This book supersedes all previous drafts as the most recent copy and will one day be superseded in and of itself. Only the latest draft applies at any time, so please consider any changes to be corrections and updates on any previous draft. All current information applies and supersedes any outdated information. Thank you.**

## Non-Discrimination Policy

**It is the expressed and sincere policy of Paragon Culinary School, Inc. to provide EQUAL OPPORTUNITY to and in NO WAY discriminate against ANYONE (students, employees, agents or allies) based on race, color, gender, religion, age, disability, sexual orientation, marital status, veteran status, national origin, or any other criteria protected by law.**



# **Contact Information**

## **Dean:**

Master Chef/Chief Instructor Dr. Victor W. Matthews, Jr.

719-964-2990 (cell)

[ChefMatthews@aol.com](mailto:ChefMatthews@aol.com)

## **Office Manager/Accounts:**

Darlene Matthews

719-661-8710 (cell)

[DarlenePMatthews@aol.com](mailto:DarlenePMatthews@aol.com)

## **Web Site**

[www.ParagonCulinarySchool.com](http://www.ParagonCulinarySchool.com)

## **Office/Classroom (Snail Mail)**

Paragon Culinary School  
4595 Hilton Pkwy, Suite 202  
Colorado Springs, CO 80907

## **Additional Training Facility**

Paragon at the Briarhurst  
Briarhurst Manor  
404 Manitou Ave.  
Manitou Springs, CO 80829

## **Paragon Office**

719-578-5741

## **Paragon Office Fax**

719-578-5742

## **MAIN CONTACT NUMBER**

# 719-578-5741

**PLEASE NOTE:** The above actually lists the Dean's cell number; that should indicate a MAJOR POLICY of Paragon, which we call an OPEN DOOR POLICY. ALL STUDENTS and FACULTY are URGED to communicate ANY issues at any time. You can write an e-mail, or call a cell phone 24/7, or feel free to drop a note in the office at Paragon (4595, Suite 202). Even use Facebook if you want. And of course, you will see most staff most days, so it is easy to talk face-to-face. These four or five ways to contact the Staff or Dean should be plenty for everyone. Our Door is Always Open; please feel free to contact us at any time.

# **The Admission Process**

## *Simplified*

1. Contact Paragon and Schedule a Tour.
2. Have a FREE Informational Tour to learn about Paragon's Mission and what you are getting into.
3. Fill Out FORM ONE.
4. Receive Confirmation Call and/or Set Meeting with Financial Officer.
5. Decide on Payment Plan. Total Tuition Cost is \$34,164. Uniforms, Knives, etc. are available (not required).
  - a. **GI Bill®** (for Vets and some dependents), several options.
  - b. VocRehab (for disabled Vets).
  - c. In House (3-5 years, with or without down payments, minimal fees).
    - i. 3 years is "pay as you go", \$949 per month.
    - ii. 5 year payment plan includes minor fees, \$597/mnth.
    - iii. Other options with down payments will be calculated case by case.
6. Decide on Schedule (days, times available).
7. Fill out all forms and complete student file.
8. Get (or make sure you have) black pants and black shoes.
9. Start Classes.

**Uniforms: Black shoes and either black or checkered pants. First two years wear white jacket and seniors wear all black.**

**"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>."**

# **Mission Statement and Institutional History**

## **Paragon Culinary School, Inc.**

### **Mission Statement**

**It is the Expressed and Sincere Goal of Paragon Culinary School to improve the Culinary World by providing Advanced Hands-On Education to serious students, so that these graduates can effectively perform in the Real World as Chefs, Sommeliers, Managers, and Restaurateurs.**

The idea of “Paragon”, a word which means the best, was first discussed in the mid-90s on the lines of the Grand Dame restaurants of New Orleans. The idea was to establish a Culinary School that was small and elite and dealt with each student individually as a future master. In 1996 the Founder and Dean opened an institution in New Orleans called the Culinary Institute of New Orleans and this began to fulfill the goal, but more was needed, especially in Colorado. In 1999 the owner established the Black Bear Restaurant, which quickly rose to four stars and into the top ten of Colorado. Soon the local chefs were meeting to talk shop and a troubling trend emerged. Chefs were having trouble finding well-trained cooks and future chefs. Many of the local programs were letting them down. So, in 2003 plans to found a great private culinary school in Colorado Springs emerged, and Paragon was born. Opening Day was July 4<sup>th</sup> weekend, 2004. There were several small test classes in 2003 and 2004, but 2005 saw the first official full-time class begin in July. Since then Paragon has supported and founded several dozen local charity events and two rated restaurants. Now, in 2008, we are proud to be a FIVE STAR Culinary School and we are proud that the vast majority of our students are successfully in the field.

We vow to keep classes and the school as a whole, small; and we dedicate ourselves to pure, true training, meaning that in order to graduate you must be able to actually cook and really run a restaurant in the real world. With only highly experienced real-world instructors, and with the primary focus being on culinary arts but all portions of the restaurant being covered; we intend (and so far have achieved) a 100% placement rate for our advanced students even before graduation. We intend (and hope to achieve) a level of training that will allow students to rise to management quickly, perhaps even while still in school. A graduate of Paragon should be able to tend bar, create wine lists, teach others, guide promotions, provide world-class service, establish new ideas, found and furnish new venues, understand history and fusion, and of course, cook every station from bread to hot line to pastry. We intend to train future masters, in the form of Culinary Jacks-of-all-Trades. Specialization is of course allowed, but everyone must know the basics of everything. As an independent alternative to larger more commercial schools, we will deal with each student individually, and in many cases assist them directly to accomplish their goals. Over the course of a student’s stay at Paragon they can expect dozens of opportunities for additional training and field trips, although the burden is on them to make the best of these. In general, Paragon has an open mind and open door policy, but as with life, you get out of it what you put in.

In addition to our function as a leading elite independent culinary school, we intend to lead the overall battle in support of independent restaurants, true chefs, and our veterans. Anyone who will dedicate themselves to the future of “the cuisine”, we will dedicate ourselves to. It is our mission therefore to not only function as a school, but as a focal point and hub of culinary advancement for our entire community, and furthermore, as a center for post-service culinary training for our armed forces, including those who have been injured and disabled. We have also forged relationships with dozens of charities. We intend to help people, specifically and generally, in as many ways as possible. This is our overall mission, with Culinary Arts being our particular focus and specialty.

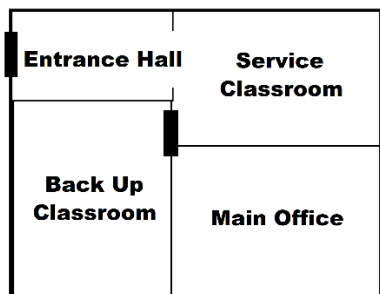
# PARAGON CULINARY SCHOOL

## Facilities and Services

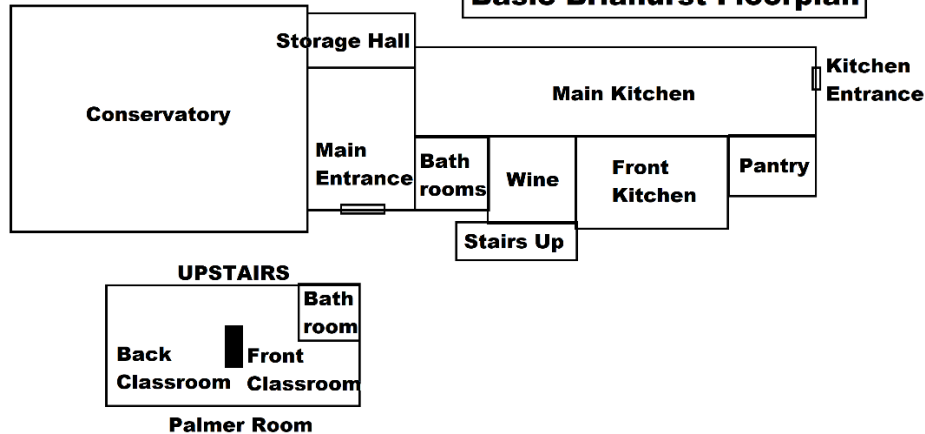
Paragon has continued to grow over the years and currently runs at both the Office/Main Campus and The Briarhurst Manor in Manitou Springs (as well as some post graduate activities at the Black Bear Distillery). The Main Office and Classroom consists of two rooms with a full set of service and wine materials, projectors, screen, desks, etc. The Briarhurst facility is a 140 year old stone mansion and contains over 14,000 square feet of nice carpet, hardwood floors, a dozen fireplaces, six dining rooms, and two professional kitchens. From industrial lighting to antique chandeliers there is a 500 person banquet hall, three bars, and state-of-the-art equipment including 20 burners, 7 ovens, a dozen prep stations; and other professional equipment such as fryers, flat-top, Hobart mixers, large stick blenders, and hundreds of pots, pans, spoons, plates, etc.: everything needed for fine dining kitchens and dining rooms. Outside of the kitchen we have the finest antique and modern tables, chairs, silver, china, etc. in multiple full equipped dining rooms that can seat over 700 total. The classrooms are large and comfortable, with tables, chairs, dry erase boards, overhead projectors, etc. In addition, we have acres of garden and orchard grounds outside of a banquet hall for events and overflow, as well as study areas including a lounge and library.

### MAIN OFFICE

#### Service/Wine/Management Classroom



### Basic Briarhurst Floorplan



### **Additional Student Services**

1. The Briarhurst Manor was the home of the founder of Manitou Springs and friend of General Palmer, Dr. William Bell. As the premier Mountain Mansion of the Springs Area it was converted to a fine dining restaurant and banquet facility after WWII. Access to this legendary facility gives the students unique additional historical information and training.
2. Since the facility is a functioning fine dining outlet there are opportunities to observe and assist in real life exercises on a continual basis.
3. Often students are invited to or allowed to attend Professional Food Shows, various tastings, and public events.
4. Paragon maintains 24/7 Counseling and Advisory through an “Open Door” Policy.
5. Over the years Paragon has become attached to many partners including farms, ranches, wineries, distilleries, and hotels at which students can gain extra experience.
6. A library of culinary books is maintained.
7. Overhead high-speed internet is available throughout site.
8. Student Trips and Dinners Out occur relatively often.
9. Many Mission Cooking opportunities both in the short and long term exist including Springs Rescue Mission, YWAM, Tijuana, France, Nepal, China, Cambodia, Africa, England, the Philippines, and many more.
10. Extra Events occur often, and all students are welcome to be involved for additional hands-on training.
11. The introduction sections for both Foundations and Service class contain elements of job search, while Adv. Management is an entire class on owning and establishing your own restaurant or business. So, there is continual employment support available.
12. The majority of Paragon Students are working in the field by half way through the program, others wait until the end, but the employment opportunities are very high.

# PARAGON CULINARY SCHOOL

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719-578-5741

## **Governing Body**

### **Board of Directors**

**Chef Victor W. Matthews, Jr.:** President, Majority Shareholder, Founder, Lifetime CEO.

**Darlene Matthews:** Secretary and Treasurer, Senior Shareholder.

## **Faculty**

**World Master Chef Emeritus, Dr. Victor W. Matthews, Jr.:** Dean, Total Curriculum Instructor, Seniors Seminar Leader. 37 years in the field. 15 medals including 3 state championships, US Culinary Ambassador. Triple Master. Instructor since 2004. All Classes.

**Lead Instructor, Master Pastry Chef Rob Lane:** Baking and Pastry and Advanced B&P Instructor. Specialist in Artisan Bread and Plated Desserts. Over 20 years in the field. Daniel Boulud Palm Springs and Lacroix at the Rittenhouse (Mobile 4 Stars, Five-Star Award World's Best - Conde Nast, World's Best Hotel Dining Rooms - Gourmet Magazine, Best New Restaurant of the Year - Esquire Magazine.) Instructor since 2009 (2019 is tenth anniversary).

**Rhianna Gavin Matthews:** Service and Wine Instructor. Back up Pastry, German, and Japanese Instructor. Over 25 Years in the Field. Instructor since 2009 (2019 is tenth anniversary).

**Elizabeth McClow:** Service and Wine Instructor. Over 7 years in the field. Broadmoor experienced Certified Sommelier. Instructor since 2014 (2019 is fifth anniversary).

**Chef and Distillery Manager Robert Jackson:** Majority Curriculum Instructor. Foundations, Missions, Leadership, Mobile Operations, and Distillery Instructor. Military Veteran whose father is a world-famous photographer and grandfather a chef. First kitchen job at 13. Instructor since 2015.

**Clay Smith:** Service Instructor with many years of experience. Instructor since 2017.

Specialist Area Guest Instructors on various sub-areas such as Latin Cuisine, Thai Cuisine, Brewing, etc. visit throughout the year.

Various Assistant, TA, and Guest Master Instructors.

# **ADMISSION REQUIREMENTS**

Approved and Regulated by the Colorado Department of Higher Education,  
Private Occupational School Board and the Colorado State Approving Agency  
for Veterans Education and Training

It is the expressed mission of Paragon Culinary School to help as many people as possible. We are also proud of our relationships with the Charter Schools, Pro-Start, and the Scouts and Explorer Programs. All of these CLUBS exist for individuals 18 and under. In addition, we have a great deal of working adults with families; as well as all manner of military personnel, including disabled Vets. This makes us extremely helpful, but difficult to define in traditional terms. So, we won't try.

Paragon is an elite, private, and independent Culinary School open to everyone and dedicated to providing assistance in any and all ways throughout the culinary world. The ONLY admission requirement is that the person be motivated to succeed and show aptitude and talent in the field as a person dedicated to the future of "The Grande Cuisine". We wanted to have some sort of paperwork requirement, but vast industry analysis has resulted in an understanding that those things are basically irrelevant and useless in determining a future master chef (for instance, half of them started as young teens without such things as GEDs or diplomas). We must simply get to know the individual. This person must be highly motivated and dedicated. We prefer over 18 with HS Diploma or GED, but that is not strictly required as some students have succeeded without them, but this is rare. Obviously, more requirements may exist for certain government assistance programs, and other loans or assistance, but we like to keep things simple. SO, we have no complex admission requirements. GED/HS Diploma recommended AND Focused/Serious. That's it. It may sound simple, but it is surprisingly rare these days.

Welcome to Paragon.



# **SCHOLARSHIP AND TUITION ASSISTANCE**

Approved and Regulated by the Colorado Department of Higher Education,  
Private Occupational School Board and the Colorado State Approving Agency  
for Veterans Education and Training

## **Update for 2017**

Currently, Paragon has the following Scholarships and Tuition Assistance Programs in Place. This list may change and update at any time. These amounts are totals removed from the 34k tuition.

1. High School Culinary Advantage. Programs at the High School Level earn students tuition scholarships. These include (but are not limited to):
  1. Pro Start. \$2500.
  2. FCCLA. \$1000.
  3. Early Colleges and Explorers. \$2000.
  4. Manitou Springs Culinary Program. \$2000
2. Military Veterans. Disabled Programs vary dramatically, but in general all Vets receive at least a \$2000 Veteran's Scholarship.
3. Tuition Credit. Students can work for tuition credits. This work program includes (but is not limited to):
  1. Positions at the School.
  2. Working Off-Site.
  3. Volunteering for Events.
  4. Mission Trips.
4. Other Scholarships. Periodically other more specific scholarships will occur (such as the Surviving Military Spouse Award or Hope House Teenage Mother Graduate Stipend).
5. AutoPay Programs and other Secure Pay Systems result in Discounts.

***Due to rising bottom line costs, no overall contract total can drop below 30k***

# PARAGON CULINARY SCHOOL

## Program Update

2016

This part will be relatively easy.

**PARAGON CULINARY SCHOOL has ONE MAIN PROGRAM, with additional APPROVED STAND ALONE COURSE EXTENSIONS.**

This Main Program, referred to as the FULL CULINARY PROGRAM, is

**Approved and Regulated by the Colorado Department of Higher Education,  
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for Veterans Education and Training**

Its structure is as follows:

**Full Program: Our main program, this is the three-year full program that all current full time students are pursuing. Prerequisite: none.**

**a. Hours: 1386**

**b. Structure: Three Years of Three Trimesters each at 14 weeks.**

**c. Results: 9 Trimester Subject Diplomas, 2 Yearly Grande Diplomas, Final Diploma de Cuisine.**

**d. Cost: Base \$34,164 (11.388k per year for 3 years, scholarships available).**

**e. PER HOUR COST: \$24.65**

NOW, the Concentrated "Program", which we refer to as "Doubling Up" is still the EXACT SAME PROGRAM with all the same hours and materials and instructors, but it is done two classes at a time and shortens the time of school attendance from three years to about two. It is Fully Approved and ONLY a difference in TIME. The hours, courses, and material are the same.

f. Hours: same as above

g. Structure: 4 Trimesters (3 doubles and a triple) or Five Trimesters (4 doubles and a single+).

h. Results: same as above

i. Cost: same as above

***\*In essence, whether it takes three years, or five, or two; the program, instructors, curriculum, and RESULTS are exactly the same and it is all ONE PROGRAM.***

## FAQ

### --What ARE those NINE Trimesters and can I take only one?

**Answer.** They all work in conjunction so most people DON'T. It would be considered taking a small part of the Full Program, and there may be a prerequisite required, otherwise, YES.

#### **The NINE TRIMESTERS are:**

(note: #4, #5, #7, #8, and #9 have prerequisites.)

1. Foundations (101). All the basics of the professional kitchen (sanitation, knife skills, stocks, sauces, meat cutting, etc.)
2. Service and Wine (102). Introduction to the Front of the House. (Includes Service, Bar, and Wine)
3. World Cuisine (103). Foods and Wines of the World (specifically Italy, France, China, India, and Japan).
4. Baking and Pastry (201). Hundreds of recipes, full bread and dessert overview.
5. Advanced Management/Restaurateur (202). What it takes to develop, open and run your own restaurant, including Kitchen Management.
6. Advanced Cookery/World Cuisine II (203). Complex Cutting Edge Cuisine and Menu Development as well as various advanced Regional Cuisines.
7. Advanced Pastry (301). Chocolate, Sugar, Wedding Cakes, and other advanced breads and desserts.
8. Understanding the Masters (302). A full look at advanced cuisine and those who have created and defined it at the highest level, including what it takes to get there.
9. Final Touches/Senior Seminar (303). Sommelier, Signature Dishes, and Extreme Live Fire for all the final touches.

### --What is the new Stand Alone Course Extension and do I have to take it?

**Answer.** The new stand alone course is called Advanced Culinary Leadership and it is a response to many students wanting more hands on leadership training as well as additional real world practice. It is focused around the concepts of mentoring and adult education theory, functioning largely as internship style real world training. NO, you do not have to take it. Many students prefer to stick to the 9 course, Full Culinary Program, and do not want to go longer. This is only an option for those who want to extend their training.

### --Does this new Stand Alone Course Extension have an additional cost?

**Answer.** Yes. The regular tuition of 34k refers to the main program, extending runs those hours up from about 1300 to nearly 1800, meaning an additional fee is required. However, since the training is largely lab, the cost is more than halved, to around \$10 per hour or \$6300 total.

# GUEST MASTERS

## *Thank You*

In just the last year we have had SO many incredible world class Masters visit and help educate our students. We want to take just a moment to thank these industry leaders for their valuable time.

**Bernard Martinage**

Founder of FDRP and #1 Maitre 'D in the World

**Mickey Hardin**

Multiple Gold Medal Pastry Master and Pastry Chef of Caesar's Palace

**Matt Cookson**

100+ medal winning Master Wine Maker

**Armando Polombo**

Master Italian Chef and successful Restaurateur

**Audrey Guzman**

Chocolatier and Pastry Chef of Antler's Hilton

**Cliff Perkins**

30 year veteran Master of Restaurant Equipment Repair

**Lon Smensma**

Apprentice of Jean Georges and Famous NYC Chef

**Nate Windham**

Master of Spirits and #1 bartender in our region

**Mike Callicrate**

Beef Knowledge Encyclopedia and Champion of the Small American Farmer

**Jack Hu**

Master Chinese Chef and Restaurateur

**Mike Pizzuto**

Multiple Medalist World Champion Ice Carver and leader of NICA

**Michael Buckelew**

Master Sommelier and Floor Manager

**Kathy Francis**

Restaurant Insurance Master and VP

**Graeme Cloutte**

Specialist Restaurant CPA

**Usinee Foster**

Garde Manger and Fruit Carving Specialist

**Yasu Kizaki**

Sushi Master and Extremely Successful Japanese Entrepreneur.

**Shawn Saunders**

Elite Baker and Local Organic Artisan

# 2020

## PARAGON CALENDAR

**Please Note: This Calendar has been updated and supercedes any others that may be in circulation, as of Aug. 5th, 2019.**

# 2019

January						
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
African Food						

February						
Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
Mardi Gras						

March						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Ancient Middle East						

May						
Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	1
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
GRADUATION!!!						

July						
Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July						
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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September						
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October						
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September						
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December						
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29	30	31				

November						
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29	30					

December						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### Federal Holidays 2019

Jan 1 New Year's Day  
Jan 21 Martin Luther King Day  
Feb 18 Presidents' Day  
May 27 Memorial Day  
Jul 4 Independence Day

Sep 2 Labor Day  
Oct 14 Columbus Day  
Nov 11 Veterans Day  
Nov 28 Thanksgiving Day  
Dec 25 Christmas Day

### Federal Holidays 2020

Jan 1 New Year's Day  
Jan 20 Martin Luther King Day  
Feb 17 Presidents' Day  
May 25 Memorial Day  
Jul 3 Independence Day (obs.)  
Jul 4 Independence Day

Sep 7 Labor Day  
Oct 12 Columbus Day  
Nov 11 Veterans Day  
Nov 26 Thanksgiving Day  
Dec 25 Christmas Day

 **Red Boxes around official BREAKS WITHIN TRIMESTERS**

 **Blue Stars around Start and Stop Dates for Trimesters**

 **Black Box around BREAKS BETWEEN TRIMESTERS**

 **Green Circles around Special Student Events**

		PARAGON CULINARY SCHOOL		
		FALL 2019 CLASS SCHEDULE		
		EFFECTIVE 8/5/2019		
FOUNDATIONS	SERVICE & WINE	BAKING & PASTRY	ADV. COOKERY	ADV MANAGEMENT
Monday (Intensive All-Day Seminar)	Monday & Wednesday	Wednesday (Intensive All Day Seminar)	Tuesday & Thursday	Tuesday & Thursday
9 am - 5 pm	5 pm - 9 pm	9 am - 5 pm	9 am - 1 pm	1 pm - 5 pm
DISTILLERY OPERATIONS		ADV CULINARY LEADERSHIP		CAJUN-CREOLE CUISINE
Mon 5-9pm, Weds 11-5pm,		Mon 5-10 pm, Tues 9am-1pm, Weds 5-10pm,		Mon-Thurs 5-10pm, Sat 10-2
Fri 11-3pm, Sat 11-8pm		Thurs 9am-1pm, Friday 10am-2pm		
<b><u>ALL STUDENTS ARE REQUIRED TO LOG A MINIMUM OF 6-8 HOURS OF ADDITIONAL SKILLS TRAINING AND PRACTICE EACH WEEK WITHIN THE FOLLOWING LAB TIMES.</u></b>				
PLEASE NOTE: IF YOU DO NOT SIGN INTO CLASSES AND PROPERLY LOG LAB HOURS YOU MAY NOT GET PAID AND COULD EVEN RECEIVE A BILL				
MONDAY NIGHT LAB	TUES NIGHT LAB	THURS NIGHT LAB	FRIDAY DAY LAB	
5 pm - 9 pm	5 pm - 9 pm	5 pm - 9 pm	10 am - 2 pm	

PARAGON CULINARY SCHOOL				
WINTER 2019 CLASS SCHEDULE				
NOV 18, 2019 - MAR 13, 2020				
FOUNDATIONS	WORLD CUISINE	SERVICE & WINE	ADV. BAKING & PASTRY	MASTERS
Monday 9am-5pm, and Tues Afternoon 1-4pm	Tues/Thurs Night 5-9pm, and Weds Afternoon 1-4pm	Mon/Weds/Fri Night 5-9pm	Wednesday 8am-5pm, and Fri Afternoon 12-3pm	Tues/Thurs Morning 9am-1pm, and Weds Afternoon 1-4pm
<b>ALL CLASSES ARE A MINIMUM OF 11 HOURS in DURATION. IF YOU MISS PART OF A CLASS YOU CAN MAKE IT UP IN SEVERAL DIFFERENT WAYS, JUST SPEAK WITH YOUR INSTRUCTOR.</b>				
<b>ALL STUDENTS ARE REQUIRED TO LOG IN EVERY DAY and ALL INSTRUCTORS NEED TO CONFIRM THROUGH ROLL.</b>				
PLEASE NOTE: IF YOU DO NOT SIGN INTO CLASSES AND PROPERLY LOG LAB HOURS YOU MAY NOT GET PAID AND COULD EVEN RECEIVE A BILL				
ADVANCED LEADERSHIP	MAKE UP BOOK	SPECIAL CLASS/SEMINAR	EXTRA LAB BOOK	Other Classes may be possible per Enrollment
Mon 5-10 pm, Tues 9am-1pm, Weds 5-10pm Thurs 9am-1pm, Friday 10am-2pm	[BE SPECIFIC]	[BE SPECIFIC]	[BE SPECIFIC]	

### Daily Full Time Class Schedule

CHANGES EACH TRIMESTER (based on enrollment)  
But there are always morning, afternoon, and night selections.

### Please Note

It is the expressed goal of Paragon to keep class sizes small, and to that end, class sizes are limited to 18 and designed to average 10-12 with the exception of High School Adjunct Programs. If more than 18 students arrive in one of these classes, transfers will be arranged or another section will be opened up. Thank you.

**Important Note on Definitions:** The technical design template for the original design used the terms theory and lab to distinguish between sitting at a desk and actively learning. We use the term LAB for specific live action training times. A single class contains 11+ hours per week combining classroom and live action, two classes would be 22+, etc. The following is a good guide for an approximate division of those two teaching styles.

# **Curriculum Detail**

**TOTAL PROGRAM HOURS: 1386 (154 \* 9). 406 Classroom and 980 Lab (plus an additional non-required optional 524 weekly bonus lab hours for a possible total of over 1500 possible hands on contact hours out of nearly 2000 total).**

**The following nine courses make up the full culinary program.**

## **PCS 101: Foundations**

**Objective:** “Introduction to the Backbone of Fine Cuisine”.

**Class/Lab Hours:** 154 hours (34 hours theory; 120 hours lab).

**Results:** Foundations Certificate.

**Instructor:** Highly Acclaimed and Accredited Staff Chef/Instructor.

Section One: Sanitation and Safety / Knife Skills

2 weeks, 22 hours. 6 hours of class/theory, and 16 hours of hands on lab/work.

Section Two: Meat and Fish Cutting

2 weeks, 22 hours. 4 hours of class/theory, and 18 hours of hands on lab/work.

Section Three: Stocks and Gardening

2 weeks, 22 hours. 4 hours of class/theory, and 18 hours of hands on lab/work.

Section Four: Sauces and Soups

2 weeks, 22 hours. 4 hours of class/theory, and 18 hours of hands on lab/work.

Section Five: Seafood and Banquets

2 weeks, 22 hours. 4 hours of class/theory, and 18 hours of hands on lab/work.

Section Six: Presentations and Plating, Live Cooking

2 weeks, 22 hours. 6 hours of class/theory, and 16 hours of hands on lab/work.

Section Seven: Ala Minute Cooking and Exams

2 weeks, 22 hours. 6 hours of class/theory, and 16 hours of hands on lab/work.

## **PCS 102: Service and Wine**

**Objective:** “Introduction to Service, Bar, and Wine”.

**Class/Lab Hours:** 154 hours (58 hours theory; 96 hours lab).

**Results:** Service and Wine Certificate.

**Instructor:** Master Maitre D’s and Sommeliers with other Guest Masters.

Section One (1 week): Organization, Job Descriptions and Advancement

1 week, 11 hours. 7 hours of class/theory, and 4 hours of hands on lab/work.

Section Two (2 weeks): Equipment, Quality, Table Settings, History, etc.

2 weeks, 22 hours. 10 hours of class/theory, and 12 hours of hands on lab/work.

Section Three (1 week): Menu Planning, Site Tours, Floorplans, and Wine Lists

1 week, 11 hours. 6 hours of class/theory, and 5 hours of hands on lab/work.

Section Four (6 weeks): Introduction to Wine

6 weeks, 66 hours. 16 hours of class/theory, 50 hours live tasting and analysis.

Section Five (2 weeks): Introduction to the Bar.



2 weeks, 22 hours. 8 hours of class/theory, and 14 hours of hands on lab/work.  
Section Six (1 week): Management and Tableside Cooking.

1 week, 11 hours. 4 hours of class/theory, and 7 hours of hands on lab/work.  
Section Seven (1 week): Testing and Exams  
1 week, 11 hours. 7 hours of class/theory, and 4 hours of hands on lab/work.

### **PCS 103: World Cuisine**

**Objective:** "Introduction to Ethnic and World Cuisine".

**Class/Lab Hours:** 154 hours (36 hours theory; 118 hours lab).

**Results:** World Cuisine Certificate.

**Instructor:** Highly Acclaimed and Accredited Staff Chef/Instructor.

Section One (1 week): Culinary History of the World.

1 week, 11 hours. 7 hours of class/theory, and 4 hours of hands on lab/work.

Section Two (4 weeks): Food and Wine of Italy

4 weeks, 44 hours. 6 hours of class/theory, and 38 hours of hands on lab/work.

Section Three (4 weeks): Food and Wine of France

4 weeks, 44 hours. 6 hours of class/theory, and 38 hours of hands on lab/work.

Section Four (1 week): India

1 week, 11 hours. 3 hours of class/theory, and 8 hours of hands on lab/work.

Section Five (1 week): Japan

1 week, 11 hours. 3 hours of class/theory, and 8 hours of hands on lab/work.

Section Six (1 week): China

1 week, 11 hours. 3 hours of class/theory, and 8 hours of hands on lab/work.

Section Seven (1 week): Ala Minute Ethnic

1 week, 11 hours. 3 hours of class/theory, and 8 hours of hands on lab/work.

Section Eight (1 week): Exams

1 week, 11 hours. 5 hours of class/theory, and 6 hours of hands on lab/work.

### **PCS 201: Baking and Pastry**

**Objective:** "Full Introduction to the Bakery and Pastry Kitchen".

**Class/Lab Hours:** 154 hours (40 hours theory; 114 hours lab).

**Results:** Beginning Baking and Pastry Certificate.

**Instructor:** Highly Acclaimed and Accredited Staff Chef/Instructor.

Section One (1 week): Pastry Equipment and Technique Introduction

1 week, 11 hours. 3 hours of class/theory, and 8 hours of hands on lab/work.

Section Two (2 weeks): Breads and Doughs

2 weeks, 22 hours. 6 hours of class/theory, and 16 hours of hands on lab/work.

Section Three (2 weeks): Pies, Fillings and Meringue

2 weeks, 22 hours. 6 hours of class/theory, and 16 hours of hands on lab/work.

Section Four (2 weeks): Custards and Mousses

2 weeks, 22 hours. 6 hours of class/theory, and 16 hours of hands on lab/work.

Section Five (1 week): Introduction to Chocolate and Sugar

1 week, 11 hours. 3 hours of class/theory, and 8 hours of hands on lab/work.

Section Six (1 week): Sorbets and Ice Creams

1 week, 11 hours. 3 hours of class/theory, and 8 hours of hands on lab/work.  
Section Seven (2 weeks): Cakes and Intro to Cake Decorating  
2 weeks, 22 hours. 5 hours of class/theory, and 17 hours of hands on lab/work.  
Section Eight (2 weeks): Sauces, Garnishes, and Plated Desserts  
2 weeks, 22 hours. 5 hours of class/theory, and 17 hours of hands on lab/work.  
Section Nine (1 week): Exams  
1 week, 11 hours. 3 hours of class/theory, and 8 hours of hands on lab/work.

### **PCS 202: Advanced Management and Restaurateur**

**Objective:** “Complete Studies of Owner, General Manager, Bookkeeper, Maitre d’, and Sommelier Duties with a focus on Owning and Developing a Restaurant”.

**Class/Lab Hours:** 154 hours (81 hours theory; 73 hours lab).

**Results:** Restaurant Development and Management Diploma.

**Instructor:** Highly Acclaimed and Accredited Staff Chef/Instructor.

Section One: Service Review  
1 week, 11 hours. 4 hours of class/theory, and 7 hours of hands on lab/work.  
Section Two: Introduction to Restaurant Ownership, Major Project  
5 weeks, 55 hours. 25 hours of class/theory, and 30 hours of hands on lab/work.  
Section Three: Real World Management Skills and Paperwork (including taxes) with Guests  
2 weeks, 22 hours. 12 hours of class/theory, and 10 hours of hands on lab/work.  
Section Four: Leadership, Promotions, and Marketing with Guests  
1 week, 11 hours. 6 hours of class/theory, and 5 hours of hands on lab/work.  
Section Five: Menu and Restaurant Design.  
2 weeks, 22 hours. 16 hours of class/theory, and 6 hours of hands on lab/work.  
Section Six: Advanced Kitchen Review, finishing Project.  
2 weeks, 22 hours. 12 hours of class/theory, and 10 hours of hands on lab/work.  
Section Eight: Final Exam and Project Due.  
1 week, 11 hours. 6 hours of class/theory, and 5 hours of hands on lab/work.

### **PCS 203: Advanced Cookery and Kitchen Management**

**Objective:** “Continued Focus and Hands-On Practice of Culinary Arts and the Cuisines of the World in Addition to In Depth learning of the major concepts of Managing the Numbers of a Kitchen and Developing Menus”.

**Class/Lab Hours:** 154 hours (41 hours theory; 113 hours lab).

**Results:** Advanced Cookery Certificate.

**Instructor:** Highly Acclaimed and Accredited Staff Chef/Instructor.

Section One (1 week): Sanitation and Safety Review / Speed Knife Skills  
1 week, 11 hours. 4 hour of class/theory, and 7 hours of hands on lab/work.  
Section Two (2 weeks): Kitchen Management, Organization and Expediting, Major Project  
2 weeks, 22 hours. 7 hours of class/theory, and 15 hours of hands on lab/work.  
Section Three (2 weeks): Garde Manger, including Garnishing and Plate Presentation Focus  
2 weeks, 22 hours. 5 hours of class/theory, and 17 hours of hands on lab/work.  
Section Four (2 weeks): American Regional Cuisine  
2 weeks, 22 hours. 4 hours of class/theory, and 18 hours of hands on lab/work.  
Section Five (3 weeks): Deeper into the Ethnic: Caribbean, Thai, Latin Regional

3 weeks, 33 hours. 9 hours of class/theory, and 24 hours of hands on lab/work.  
Section Seven (1 week): Modern Fusion  
1 week, 11 hours. 2 hour of class/theory, and 9 hours of hands on lab/work.  
Section Eight (2 weeks): Alternative Diets  
2 weeks, 11 hours. 5 hour of class/theory, and 6 hours of hands on lab/work.  
Section Nine (1 week): Exams, Project Due  
1 week, 11 hours. 5 hours of class/theory, and 6 hours of hands on lab/work.

### **PCS 301: Advanced Baking and Pastry**

**Objective:** “To learn more advanced Pastry Techniques and employ them in serious Live Fire and Signature Dessert situations”.

**Class/Lab Hours:** 154 hours (40 hours theory; 114 hours lab).

**Results:** Advanced Baking and Pastry Certificate.

**Instructor:** Highly Acclaimed and Accredited Staff Chef/Instructor.

Section One (1 week): Equipment and Techniques Review  
1 week, 11 hours. 3 hours of class/theory, and 8 hours of hands on lab/work.  
Section Two (1 week): Adv. Bread  
1 week, 11 hours. 3 hours of class/theory, and 8 hours of hands on lab/work.  
Section Three (3 weeks): European Pastry  
3 weeks, 33 hours. 9 hours of class/theory, and 24 hours of hands on lab/work.  
Section Four (3 weeks): Sugar Showpieces  
3 weeks, 33 hours. 9 hours of class/theory, and 24 hours of hands on lab/work.  
Section Five (2 weeks): Adv. Cake Decorating  
2 weeks, 22 hours. 5 hours of class/theory, and 17 hours of hands on lab/work.  
Section Six (1 week): Adv. Chocolate and Sculpture  
1 week, 11 hours. 3 hours of class/theory, and 8 hours of hands on lab/work.  
Section Seven (1 week): Adv. Plated Desserts  
1 week, 11 hours. 3 hours of class/theory, and 8 hours of hands on lab/work.  
Section Eight (2 weeks): Final Pastry Practicals and Exams (several, extensive).  
2 weeks, 22 hours. 5 hours of class/theory, and 17 hours of hands on lab/work.

### **PCS 302: Understanding the Masters.**

**Objective:** “To Understand the Master Chefs who have forged our Culinary World, and begin the earnest pursuit of what it takes to become one”.

**Class/Lab Hours:** 154 (46 hours theory; 108 hours lab).

**Results:** Masters Certificate.

**Instructor:** Highly Acclaimed and Accredited Staff Chef/Instructor.

Section One (1 week): Introduction to Masters (1373-1900)  
1 week, 11 hours. 6 hours of class/theory, and 5 hours of hands on lab/work.  
Section Two (12 weeks): One class each on 24 Masters (1900-2013)  
12 weeks, 132 hours. 36 hours class/theory, and 96 hours hands on lab/work.  
Section Three (1 week): Finals and Master Dish Presentation.  
1 week, 11 hours. 4 hours of class/theory, and 7 hours lab/work.

### **PCS 303: Final Touches and Senior Seminar**

**Objective:** “To finish all missing pieces, master advanced Wine Knowledge, complete Management training, and participate in advanced difficult Live Fire Labs, culminating in the 24 hour practical exam”.

**Class/Lab Hours:** 154 (30 hours theory; 124 hours lab).

**Results:** Final Touches Certificate and Grande Diploma de Cuisine.

**Instructor:** This Class will be overseen by Dean Matthews along with many World Class Chefs, Maitre ‘Ds and Sommeliers. Graduates will be comfortable in the Real World, in all management positions. No one graduates who is not ready for the world.

Section One (4 weeks): The Seven Tests and the Results.

4 weeks, 44 hours. 6 hours of class/theory, and 38 hours of hands on lab/work.

Section Two (3 weeks): The Pathway and Request Days.

3 weeks, 33 hours. 9 hours of class/theory, and 24 hours of hands on lab/work.

Section Three (3 weeks): Final Review / Preparation for 24 hour Practical and Signature Dish.

3 weeks, 33 hours. 9 hours of class/theory, and 24 hours of hands on lab/work.

Section Four (1 week): Signature Dish.

1 week, 11 hours. 3 hours of class/theory, and 8 hours of hands on lab/work.

Section Five (3 weeks): Extreme Final.

3 weeks, 33 hours. 3 hours of class/theory, and 30 hours of hands on lab/work.

# **“What You Get”**

## Summary

- ◆ 2 Paragon Diplomas
  - Year One: Basic
  - Year Two: Intermediate
    - All approved by the State of Colorado Department of Higher Education’s Private Occupational Schools Division
  
- ◆ 9 Specific Trimester Certificates
  - Foundations
  - World Cuisine
  - Service and Wine
  - Advanced Cookery
  - Restaurant Management
  - Baking and Pastry
  - Advanced Baking and Pastry
  - Understanding the Masters
  - Senior Seminar (Final Touches)
    - All approved by the State of Colorado Department of Higher Education’s Private Occupational Schools Division
  
- ◆ Optional Competition Medals and Certificates
- ◆ Optional Sommelier One Rating
- ◆ Optional Advanced Culinary Leadership Certificate

Finally:

- ◆ The Legendary Diploma de Cuisine (upon passing 24 Hour Extreme Finals)

## **NEW COURSE EXTENSION**

### **Stand Alone Course 401: Advanced Culinary Leadership**

***Approved and Available beginning April 1<sup>st</sup>, 2013.***

Note: Due to the needs of many students to extend their training the following additional add on course will be made available. It is optional and not for everyone, please see below where it is described in full detail.



## **PARAGON CULINARY SCHOOL**

Paragon Offices (mail/contact): 4595 Hilton Pkwy, Suite 202, Colorado Springs, CO 80907

Toll Free: 1-866-FOOD101 / 719-578-5741



## **Stand Alone Course Guide**

### **PCS-401: ADVANCED CULINARY LEADERSHIP**

#### **Introduction**

The Rationale behind the creation of this stand alone extension course is three fold. First of all, Paragon has evolved over the years, and even though most of our students were successful with the pre-existing program, many wanted (or needed) more. As we trained students in the extra techniques described herein we noticed that they were even more successful and did so more quickly. It does not need to be required and does not fit everyone, but, those students who need or desire extra training will benefit greatly from this extension. Second of all, the culinary world continues to advance and more information is added yearly. Such areas of study as molecular gastronomy or sous vide or the rise of bourbon have made an extension program necessary. And finally, the original program is missing the element of mentoring and teacher training which is needed for modern restaurant managers. The latest adult educational theories, especially modern andragogical understandings, require more hands on leadership and mentoring experience. This new stand alone course addresses all these issues.

## **Mission Statement**

The Advanced Culinary Leadership Course has been developed with the specific goal of extending the main Culinary Program to include mentoring and leadership opportunities with vital additional training and provide an opportunity for those students who need more time and experience before they enter the career field. As always, the Mission of Paragon is to help students succeed dramatically in the real world and lead prosperous lives as master culinarians and restaurateurs without regard to race, sex, religion, or any other discriminatory quality.

## **Cost**

Of course, as an addition, with advanced training, this program must carry a charge. This 630 clock hour extension, which can take place over two trimesters, comes in at \$10 per contact hour. **\$6300.**

## **Sectional Curriculum**

The three distinct focus sections within the course are independent of each other (though obviously bound together) and can occur in any order. Just as you could take auto mechanics courses along with business courses at the local community college, these sections can even occur together or alongside some of the parts of Paragon's main Full Culinary Program. It is best when this course occurs in the final year of Paragon, but is also applicable to returning students or even graduates from other programs. These sections all have a basic structure in common. There is very little theory (since much of it has been covered in the Full Program), mostly instruction on the activities and expectations of the section as well as guidance in some of the advanced ideas. Most of the Course is hands on real world application exercises, live fire events, and practical labs. Details Below.

Section One: Further Culinary Skills Development. 140 hours.

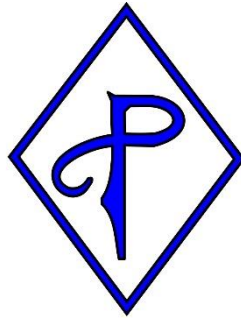
Section Two: Further Sommelier Skills Development. 182 hours.

Section Three: Leadership Training and Development. 308 hours.

## **Learning Outcomes**

A Student who passes the Advanced Culinary Leadership Course will be familiar with Leadership and Adult Education Models, have successfully led classes, production units, and a variety of teams; have passed a series of surprise and timed skills tests, be able to express expertise in advanced cooking as well as wine, manage a variety of situations calmly and professionally, and successfully mentor others and teach valuable core concepts; all in preparation for higher level positions and more success in the real world culinary field.





# PARAGON CULINARY SCHOOL

PO Box 7820, 4595 Hilton Pkwy, Suite 202, Colorado Springs, CO 80907 719-578-5741



## STAND ALONE COURSES

### Guide to Paragon's 400 Series

#### Introduction

As a cutting-edge elite private Culinary Occupational School, whose very name means “the best of the best”, Paragon Culinary School is always in a state of research and development. The culinary world changes continuously and there are always new ideas and concepts which may mean new possible career paths for our students. Over the past several years, the following three have emerged as our most requested additional training programs. As complete and comprehensive as the Paragon Full Culinary Program is, it is impossible to cover every subject, especially those sub-fields that are very specific with levels of knowledge that not every student wants or needs. Our response has been the 400 series. 100, 200, and 300 level classes are within the full culinary program, and 400 level is what you might call post graduate, or at the very least, senior advanced level classes. Just as the first such course, 401, which was aimed at increasing several sub-areas and adding teaching and mentoring to the curriculum, these new three courses also cover additional information not required or needed within the standard program. They cover three specific subject areas and as completely voluntary addendum courses, are by no means required. A student may take none of them, or one, or all. Every Paragon Student is different and they do not all share the same goals, but with these stand alone courses we are able to offer even more flexibility and focus to each individual student's preparation for the culinary world. Although covering three different subjects, these courses have several things in common. They will kick off in the Fall of 2015 and are set up to track along with our 14 week trimester schedule, so each is a 14 week Stand Alone Add-On Course. As a single post graduate or late senior focus program they are intended to be done alone and require about a 25 hour a week commitment. When passed successfully, they will each result in the student receiving a very special Advanced Course Certificate qualifying them to function within that specific sub-field. Details on the three new 400 series courses for 2015 follow.

## **PCS 400 Series Course Offerings**

**PCS 402: Mobile Culinary Operations.** By far the fastest growing segment of the culinary world, and almost non-existent when Paragon first started, the idea of mobile food operations such as food trucks and stand alone catering or private chef companies is currently the subject of dozens of television programs and citywide developments nationwide. We first had this request form a student about five years ago and since then it has been more and more students every year. The idea of catering and food truck operations has recently risen to the forefront of our seniors requests for additional information and although the specifics do not fit into the main program, nor are all students interested in such information, it is worthy of an advanced stand alone course that covers all the specifics. We have combined this with another huge sub-field, the number one type of such operations, BBQ, and will be able to train the student fully in the details of these operations. The students will actually be able to work in and around functioning real world mobile food units including food trucks and a large BBQ smoker, learning not only theory, but real world practice in preparation for their own such operation!

**PCS 403: Distillery Operations.** Paragon does a lot of unusual things, such as our 24 hour final exam, but this is one of the newest and most interesting. One of the facilities which Paragon shares and has used for various field trips or additional studies, the Black Bear in Green Mountain Falls, is becoming a fully operational craft distillery. Anyone who has been reading about the food and beverage industry over the last few years has witnessed the massive rise of craft distilleries nationwide. Much like the craft beer boom of the last couple decades, this idea revolves around the artisan creation of spirits, and it is HUGE. However, unlike craft brewing of beer, it is illegal for anyone to distill at home, therefore a large gulf has been created of people who want to learn and understand the distilling process but cannot do so. This sub-field is not only one of the biggest growing in our industry, but it feeds into the modern understanding of bartending, and to be a high level manager in such operations it would pay to know more about these details. A combination of having such unusual access to a professional distillery and the requests of several students each trimester to learn more about liquor history, the distilling process, and advanced cocktails has given rise to this 400 series advanced stand alone course. For the first time in the history students will be able to actually help run a functional distillery with a 400 gallon still, mash cookers, fermenters, a gift shop, malting floor, bottling room, tasting bar, and every other element of a professional distillery; including a trade show field trip!

**PCS 404: Culinary Mission Operations.** I sincerely hope that this offering causes no confusion. Paragon is a secular school with no religious affiliations, but this offering is a direct response to student requests, AND our unusual proximity to the world's largest youth mission organization. Simply and bluntly put, we at Paragon are not concerned what religion our students might have, or whether they care to be involved in non-profit companies or charities, or even if they care to help people in any way for their own reasons. As a culinary school that is not out job. We are not a seminary. However, "non-profit" does not mean "no good jobs" and many of these organizations are quite large and powerful, offering very nice employment opportunities. We are also located in a town with several huge headquarters of such international companies and we are located next door to YWAM (Youth with a Mission), a 50 year old worldwide charity with 1000 bases in hundreds of countries. Two of our graduates have been lifelong YWAMers and have gone on to develop a missionary chef training program within YWAM. The bottom line is that there are many

opportunities in the new field of culinary missions, which falls under the idea of BAM (Business As Mission), and our students have taken notice. Students have opportunities to run kitchens for these worldwide charities as well as travel far and wide gaining valuable international experience. There are such culinary missions in places like Hawaii, Paris, Thailand, and Nepal, among others. Just as the other 400 series classes, this sub-field has only recently arisen, and we are responding with a stand alone course to provide additional specific training in this area. Students have already taken opportunities to run kitchens in Mexico and France, we cannot pass up a chance to get ahead of the ball and help those students who want to pursue this very valid career path. They may even go straight from Paragon to anywhere in the world!

**Specific Course Guides for these three new 400 series courses follow. Thank you.**

## **PCS-402: MOBILE CULINARY OPERATIONS**

### **Introduction**

As complete and comprehensive as the Paragon Full Culinary Program is, it is impossible to cover every subject. In addition, over the last ten years the idea of mobile culinary services such as food trucks and catering has grown and changed dramatically. As a 400 series course, such as the Leadership Course before it, the rationale behind this course is that everyone may not need it. Every Paragon Student is different and they do not all share the same goals. Over the last five years more and more have expressed a desire to focus on the world of mobile culinary operations and this course is the response: a 14 week Stand Alone Add-On Course that covers many aspects of mobile food service with a focus on day to day real world operations.

### **Mission Statement**

The Mobile Culinary Operations Course has been developed with the specific goal of providing real world training and experience in the world of catering, food truck, and other portable food operations, including health department regulations, beverage rules, and other details including a focus on the number one seller within this genre, BBQ. As always, the Mission of Paragon is to help students succeed dramatically in the real world and lead prosperous lives as great culinarians and restaurateurs without regard to race, sex, religion, or any other discriminatory quality.

### **Cost**

Of course, as a stand-alone additional course, this advanced training must carry an additional charge. In this case the 14 weeks at 22 hour per week equates to 308 hours. \$25 per hour of instruction means a fee of \$7700, however, in order to make this additional advanced training more affordable we will give a graduate reduction and arrive at a course fee of **\$6300**.

## **Sectional Curriculum**

The four distinct focus sections within the course flow freely into each other and will occur in overlapping and simultaneous ways. These sections all have a basic structure in common. There is very little theory (since much of it has been covered in the Full Program), mostly instruction on the activities and expectations of the section as well as guidance in some of the advanced ideas. Most of the Course is hands on real world application, live fire events, and practical labs. Details Below.

**Special Considerations of Mobile Food Operations:** setting up portable prep, sanitation, restroom, sales, and food production operations including practical functioning.

**Rules of Mobile Beverage Operations:** the details of what can and cannot be done in mobile operations, health department requirements, company types, insurance regulations, allowable amenities.

**Food Trucks and Catering:** real world operations of Mobile Food Units, including site choice, day to day operations, and management.

**BBQ Specialization:** an active real world operational look at the most popular of all outdoors food operations, the barbecue, including smokers, woods, set-up, recipes, meats, sauces, rubs, and side dishes.

As you will see on the Course Form, this is broken down into 30 hours of theory and instruction combined with 278 lab hours of live hands on real world operations.

## **Learning Outcomes**

A Student who passes the Mobile Culinary Operations Course will be familiar with many forms of mobile food and beverage operations, especially the ideas of outdoor catering and BBQ. They will understand the primary differences between stationary restaurant operations and mobile units, and how to perform in that much more fluid and unpredictable environment. They will be able not only to work in such operations but to create and run their own. As is the case with most of Paragon, the end result is targeted at their overall preparedness for not only high level employment in the field but even their own personal entrepreneurial creation.

# PCS-403: DISTILLERY OPERATIONS

## Introduction

As complete and comprehensive as the Paragon Full Culinary Program is, it is impossible to cover every subject. In addition, over the last ten years the concept of craft distilling has become the single largest growing segment of the beverage world. As a 400 series course, such as the Leadership Course before it, the rationale behind this course is that everyone may not need it. Every Paragon Student is different and they do not all share the same goals. Over the last five years more and more have expressed a desire to learn more details about bar function and spirit history as well as distillery operations and this course is the response: a 14 week Stand Alone Add-On Course that covers many aspects of liquor history and distillery theory with a focus on day to day real world operations.

## Mission Statement

The Distillery Operations Course has been developed with the specific goal of providing real world training and experience in the world of spirits, cocktails, and distillery operations, including grain selections and mash bills, federal requirements, house malting and drying, grinding and mashing, fermentation, distillation, aging, and bottling. We will even touch on marketing and cocktail creation. As always, the Mission of Paragon is to help students succeed dramatically in the real world and lead prosperous lives as great culinarians and entrepreneurs without regard to race, sex, religion, or any other discriminatory quality.

## Cost

Of course, as a stand-alone additional course, this advanced training must carry an additional charge. In this case the 14 weeks at 22 hour per week equates to 308 hours. \$25 per hour of instruction means a fee of \$7700, however, in order to make this additional advanced training more affordable we will give a graduate reduction and arrive at a course fee of **\$6300**.

## Sectional Curriculum

The four distinct focus sections within the course flow freely into each other and will occur in overlapping and simultaneous ways. These sections all have a basic structure in common. There is very little theory (since much of it has been covered in the Full Program), mostly more advanced instruction on the history and origin of spirits as well as guidance in the functioning of stills and the entire whiskey production system. Most of the Course is hands on real world application, tastings, field trip events, and practical labs running areal distillery. Details Below.

**History of Distillation:** a full history of locations and types of liquors, how they are made, and how to set up and operate a variety of stills, including real world practical functioning.

**Whiskey Tasting:** the details of the tasting wheel, discerning the variety of whiskey flavors, how they are created in the process, the effects of aging, etc.

**Cocktail Creation:** real world tending of bars and tasting rooms including the invention and production of historical and modern cocktails, including real world management.

**Distillery Operations:** an active real world operational look at craft distilling including all parts of the day to day operations from grain selection to malting, drying, mashing, fermenting, and of course, distilling spirits).

As you will see on the Course Form, this is broken down into 48 hours of theory and instruction combined with 260 lab hours of live hands on real world operations.

### **Learning Outcomes**

A Student who passes the Distillery Operations Course will be familiar with many forms of distillation and many types of spirits, their history and their uses as well as the details of their production. They will understand the primary differences between the spirits and types of stills as well as how to run such operations and the details from the grain to the barrel. They will be able not only to work in such operations but to create new cocktails and function as very highly trained master bartenders or liquor instructors. Perhaps some students may even open their own liquor businesses or craft distilleries. As is the case with most of Paragon, the end result is targeted at their overall preparedness for great jobs in the field or even their own personal entrepreneurial creation.

# **PCS-404: CULINARY MISSION OPERATIONS**

## **Introduction**

Paragon Culinary School is a fully approved SECULAR post secondary career education school that is over a decade old. It is high level professional culinary training and is open to all people with no requirements or prejudice of any kind. There is no religion or even hint of religion involved in any of the programs or courses, with this one exception. Due to the proximity of Youth with a Mission, and the establishment of the CARMS school within YWAM, students do have a great deal of access to culinary mission concepts. In order to respond to the requests of many students to learn more about this SUB-FIELD of culinary missions and non-profit world wide operations, Paragon has created this stand alone course. It is completely voluntary, and absolutely not connected to or influential on any other course or program. It is however very useful for students wishing to go overseas and pursue these non-profit mission opportunities. As complete and comprehensive as the Paragon Full Culinary Program is, it is impossible to cover every subject, especially one as specific as this. As a 400 series course, such as the Leadership Course before it, the rationale behind this course is that everyone may not need or want it, but those who do need to have access to it. Every Paragon Student is different and they do not all share the same goals. Over the last five years more and more have expressed a desire to focus on the world of culinary missions and this course is the response: a 14 week Stand Alone Add-On Course that covers many aspects of missions food service with a focus on day to day real world operations.

## **Mission Statement**

The Culinary Mission Operations Course has been developed with the specific goal of providing real world training and experience in the world of culinary missions, non-profit operations, and international portable food operations, including cultural sensitivity and world culinary regions. As always, the Mission of Paragon is to help students succeed dramatically in the real world and lead prosperous lives as great culinarians and entrepreneurs without regard to race, sex, religion, or any other discriminatory quality. But non-profit does not mean no advancement or pay. There are many very large and successful such mission organizations that can provide very good lives for interested students, many of which have headquarters in this very town.

## **Cost**

Of course, as a stand-alone additional course, this advanced training must carry an additional charge. In this case the 14 weeks at 22 hour per week equates to 308 hours. \$25 per hour of instruction means a fee of \$7700, however, in order to make this additional advanced training more affordable we will give a graduate reduction and arrive at a course fee of **\$6300**.

## **Sectional Curriculum**

The three distinct focus sections within the course flow freely into each other and will occur in overlapping and simultaneous ways. These sections all have a basic structure in common. There is classroom instruction and theory (covering many supporting ideas and planning documents),



mostly instruction on the activities and expectations of the section as well as guidance in some of the advanced ideas. Much of the Course is hands on real world application, live fire events, and practical labs. Details Below.

**Culinary Mission Operations:** extensive review of culinary training, mission applications, one dollar to one million dollar budgets, areas of need world wide, setting up missionary culinary operations, rules of non profit operations, sanitation and safety overseas.

**Biblical Foundations of Mission:** the Great Commission, food in the Bible, the use of meal times, water-to-wine, details of missionary principles.

**Food and Beverage Around the World:** international culinary regions, adapting menus and equipment, special cultural dietary requirements; real world operations of Culinary Missions including country choice, day to day operations, and management.

As you will see on the Course Form, this is broken down into 108 hours of theory and instruction combined with 200 lab hours of live labs and hands on real world operations.

### **Learning Outcomes**

A Student who passes the Culinary Mission Operations Course will be ready for the world. They will be familiar with many cultures and the ideas behind missionary food and beverage operations, especially the ideas of cross-cultural missions. They will understand the biblical foundations of these missions and be able to operate restaurant concepts in that much more fluid and unpredictable environment. They will be able not only to work in such operations, but create and run their own. As is the case with most of Paragon, the end result is targeted at their overall preparedness for not only high level employment in the field but even their own personal entrepreneurial creation.



# PARAGON CULINARY SCHOOL

PO Box 7820, 4595 Hilton Pkwy, Suite 202, Colorado Springs, CO 80907 719-578-5741



## GRADUATE STAND ALONE COURSES

### Guide to Paragon's 500 Series

#### Introduction

As a cutting-edge elite private Culinary Occupational School, whose very name means “the best of the best”, Paragon Culinary School is always in a state of research and development. The culinary world changes continuously and there are always new ideas and concepts which may mean new possible career paths for our students. Over the past several years, new ideas in the culinary world (like the rise of food trucks or culinary missions) have necessitated several new secondary, post-graduate courses. Those were approved over the last couple years as our 400 level courses. As complete and comprehensive as the Paragon Full Culinary Program is, it is impossible to cover every subject, especially those sub-fields that are very specific with levels of knowledge that not every student wants or needs. Our response was those 400 series courses. 100, 200, and 300 level classes are within the full culinary program, and 400 level is what you might call post graduate, or at the very least, senior advanced level classes. Every Paragon Student is different and they do not all share the same goals, but with these completely voluntary stand alone courses we are able to offer even more flexibility and focus to each individual students preparation for the culinary world. We kicked some of them off in 2015 and they went very well, but we discovered two problems. The first as that the mission class was just not long enough. It was good, but for those really wanting to go overseas they needed additional training. So, we need a Missions II course. Also, the Dean's history as a master from New Orleans and Louisiana has created more and more requests for a specific advanced master level class in Cajun Creole. So, we need a Cajun Creole Master Class. As a level past 400, these become two new graduate level 500 series classes.

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## **PCS 500 Series Course Offerings**

**PCS 501: Culinary Missions II.** There was amazing and immediate reaction to the 400 level Mission I, and it was very successful. It just was not long enough to cover everything that everyone needed. We got a lot of good training in, but the amount of time needed to get really comfortable running a kitchen, enough to travel the world, was just not possible in 14 weeks. So, we have to have a level two 500 series course. This course will build on the 400 level and prepare them to truly run kitchens worldwide. It will really help those students who want to pursue this very valid career path. They will go straight from Paragon to anywhere in the world!

**PCS 502: Cajun Creole Master Class.** Chef Victor Matthews, besides being an award winning master chef, is the highest ranked and most experienced Louisiana Chef in Colorado. This has caused many people to request stand alone courses on the subject and graduates to request a much more in depth exploration of the history and wonders of Cajun Creole food than they get in the normal Culinary Program. To fulfill this need we have developed the Cajun-Creole Master Class, and anyone who wants to delve very very deeply into this culture and cuisine is welcome; we may even get to take a field trip back home to Louisiana.

**PCS 503: Distillery Operations II.** The reaction to the first Culinary School fully approved Distillery program was great, and it turned out that one trimester was not enough time to learn everything. We need another trimester to run through all the aspects of the creation of products with students actually mashing in, running stills, and bottling.

**Specific Approval Packets for these two new 500 series courses follow. Thank you.**

## **PCS-501: CULINARY MISSIONS II**

### **Introduction**

Paragon Culinary School is a fully approved secular post secondary career education school that is over a decade old. It is high level professional culinary training and is open to all people with no requirements or prejudice of any kind. There is no religion involved in any of the main programs or courses, with this one exception. Due to the proximity of Youth with a Mission, and the establishment of the CARMS school within YWAM, students do have a great deal of access to culinary mission concepts. In order to respond to the requests of many students to learn more about this SUB-FIELD of culinary missions and non-profit world wide operations, Paragon created the stand alone course PCS 404. This course has proved very useful for students wishing to go overseas and pursue these non-profit mission opportunities. But it was not long enough to prepare certain folks for long term trips overseas. They needed more training, so we have added it with this 500 level course. Every Paragon Student is different and they do not all share the same goals, but for those who needed this is very useful. In this course they will do an additional 14 week Stand

Alone Add-On Course that covers even more aspects of missions food service with an even longer focus on day to day real world operations.

### **Mission Statement**

The Culinary Mission Operations Course has been developed with the specific goal of providing real world training and experience in the world of culinary missions, non-profit operations, and international portable food operations, including cultural sensitivity and world culinary regions. As always, the Mission of Paragon is to help students succeed dramatically in the real world and lead prosperous lives as great culinarians and entrepreneurs without regard to race, sex, religion, or any other discriminatory quality. But non-profit does not mean no advancement or pay. There are many very large and successful such mission organizations that can provide very good lives for interested students, many of which have headquarters in this very town.

### **Cost**

Of course, as a stand-alone additional course, this advanced training must carry an additional charge. In this case the 14 weeks at 22 hour per week equates to 308 hours. \$25 per hour of instruction means a fee of \$7700, however, in order to make this additional advanced training more affordable we will give a graduate reduction and arrive at a course fee of **\$6300**.

### **Sectional Curriculum**

The three distinct focus sections within the course flow freely into each other and will occur in overlapping and simultaneous ways. These sections all have a basic structure in common. There is classroom instruction and theory (covering many supporting ideas and planning documents), mostly instruction on the activities and expectations of the section as well as guidance in some of the advanced ideas. Much of the Course is hands on real world application, live fire events, and practical labs. Details Below.

**Culinary Mission Operations:** More intensive and extensive culinary training in mission applications, including budgets, areas of need world wide, setting up missionary culinary operations, and details of non profit operations.

**Biblical Foundations of Mission:** More in depth and intensive biblical missions training and evangelical/charismatic/Pentecostal cross-cultural doctrinal training.

**Food and Beverage Around the World:** More in depth and advanced study of international culinary regions, adapting menus and equipment, special cultural dietary requirements; real world operations of Culinary Missions including country choice, day to day operations, and management.

As you will see on the Course Form, this is broken down into 108 hours of theory and instruction combined with 200 lab hours of live labs and hands on real world operations.

## **Learning Outcomes**

A Student who passes the Culinary Mission Operations Course will be more experienced with hands on operations and prepared to manage such operations overseas. They will be familiar with many cultures and the ideas behind missionary food and beverage operations, especially the ideas of cross-cultural missions. They will understand the biblical foundations of these missions and be able to operate restaurant concepts in that much more fluid and unpredictable environment. They will be able not only to work in such operations, but create and run their own. As is the case with most of Paragon, the end result is targeted at their overall preparedness for not only high level employment in the field but even their own personal entrepreneurial creation.

# **PCS-502: CAJUN-CREOLE MASTER CLASS**

## **Introduction**

Chef Victor Matthews (founder and Dean of Paragon), besides being an award-winning master chef, is the highest ranked and most experienced Louisiana Chef in Colorado. This has caused many people to request stand alone courses on the subject and graduates to request a much more in-depth exploration of the history and wonders of Cajun Creole food than they get in the normal Culinary Program. To fulfill this need we have developed the Cajun-Creole Master Class, and anyone who wants to delve very very deeply into this culture and cuisine is welcome; we may even get to take a field trip back home to Louisiana.

## **Mission Statement**

The Cajun-Creole Masters Class is just that, everything you ever wanted to know about Cajun-Creole history and cuisine. As always, the Mission of Paragon is to help students succeed dramatically in the real world and lead prosperous lives as great culinarians and entrepreneurs without regard to race, sex, religion, or any other discriminatory quality. This class is very specific and can be used to add to overall training or target a move to the Gulf Region. When students are done they will be very comfortable within this complex cuisine.

## **Cost**

Of course, as a stand-alone additional course, this advanced training must carry an additional charge. In this case the 14 weeks at 22 hour per week equates to 308 hours. \$25 per hour of instruction means a fee of \$7700, however, in order to make this additional advanced training more affordable we will give a graduate reduction and arrive at a course fee of **\$6300**.

## **Sectional Curriculum**

There is classroom instruction (covering the intensive and complex history of the Cajun and Creole Cultures, but the majority of the Course is hands on real world application, live cooking demos and practice, and practical labs.

As you will see on the Course Form, this is broken down into 58 hours of theory and instruction combined with 250 lab hours of cooking, live labs and hands on real world operations.

## **Learning Outcomes**

A Student who passes the Cajun Creole Master Class will be ready for the Cajun Creole world. They will be familiar with the many cultures and ideas that combined to make Louisiana so unique. They will understand the foundations of the food, and be able to create dozens of historic and significant dishes. They will be able not only to work in such operations, but create and run their own. As is the case with most of Paragon, the end result is targeted at their overall preparedness for not only high level employment in the field but even their own personal entrepreneurial creation.

*[Coming Soon, Not Yet Fully Approved]*

# **PCS-503: DISTILLERY OPERATIONS II**

## **Introduction**

As great as the 403 Distillery Operations class is, it just did not contain enough time to learn all that history and also run batches of real-life liquor. We accomplished the initial goals but learned that the students desire an additional class of live mashing, still running, and bottling. So we added this second distillery operations course. A 14 week Stand Alone Add-On Course that covers more details of liquor history and distillery theory but with a much greater focus on day to day real world operations and production.

## **Mission Statement**

The Distillery Operations II Course has been developed with the specific goal of providing more real world training and experience in the world of spirits production, and distillery operations, including live real mashing, fermentation, distillation, and bottling. As always, the Mission of Paragon is to help students succeed in the real world and lead prosperous lives as great culinarians and entrepreneurs without regard to race, sex, religion, or any other discriminatory quality.

## **Cost**

Of course, as a stand-alone additional course, this advanced training must carry an additional charge. In this case the 14 weeks at 22 hour per week equates to 308 hours. \$25 per hour of

instruction means a fee of \$7700, however, in order to make this additional advanced training more affordable we will give a graduate reduction and arrive at a course fee of **\$6300**.

### **Sectional Curriculum**

There is only one main focus of this second level of post-graduate distillery training. There is very little theory (since much of it has been covered in the previous 403 Program), mostly all live action and working. Most of the Course is hands on real world application, tastings, field trip events, and practical labs running a real distillery. Details Below.

**Distillery Operations:** The students will do it all by hand in an active real world operation. They will physically mash in, run fermentation, transfer mash and wash, and run the still, adjusting products and bottling. Adding a lot of real world experience to the theory and introductions of 403.

As you will see on the Course Form, this is broken down into 28 hours of theory and instruction combined with 280 lab hours of live hands on real world operations.

### **Learning Outcomes**

A Student who passes the Distillery Operations II Course will not simply be familiar with many forms of distillation and many types of spirits, their history and their uses as well as the details of their production. They will actually have hands on experience in every aspect and be able to run such an operation. As is the case with most of Paragon, the end result is targeted at their overall preparedness for great jobs in the field or even their own personal entrepreneurial creation.

**IN ADDITION (TO ANY PREVIOUSLY EARNED PAPERWORK FROM THE FULL CULINARY PROGRAM):** If the Student takes any 400 or 500 Series Courses they will receive a special diploma for that Stand Alone Advanced Course as well.

### **Welcome to Paragon.**

*Note: By law, awarding of All Paperwork dependent on payment.*

## **MOST IMPORTANT NOTE**

You are training to be a Chef and Restaurateur, a future Master. This means that you are expected to develop your personal strength and self-starter success-driven attitude.

I have noticed that some rare students simply cruise along and expect to get all this paperwork magically.

Paragon represents the REAL WORLD. Therefore, you get out of this school and this industry WHAT YOU PUT IN.

Students are expected to found clubs, to lead extra classes, and to pull together fund-raisers and other extracurricular advantages. If no one does this then it is not the responsibility of the extremely busy master chefs and instructors to chase people down and beg them to attend events. We will help you, IF you help yourself.

If students do not step forward and organize seminars, clubs, etc., it is possible that you will receive only the base paperwork, not that this is bad, it is more than a normal school. (9 Trimester Certificates and 3 Yearly Diplomas).

You MUST be a leader to be a Chef. You MUST be a self-starter and take charge of your own life. We MUST test that. This is the best way.



# Media List

## I. Recommended Reading

### a. Textbooks

1. Jacques Pepin *NEW Complete Techniques*
2. Kevin Zraly *Windows on the World Wine Course*.
3. Peter Reinhart *The Bread Baker's Apprentice*.
4. Bo Friberg *Professional Pastry Chef*.
5. Bo Friberg *Advanced Professional Pastry Chef*.
6. Specific Master's Book, 1 or 2 of 50 choices.
7. The Beef Master Manual.
8. FDRP Professional Service Guide.

### b. Magazines and Newspapers

1. Gourmet and Food & Wine are standards.
2. Wine Spectator is a standard.
3. Food Arts is one of the best.
4. Wednesday's New York Times.
5. Locally: Friday's Gazette and Thursday's Independent.

### c. Books

#### i. The Masters

1. Thomas Keller's French Laundry, Bouchon, Ad Hoc.
2. Georges Perrier's Le Bec Fin
3. Charlie Trotter's many books (color coded)
4. Gordon Ramsay "Three Stars".
5. Daniel Boulud, Eric Ripert, and others (see Masters list)
6. Alain Ducasse, Pierre Gagnaire, many others
7. Simply Elegant, the Windsor Court Cookbook

#### ii. Inspirational or Philosophical

1. Kitchen Confidential
2. The Perfectionist
3. The Fourth Star

#### iii. Historical

1. Escoffier's Guide Culinaire or Ma Cuisine.
2. Julia Child's "Mastering the Art of French Cooking".
3. Paul Bocuse's Cookbook
4. Larousse Gastronomique
5. Fernand Point's "Ma Gastronomie"

## II. Recommended Videos/DVDs

- i. Eat, Drink, Man, Woman
- ii. Big Night
- iii. Babette's Feast
- iv. The Wedding Banquet
- v. Vatel
- vi. Mostly Martha
- vii. Bottle Shock

# **DETAILS of Payment Plans**

**Total Tuition effective Jan 1, 2010 = \$34,164**

**1. Payment in Cash (based on 34k, other scholarships and discounts may take effect)**

- a. All = No Full Payment Up Front is allowed. Monthly automation is preferred.
- b. Yearly (3) = 10% prepay discount = -1138 = \$10,250 (per year)
- c. Trimester (single) = 5% prepay discount = -190 = \$3606 (per trimester)
- d. Trimester (double) = 5% prepay discount = -380 = \$7212 (per trimester)
- e. Monthly (2 years) = \$1423.50 (per month)
- f. Monthly (3 years) = \$949 (per month). Automation (Discount) Preferred.
- g. Monthly (4 years, requires autopay, has 5% handling fee) = \$747.34 (per month)
- h. Monthly (5 years, maximum time, requires autopay, 5% handling fee) = \$597.87 (per month)
- i. Minimum payment (scholarships, etc.) = \$500 per month / \$125 per week (must be on autopay)

***\*In order to qualify for “Pre Pay” Discounts you must “Pre Pay”, at least a week before classes start.***

**2. Payment by Hour**

[useful for part time, single unit, and class audit/no credit calculations]

- a. \$30.13 per hour. Due each week of hourly service.

**3. Payment by VA, for Mont. GI Bill® recipients. (Post 9-11 subtract “c”, no autopay needed = 5k)**

- a. Veteran Scholarship = \$2500
- b. GI Bill® Discount = \$2500
- c. AutoPay System Discount = \$1564
- d. TOTAL = \$27,600
- e. AutoPay for 24 months at \$1150 per month

**4. Payment by VA, for VocRehab recipients.**

- a. Tuition = -VA Scholarship \$2500 = \$31,664
- b. Books, Knives, Uniforms, etc. Handled CASE-BY-CASE. Normally paid for by VA.

**IMPORTANT NOTE:** Mont GI Bill® and ALL Extended Payment Plans REQUIRE Auto-Pay, any normal 2-3 year monthly options will receive a 5% discount if you opt to place them on Auto-Pay. ie. \$949/mnth becomes \$900. We encourage Auto-Pay at ALL times as it protects both the student and the school from errors.

# **Evaluation of Prior Credit**

## **Transfer of Credit from Other Institutions**

### **Rules and Regulations**

- **Due to extreme variation in programs and quality, all Transfer Credits from all Culinary Schools, Military Training, and other entities will be considered on a case-by-case basis.**
- **Paragon does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.**
- **Placing Out of a Class MAY require passing the final exam of that class.**
- **Many previous certifications may not be approved for credit. But, always ask.**
- **Provide Proof of previous training (TRANSCRIPT) and a request to place out of that section of classes to the office prior to the start of the given section.**

SPECIFIC FAQ Answers and Rules Below:

1. Minimal acceptable grades and/or grade point average. A grade of “C” or higher or a “PASS” depending on the institution must have been achieved in order to transfer the credit.
2. ALL types of courses will be considered, including any courses offered outside of an institutional setting, such as those offered by the military, in the workplace, through apprenticeship and/or training programs, or other such programs recognized by the American Council on Education’s (ACE) Center for Adult Learning and Education Credentials programs. These are noted in the following ACE publications: The National Guide to Educational Credit for Training Programs and The Guide to the Evaluation of Education Experiences in the Armed Services.
3. In any case, including any significant field experience or other field specific organizational testing or certification, the option exists to “test out” of any given class.
4. Any limits on the number of course or credit hours that can be accepted for transfer. Never more than ONE HALF of the required curriculum.

5. Any requirements for comparability of program content to the program in which the student will enroll. Must be Culinary Arts or Restaurant Management in nature.
6. Documentation that will be required. We will accept any official documentation including: transcripts, catalogs, syllabi, or course outlines.
7. Procedures to be followed when requesting transfer of credit. Meet with Dean to assess viability and how to proceed.
8. Procedures to be followed when appealing transfer of credit decisions. Written Letter of Appeal will be presented to instructor staff.
9. Methods by which tuition and fees are adjusted. The cost for that class or classes is simply removed.
10. A description of potential ramifications for financial aid. Case-by-case basis. This transfer may lower your financial aid bill OR necessitate combining the old and new, depending on your source of funding.
11. A description of any fees assessed for testing, evaluation, or granting transfer of credit. No additional fees.

## **INTERNATIONAL PARTNERS**

**M.O.U. (Memorandum of Understanding) Agreements of mutual recognition and credentialing exist with the following institutions, organizations, colleges, and universities:**

- **Warnborough College in the UK and Ireland, and Warnborough Worldwide.**
- **IVETA and other related Partners Worldwide**
- **St. Paul's University in the Philippines**
- **Multiple YWAM partner sites in Nepal, France, Hawaii, and Germany**
- **Akilah University in Rwanda and several Partners in Uganda and Kenya**
- **YOBEL and other Partners in Mexico, Argentina, Brazil, and Chile**
- **Extensions and Missions into China, Thailand, Vietnam, and Cambodia**

**That's**  
**North America, South America, Asia, Europe, and Africa.**  
**FIVE CONTINENTS**

# **GRADING POLICIES**

The following sections and sub-sections cover Official Policies concerning grades and progress reports.

## **I. Reporting Schedule.**

1. There are 3 Trimesters per School Year.
2. Each Trimester focuses on a different subject and contains a series of quizzes, tests, and practicals; often big projects.
3. Each one of these generates a grade, and these grades, when combined with attendance, motivation, and other student qualifiers, results in a final trimester grade which is reported to the student and placed in their file as a Report Card, containing a GPA.
4. The three trimester grades, averaged and combined with final exams result in a FINAL YEAR GRADE. This is reported as a Final Yearly Report Card, Final Yearly GPA, and results in the Diploma for that year.
5. Each Year End also contains optional non-graded but possible certificate generating events (such as the Student Iron Chef Competition).
6. All 3 yearly Report Cards, combined with an overall student assessment and Final FINAL exams, results in Graduation and a final GPA or an Order to Continue Training (this is often done free of charge in adherence to our “no one graduates who isn’t ready” policy).

## **II. Grade Point Averages.**

1. The Grade Point Scale is a simple 10 point scale.
  - a. A 90-100
  - b. B 80-89
  - c. C 70-79
  - d. D 60-69
  - e. F Less Than 60
2. There are TWO other Possible Grades.
  - a. I Incomplete
  - b. W Withdrew

\*\*\*“Incomplete” means that the student started mid-class or did not do enough of the work or attend enough classes for credit. They are still in school, and have partial credit, so they are able to make-up/complete the class. An Incomplete is simply left off the grading scale and computation of the GPA until the student completes the class. Incompletes can occur for many reasons, and if an official release exists (such as medical, personal leave, new start, pregnancy, etc.) it DOES NOT count AGAINST a student. If they do not continue it will be turned (by order of the Dean) into a ‘W’ or ‘F’.

\*\*\*“Withdrew” means that the student withdrew from school before completing this class. Not only are they unlikely to receive any credit, they more than likely have a

final bill issued. A “W” will mean that no further credit or grades will be generated (unless the student RE-Enrolls, in which case it can be under order from the Dean changed to an Incomplete), and will most likely become an ‘F’ on the transcript.

\*\*\*Please Note: Because the students proceed one class at a time, class withdrawal is uncommon. In the case of Paragon, that would only be during a schedule change, and that would definitely qualify as an “incomplete”.

III. Standards of Conduct and Unsatisfactory Performance.

1. Standards of Conduct and offenses that get a student expelled or terminated are detailed in the Enrollment Agreement as well as the Codes of Conduct and Ethics at the end of this book. They are, briefly: Breaking the Law, Refusal to Pay Bills, Disrespecting Other Students, Damaging the School Physically or Reputation (includes internet), and Direct Insubordination.
2. Unsatisfactory Performance is a bit more complicated and is detailed in the following SAP section on Page 45.

IV. Reporting of Grades to Appropriate Non-Student Parties.

In some cases the VA or a Family Trust or Hospitality Groups sending their employees require Paragon to Report Grades periodically. This is easily accomplished by our teachers recording grades along with attendance. Producing a “Last Day of Attendance”, “Current Grade”, or “Final Grade” report is no problem. ALSO, any interruptions or schedule changes are duly noted in these records, and can be reported as needed.

\*\*\*\*\*V. GRADUATION REQUIREMENTS.

By graduation the Student must have a grade of “C” or higher, over 80% attendance and prove themselves (and their field readiness) through extensive practical exams.

# **ATTENDANCE POLICY**

Approved and Regulated by the Colorado Department of Higher Education,  
Private Occupational School Board and the Colorado State Approving Agency  
for Veterans Education and Training

Paragon is here to help, but obviously, not attending class harms both the student and the class as a whole. Many of our classes are designed to work as groups (just like the real world), so attendance is vital.

If you are going to miss a class, you must call the main school line or your instructor. Any Absence for personal or medical reasons will be accepted unless it becomes more often than once a month in which case proof must be provided.

Any Absence to last more than two class periods must be pre-approved and some sort of make-up schedule worked out with your instructor.

Any Absence to be longer than four class periods may result in you having to re-take a class or class section (instructor's decision).

Any Absence or combination of Absences totaling more than 7 classes missed will result in extreme make-up measures, or you having to retake that entire section (or usually, whole Trimester).

Keep in mind at all times that: ATTENDANCE DOES AFFECT YOUR GRADE.

A large number of unexcused absences (more than 10) in any given Trimester WILL result in suspension (removal from that Trimester) or even expulsion from School (Dean and Teacher co-decision).

With the exception of approved Leave of Absences (see below), an 80% Sustained Attendance Rate is a requirement of continued enrollment AND GRADUATION.

Any 3 tardies or early departures (15 minutes or more) will equal a full missed day.

All exact case-by-case decisions are in the hands of your Chef/Instructor.

# **SATISFACTORY ACADEMIC PROGRESS POLICY**

Approved and Regulated by the Colorado Department of Higher Education,  
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for Veterans Education and Training

## **SAP Policy**

### **Satisfactory Academic Progress**

- [PROGRAM LENGTH] Paragon is 1386 CLOCK HOURS.
  - This is broken into nine 14 week trimesters.
- [SAP EVALUATION] Satisfactory Progress is Evaluated at the end of each trimester, every 14 weeks.
- SAP consists of Quantitative and Qualitative Progress.
- [ATTENDANCE] Quantitative Progress is defined by Attendance. A Student is required to maintain 80% attendance.
  - If a student falls below the 80% requirement (classes average about 28 class periods, so this would mean missing 7 classes or more) he or she will meet with the Instructor and perform extensive make-up and extra credit to get credit for the class.
  - If the student does not perform the required extra credit and make-up within the trimester, they will be recorded as “I”, incomplete, and need to make this up in the next trimester.
  - If a student misses 10 or more days for any reason they must re-take the class.
- [GPA] Qualitative Progress is defined by GPA or Percentile Grade Average. A grade of ‘C’ or 70 out of 100 (a GPA of 2.0 or higher) is required for graduation.
  - If a student falls below this 70% they will meet with the Instructor and schedule extensive make-up and extra credit.
  - If the student does not perform the required extra credit and make-up within the trimester, they will be recorded as “I”, incomplete, and need to make this up in the next trimester.
  - If a student attends enough classes and finishes the course, but finishes with a grade of less than 70 they must re-take the class.
- [PROBATION] Any student that finishes any trimester with an overall average of less than 70 will be placed on Academic Probation for the following trimester. This simply means that they must apply themselves and get that average up by the end of that Trimester.
- Should they still maintain a less than 70 average after the Probation Trimester, a meeting will be held consisting of the student, the instructors, and the Dean. A decision will be made whether the student will be allowed some type of severe extra credit in addition to re-taking the unsatisfactory class(es), or if they will simply be asked to leave voluntarily.
- [EXPULSION] If the student fails again or does not perform the extra duties they will be asked to leave and withdrawn from the school.



- If any student maintains less than a 70 grade average AND less than 80% attendance in a given trimester they will be given one Probationary Trimester to recover BOTH. If they do not recover BOTH they will be withdrawn from the school.
- [DISMISSAL LETTER] The student will be informed in writing of this action, if not in person (with receipt signature), then by certified mail.
- [APPEAL] The student may submit a written appeal of his/her dismissal within 10 business days of their receipt of the dismissal notice. The appeal should be addressed to the Dean. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.
- [DEAN RESPONSE] The Dean will assess all appeals, and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten business days of the Institute's receipt of the appeal. The decision of the School Dean is final.
- [REINSTATEMENT] Students reinstated upon appeal are on a Probationary status for the next Trimester, during which time they must meet the terms and conditions set out in the Dean's letter granting the appeal. At the end of the next Trimester, and at the end of every Trimester thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained.
- The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status by meeting the minimum SAP standards.
- [MAXIMUM TIME FRAME] All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. The Full Culinary Program, 3 years in length, must be completed within 4.5 years. Time spent on an approved leave of absence is not counted against the maximum time frame.
- Students exceeding the maximum time frame will be administratively withdrawn.
- [TRANSFER or READMIT] From Paragon BACK into Paragon. Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the Institute. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in 3 Trimesters, they must therefore complete 6 trimesters or two years and the maximum time frame would be 2 years times 1.5 or 3 years.

## **MAKE UP WORK POLICY**

Obviously, make up work is acceptable at Paragon, but the type and availability is to be decided by the instructor of the given class and student. In some cases it may be difficult to make up a class or exam (such as very important concentrated information or a final right before a big break), so it is not REQUIRED that an instructor allow a make-up. This will be determined by a meeting between the instructor and student. HOWEVER, it is quite common that make-up work be allowed. For instance, many practicals have been re-scheduled. Missed classes have been made up with additional work before or after a later class, and note-sharing is allowed by students. Keep in mind that the ultimate goal of Paragon is always the realistic real-world capability of the student. If a make-up allows the student to succeed in this base goal then it should be allowed, but if a make-up is insufficient to prove the student's proficiency, that section of the class may need to be re-taken. This is especially true if more than one or two classes are missed. As always, the final decision is up to the instructor (with advice from the Dean).

# **LEAVE OF ABSENCE POLICY**

Approved and Regulated by the Colorado Department of Higher Education,  
Private Occupational School Board and the Colorado State Approving Agency  
for Veterans Education and Training

Paragon is here to help, but obviously, not attending class harms both the student and the class as a whole. Many of our classes are designed to work as groups (just like the real world), so attendance is vital. However, in many cases a student has no choice but to take a leave of absence.

A "Leave of Absence" is defined by an absence to last a Trimester or more. As a rule, this may not exceed 180 calendar days, BUT, there are cases (such as military deployment or extreme medical problems) which may have to last longer. In all cases, a meeting between the Dean and Student must occur as well as the filling out of the official "Leave of Absence" form.

We will take each person and each occurrence individually and case-by-case, but in general, there are FOUR accepted reasons for a Leave of Absence:

1. Medical (includes long-term illness and pregnancy)
2. Military (includes deployment and guard/reserve actions)
3. Personal (includes financial, marital, and private reasons)
4. Professional (culinary assignments abroad, apprenticeships, etc.)

A properly processed Leave of Absence (including meeting and form) will result in the student picking up where they left off both in class and monetarily, with no additions or subtractions unless required by scheduling. Please keep in mind that your return must be coordinated with current schedules, and that fees and other costs may go up in your absence. In all cases, final decisions will be made by the Dean, and all will be explained in your return meeting.

Once Again, to simplify the process:

1. Initial Meeting explaining need for Absence.
2. Acceptance of Reasons and Need for Absence by School Officials.
3. Filling Out of Leave Form.
4. Absence.
5. Call to set up meeting to discuss return.
6. Meeting requesting return and discussion of schedule.
7. Return to Class.

## **TO GRADUATE**

- 1. Successful Completion of all Nine Courses.**
- 2. Cumulative Grade of 'C' (70pt average) or Higher.**
- 3. Cumulative Attendance Record of 80% or better.**
- 4. Successful Completion (Passing) of Senior Finals.**
- 5. Bill Paid and/or Payment Plan in Place.**

# **PLACEMENT ASSISTANCE**

Approved and Regulated by the Colorado Department of Higher Education,  
Private Occupational School Board and the Colorado State Approving Agency  
for Veterans Education and Training

As should be obvious by now, Paragon is not your normal school. It has many unusual concepts and an extraordinary level of student placement. This is largely due to the extreme amount of diplomas that are earned, as well as the large number of FIELD CONNECTIONS and NETWORKING accomplished by the chef/instructors.

It is not legal for Paragon to guarantee anything. Your destiny is in your own hands. But, we can report that currently we maintain a very high placement rate, mostly in management.

We cannot PROMISE this. You may or may not be what a particular employer is seeking.

**We can, however, promise to help you in any way, and as much as possible, to achieve your goals and procure gainful employment. We have stated that NO ONE graduates who cannot REALLY do it. We plan to stand by this and if you need to continue training you may do so at minimal additional charge. We will do everything in our power to insure your success in the real world. We can test and establish this through true-to-life “live fire” practical exams. This is our clearly defined procedure for determining your ability to succeed and benefit from the educational training provided.**

**We will help you write resumes, provide recommendations from instructors and visiting masters, and assist in contacting perspective employers. We will do everything in our power to complete our “No Student Left Behind” Policy.**

Our OPINION is that we will, through all our connections to restaurants, bars, and hotels, as well as professional organizations and general good will; continue to maintain a very high placement rate for our students, mostly BEFORE GRADUATION and many into MANAGEMENT positions.

We cannot promise you anything legally. But, we will try our best to do this for you.

Currently, we have a waiting list. That is to say, unlike a normal school where we try to place you, we have a waiting list of restaurants and hotels who WANT OUR STUDENTS. It is phenomenal and we are very proud.

Thank you for attending Paragon, and as our Dean says: “get your boots on....”

# **Paragon Policy**

## **Withdrawal**

### **Introduction**

With the large amount of serious and strict organizations from the Veterans Administration to Sallie Mae to future Federal authorities involved with the school, we thought it prudent to make the withdrawal policy as clear and concise as possible.

### **Regulation**

As has been clearly stated and defined by Paragon and the State of Colorado, a request for withdrawal must be made clear to the school administration. We would prefer it to be in writing as this is easier to confirm when certifying your dates of attendance. Two clear, signed statements by you would establish an obvious time when you started (from the enrollment agreement) until when you quit (your withdrawal notice). A simple form is available in the office, and is preferable; although a formal letter or even highly monitored and duly-noted phone call can suffice. This regulation exists because many students come and go with various leaves of absence for various lengths of time (we have had two students leave for an entire year and still return). It is NOT THE RESPONSIBILITY of the Administration to GUESS as to your intent. This is made even more important due to the usage of student loan plans. If we were to report you as withdrawn too soon, you would be considered out of school and your main bill would begin, not to mention you would have difficulty in returning and stopping said bill. We are HELPING you by waiting to assume you have withdrawn. When in doubt, the School Year Schedule will serve as a guideline.

Please, you MUST communicate your intent with the office. It is that simple. In any case, there will be an official documented DOD “Date of Determination” that you are no longer attending, and any refund will be calculated and paid within 45 days of this DOD.

In any and all cases where a refund is possible, the state regulations for said refunds shall and must apply. If a refund is in fact due, it will be returned to the exact source from whence it came. This is vital to protect for instance a parent who paid for a student and then the student withdraws and tries to take the refund money; or, in the case of a student loan, that loan was made specifically for school and we cannot give the student back cash for some other purpose. The “use of the proceeds” of those loans are carefully recorded and legally controlled. So, any refund returns directly to its source. If the source cannot be easily identified for some reason, we will wait until it is clear, and/or eventually make our best judgment call.

For any further clarification please see the Dean or Paragon Office Staff. Thank you.

# **COLLECTION REGULATIONS**

Approved and Regulated by the Colorado Department of Higher Education,  
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for Veterans Education and Training

I hate having to create this section at all. But it is legally required.

If a student attends Paragon they will have a certain payment plan. They are expected to keep up with that legally binding agreement.

If they fall behind, Paragon tends to be lenient as long as the communication lines are open. There are late charges in many cases for overdue monthly payments, and there may be additional charges for other filings if the delinquency continues.

If the student continues to fall behind BUT remains in class, Paragon will exhaust all alternatives for helping the student pay. If no possibility of payment exists, the student cannot attend school (of course). But, there seems to be some form of plan that works for everyone.

It is only in the case that a student has stopped attending and owes money that we enter the realm of “COLLECTIONS”.

Any amount under \$1000 owed will be considered a minor infraction, and simple and easy terms will be established with the absent student. Should they be uncooperative, see below.

Any amount over \$1000 will be considered a major debt and will be treated according to the following regulations:

1. Student will be contacted several times and given ample opportunity to pay off their debt or work out a suitable payment plan.
2. Student will receive several written warnings and attempts at collection.
3. No less than FIVE attempts will be made in multiple ways.
4. IF all these attempts go unanswered the Student will be re-classified as hostile.
5. Once re-classified as a HOSTILE NON-PAY, the rules change.
6. Any and all techniques will be applied to recover this debt. Including, but not limited to:
  - i. Collection Agents
  - ii. Selling Debt to other Entities
  - iii. Lawsuits
  - iv. Other Necessary Actions

Once again, a “Hostile Non-Pay” can only exist if the student refuses all communications, ignores five attempts to help, and owes a major debt to the school. It is not something you want to be. In all cases, COMMUNICATION is your secret to success, and the Dean’s Decisions are final.

# ENROLLMENT AGREEMENT

Paragon Culinary School 4595 Hilton Pkwy, Suite 202, Colorado Springs, CO 80907  
(719) 578-5741

Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board and the Colorado State Approving Agency for Veterans Education and Training

## **General Information**

**Date:** \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Home Ph: \_\_\_\_\_ Bus. Ph: \_\_\_\_\_

## **Program/Course / Dates**

Program/Course: \_\_\_\_\_

Schedule: Days: \_\_\_\_\_ Times: \_\_\_\_\_ Total Hours/Wk: 11/22/33 (1, 2, 3 classes)

*\*All students have a choice of one class in a trimester (slow and rare), two classes (the norm), or a maximum of three classes in a trimester (difficult and not recommended). This may change if needed but there are no other variations. All post-grad classes are designed as double class 22 hour per week.*

**Start Date:** \_\_\_\_\_ **Approx. Finish Date:** \_\_\_\_\_

**Type of Instruction:** Classroom and Kitchen Lab: \_\_X\_\_

## **Tuition & Fees**

Total Cost of Program (includes all books, supplies, etc.): \$ \_\_\_\_\_  
Subject to cost change and non-refundable

*If there is interest charged, the cost of credit must be included in the total cost of program.*

## **Schedule of Payments**

Deposit \$ \_\_\_\_\_ Date \_\_\_\_\_ No Deposit (check mark): \_\_\_\_\_

--Deposits are an optional way of cash payers to lower their payments but are not required.

--Cash payments must be made regularly the first of each month and no later than the 5<sup>th</sup> (Late Charges of 10% Apply after the 5<sup>th</sup>).

## **Payment Plan (check one):**

Yearly (no pre-payment longer than one trimester is allowed) Trimester (per class): \_\_\_\_\_

Monthly, 2 Yr: \_\_\_\_\_ Monthly, 3 Yr: \_\_\_\_\_ Monthly, 4 Yr: \_\_\_\_\_ Monthly, 5 Yr: \_\_\_\_\_

VETERAN? \_\_\_\_\_ GI Bill®? \_\_\_\_\_ VocRehab? \_\_\_\_\_ Dependent? \_\_\_\_\_

Most Payment Plans REQUIRE AUTOPAY. Certain GI Bill® Dependent Plans also require AutoPay.



**[Example:** payback on 34k in 3 year plan is \$949 per month, payback on 34k in 5 years is \$597 per month, pay as you go equals the three year plan (1 trimester, single class = 1/3 year = \$3606).]

★★★★★

By signing below, the student agrees to pay Paragon Culinary School the total stated tuition & fees on an all-at-once or month by month basis. One month advance notice in writing must be provided for withdrawal, with any unused or prorated portions forfeited; and all other options should be exhausted. Paragon Culinary School agrees to provide the occupational training in accordance with the provisions of the School Catalog. Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to PCS have been met, the school will award the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Year (basic, intermediate, and advanced grande diploma) Paragon Diplomas as well as periodic Certificates and various nationally and internationally recognized credentials. The student and school understand that this Enrollment Agreement, may not be amended except in writing and signed by both parties.

Legally Required Employment Guarantee Disclaimer: Paragon will try in earnest to secure gainful employment for its students (and has succeeded dramatically to date), BUT, legally we CANNOT guarantee anything. Paragon Cannot Guarantee Employment. Employment is the sole responsibility of the student and they are in control of their own destiny.

NOTE: Any In-House Payment Plan Option is contingent upon your continued attendance and good standing. Should you default on your payments or drop out, your final bill will be calculated on the "Pay-as-you-go" schedule, with appropriate penalties and late fees. Also, you will forfeit any scholarships, as they will be recycled to help current, active students.

Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a.) Whether the postponement is for the convenience of the school or student, and;
- b.) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline, in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

### **Refund Policy**

In general, Paragon does not take money down and there is no extensive prepayment. The tuition is handled month by month with no deposit, so a refund policy is almost never needed. If however someone were to pay for an entire year in advance, the following policy would apply.

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before

commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price which ever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours, as described in the table below. The refund is based on the last date of recorded attendance.

**Non Veteran State Approved Refund Policy:**

Refund Table

<b>Student is entitled to upon withdrawal/termination</b>	<b>Refund</b>
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives formal notice (written) of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. Complaints may be filed with the Division of Private Occupational School Board of the Colorado Department of Higher Education, website <http://highered.colorado.gov/dpos> and phone number (303) 862-3001. The student is encouraged to resolve their issues with the school first but there is no statutory requirement for them to do so. There is a two-year limitation on the Division taking action on student complaints.
5. The policy for granting credit for previous training shall not impact the refund policy.
6. **Veteran Students have a different (100% pro rata) policy as defined by the VA (as opposed to state guidelines), for details please see addendum to catalog pg. 68.**

**Disclosure Statement**

(MORE THAN FOUR INSTALLMENT RULE) If more than four (4) payments are required (if this is an option) the contract must make a full disclosure of interest rates, APR (annual percentage rate), any advertisement to aid, promote or assist directly or indirectly the extension of consumer credit repayable in more than four (4) monthly installments shall, unless a finance charge is imposed, clearly and conspicuously stated, in accordance with the regulations of the Board: "THE COST OF CREDIT IS INCLUDED IN THE PRICE QUOTED FOR THE GOODS AND SERVICES."

**Holder in Due Course**

If the school contract is being sold to a third party, the following notice should be included in your enrollment agreement (should be printed in 10-point bold-face type).

*NOTICE*

CONCERNING HOLDERS OF THIS CONTRACT. ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES THAT THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

**Catalog Volume and Date:** \_\_\_\_\_

***I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND A CURRENT SCHOOL CATALOG. I understand that this becomes a legal and binding contract once signed by both parties below.***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

OR

\_\_\_\_\_  
Underage Student's Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Representative / Licensed Agent

\_\_\_\_\_  
Date

# PARAGON CULINARY SCHOOL

4595 Hilton Pkwy, Suite 202, Colorado Springs, CO 80907  
719-578-5741

## Student Info and Payment Sheet

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

SSN#: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License State & Number: \_\_\_\_\_

Current Best Phone Number: \_\_\_\_\_

Current Back-Up Phone Number: \_\_\_\_\_

Current E-Mail Address: \_\_\_\_\_

List your Experience in the Culinary Field: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Planned Class Schedule: \_\_\_\_\_

Your Payment Plan?: \_\_\_\_\_

Thank you!

*Chef/Dean Victor W. Matthews, Jr.*

I certify that all the above is TRUE, and that I am legally in this country and able to attend this school.

*Student Signature:* \_\_\_\_\_

# PARAGON CULINARY SCHOOL, INC.

## WAIVER AND ASSUMPTION OF RISK

I, \_\_\_\_\_, Student/Consumer, voluntarily sign this Waiver and Assumption of Risk in favor of the Owner, Paragon Culinary School, Inc. (and any and all investors, managers, officers, and employees including landlord [YWAM-SF] and all of their members and assignees) in consideration for the opportunity to use the Owner's facilities and/or the opportunity to receive instruction from the Owner or the Owner's employees, or assigns and/or to engage in the activities sponsored by the Owner, as follows:

**Public and Open Classes at Paragon Culinary School**  
**Regular Part Time and Full Time Classes at Paragon Culinary School**  
**Team Building Sessions and Other Events at Paragon Culinary School**  
**Paragon Sponsored Field Trips and Off-Site Events**

I understand that there are certain risks and dangers associated with the activity and use of the facilities and that these risks have been explained to me. Professional Cooking facilities and activities utilize knives, hot oil, and many dangerous devices and situations. This danger includes the use of alcohol in some cases, which I agree to spit out as required by Colorado Law if I am under 21, or to consume in moderation with thoughtfulness and professional self-restraint and control if I am over 21. I fully understand all of the dangers involved in all of these situations. I understand that in the course of my involvement media may be involved and give my full and free consent to appear in any media including, online, pictures, video, etc.

I fully assume the risks involved as acceptable to me and I agree to use my best judgment in undertaking these activities and follow all safety instructions.

I waive and release the Owner (and all individual agents) from any claim for personal injury, property damage, or death that may arise from my use of the facilities or from my participation in any and all activities or instruction. Also, in consideration of the fact that there are many underage and minor children in and around school facilities, I consent to a background check. I understand that this will not be used or distributed in any way other than the safety of the school and that only offenses dangerous to children or the facilities will be considered relevant.

I am a fully competent adult, and I assume these risks and requirements of my own free will.

Dated: \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Student Social Security Number

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Address of Student

\_\_\_\_\_  
City and State

## **Code of Conduct**

*(General Rules and Regulations)*

--All City, County, State, and Federal Laws Apply to ALL within Paragon at ALL times. This means no drugs, underage drinking, violence, theft, abusive language, or other unprofessional or illegal activity.

--Violations of another student's personal rights, sexual harassment, abusive behavior, violation of laws, any violent acting out, or outright insubordination are activities which will get you expelled immediately.

--Academic Problems, Poor Grades, or Personal Issues are NOT items which will get you expelled immediately. We are here to help. If you are having trouble, please approach an instructor or staff member.

--You are **HIGHLY** advised to cease the use of all inebriating substances, even in your own free time. If you are injured in the school, the very first thing that will happen at the hospital is a wide array drug and alcohol test. If you have come to class with any substance including alcohol in your system your bill will not be covered by your insurance. This policy exists almost 100% across the board in the restaurant industry. Once again, if you use drugs or alcohol before or during class and are discovered you will be expelled, AND/OR, if you are injured you will be forced to pay the medical bills out of pocket as your insurance will likely refuse to cover you. **BE CAREFUL and STAY CLEAN.**

--If you are under 21 and alcohol is to be used or tasted during a class you must **SPIT OUT** the fluid. A receptacle will be provided. If you are **OVER 21** and in such a class, you could legally swallow, **HOWEVER**, keep the above rule in mind and realize that you are accepting **FULL** responsibility for your actions.

--**THIS IS A CULINARY SCHOOL.** That means that we have knives and hot oil and moving machinery and **MANY** dangerous situations. By signing up for this school and **signing below** you are attesting that you **UNDERSTAND** this and you will be careful and responsible at all times. We will be glad to help you should any injury occur within the parameters of class or the kitchen environment, but keep in mind that we will not be held responsible for any injuries resulting from gross negligence, goofing off, or carelessness on your part. **BE CAREFUL. SERIOUSLY. BE CAREFUL.**

--**PARAGON** means the "Best of the Best" and that is our goal. We will strive at all times for excellence and professionalism. You will be expected to maintain that standard through your uniforms, grooming, positive attitude, and respectful professional behavior. Remember, your instructors are **CHEFS** and leaders of the field, respect them or you may receive a corrective tongue lashing that I advise you to avoid. The title "chef" is hard won, use it correctly and wisely. Cooking is fun, enjoy it, but respect it.

--**IMPORTANT MEDICAL NOTE.** Paragon does not and cannot carry coverage for every single student, employee, or volunteer. By signing below you are stating that you understand and agree to carry your own medical insurance or pay your own medical expenses should any injury occur. **YOU ARE RESPONSIBLE** for being safe and careful, and if you get injured **YOU ARE RESPONSIBLE** for any medical bills incurred. Paragon and all connected parties (including YWAM-SF) **ARE NOT RESPONSIBLE.**

**I have received a copy, read, fully understand and agree to these rules and regulations.**

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

## **Code of Ethics**

Paragon is representative of the true kitchen environment. It is a place of fun and hard work, struggle and learning. We are not concerned with race or age or sex or politics or religion....these have little to do with “can you do it”? All students have the right to enjoy a learning environment free of any hindrances, so our code of ethics is VERY simple: All students and faculty MUST respect each other at all times. Any derogatory reference to anyone’s race, sex, age, disability, sexual orientation, religion, or personal beliefs will not be tolerated. We are not referring to the general banter and ribbing that exists in stressful environments and in the real world, however, everyone knows the difference between playing and hurting. If you don’t then I will explain: if anyone tells you to stop, then stop. If anyone gets quiet and looks hurt, stop, and apologize. It is that simple. This is especially true of sexual harassment. If you compliment a member of the opposite sex and they smile and thank you that is one thing; if you make them nervous or uneasy that is another. Watch what you say and how you act at all times. Obey the instructions of your instructors at all times. Remember, we are here to create a safe and professional environment, please assist in that. Profanity must be kept at an absolute minimum. Any excessive loud and abusive language will not be tolerated. Ethically speaking, it is as simple as the Golden Rule: Treat Others as You wish to be treated. Thank you.

I have received a copy, read, understand and agree to this Code of Ethics.

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sign

Date: \_\_\_\_\_

## **STUDENT FILES**

It is the Policy of Paragon to Maintain a Student File with copies of the previous 7 pages, as well as financial records, class schedules, payments histories, comment cards, attendance and grades in a secure office. This file will be created with Form One when the student first applies, and added to continuously through their attendance, finally being closed when they have completed all educational and financial requirements. This closed file will then be held for six years, after which it may be converted to simply a computerized transcript for permanent hold should access ever be needed. The following federal regulations determine access to those files.

## **Student Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974 establishes specific rights for students and/or their parents and prevents the release of certain information without the written consent of the student.

Generally, this federal law gives students, former students, and alumni the right to review, in the presence of college personnel, their own personal records maintained by the College, including academic and financial records.

Parents of dependent students, as defined by the Internal Revenue Service, may have access to the college records of their dependent sons or daughters, without student consent. Proof of dependence is required. Parents do not have the right to see records of children who are no longer dependent upon them.

The request to review records must be made in writing to the Dean.

According to law, a student may not have direct access to medical, psychiatric, or similar records used in connection with treatment of the student by recognized professionals and paraprofessionals. However, the student may have these records reviewed by a physician or other professional of the student's choice.

A student may request a hearing to challenge the content of the record maintained by the college. If the student chooses to request a hearing, he/she must make the request in writing to the Dean. The Dean shall inform the student of the hearing procedures and establish a date and place for the hearing.

Access to personally identifiable information about a student, without the consent of the student, may be provided by the college to the following agencies only:

1. School officials and professional employees of Paragon who have legitimate educational interests.
2. School officials of educational institutions to which a student might transfer.
3. Authorized state and federal government officials of educational and funding agencies.
4. Educational research agencies, with the provision that they release only non-personally identifiable data.
5. Accrediting organizations.



Other request for information will be complied with only if the student has given prior consent in writing to the Dean. Student consent forms are available in the Main Office.

Paragon Culinary School maintains personally identifiable information on a student in its main office at: 4595 Hilton Pkwy, Ste. 202, Colorado Springs, CO 80907.

Some of the information maintained by the college is considered by law "Directory Information" and may be made available at the discretion of the college.

Directory Information is defined as:

1. Name, address, telephone listing.
2. Email Address.
3. Major field of study.
4. Participation in officially recognized activities.
5. Dates of attendance at Paragon.
6. Degrees, Certificates, and Awards received.
7. Educational agency or institution most recently attended by the student.
8. Photograph.

The student has the right to refuse to permit directory information publication. Such a request should be made in writing to the Dean.

Generally, Paragon Culinary School does not promote the release of directory information.

By law, the college may disclose personal information as is necessary to protect the health or safety of a student or other persons.

College policy allows cumulative academic record files of former students to be destroyed five years after the last semester of attendance at Paragon.

Students may request copies of their records which will be reproduced at a cost of \$.10 per page, the cost to be borne by the students.

A request to review one's records does not prevent the college from refusing to duplicate records in situations where the student has outstanding financial or other obligations to the college and the student refuses to satisfy those obligations.

By School Official Policy and Colorado Law, an outstanding debt to Paragon Culinary School is a forfeit of the rights afforded to active students in good standing, and the school may withhold any and all records, certificates, awards, etc. until paid in full. After three months of delinquency it is school policy to consider the debt in default and to act accordingly by attaching late fees and penalties as well as employing collection agencies and any other means necessary to recover payment and losses. All decisions about how to handle each case are to be dealt with on a case-by-case basis by Paragon Culinary School and the Dean. In these cases, the School and Dean's decisions are final and will be recorded in the permanent record.

## **NON VA (Everyone else) Refund Policy (within Enrollment Agreement Above)**

In general, Paragon does not take money down and there is no extensive prepayment. The tuition is handled month by month with no deposit, so a refund policy is almost never needed. If however someone were to pay for an entire year in advance, the following policy would apply.

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price which ever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours, as described in the table below. The refund is based on the last date of recorded attendance.

Refund Table

<b>Student is entitled to upon withdrawal/termination</b>	<b>Refund</b>
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives formal notice (written) of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education, <http://higherred.colorado.gov/dpos> , **phone number (303) 862-3001**. There is a two-year limitation on the Division taking action on student complaints.
5. The policy for granting credit for previous training shall not impact the refund policy.
6. Veteran Students have a different (100% pro rata) policy as defined by the VA (as opposed to state guidelines), for details please see below.

**REFUND POLICY for  
NON-ACCREDITED COURSES, IN ACCORDANCE WITH  
VA REGULATION 21.4255-1**

Students not accepted by the school and students who cancel the contract by notifying the school within three business days are entitled to a full refund of all tuition and fees paid. If any students withdraw after three business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid including the registration fee in excess of \$10.

In the case of students withdrawing after commencement of classes, the school will retain a cancellation fee plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

REFUND TABLE FOR VETERAN STUDENT(S)

Student entitled upon withdrawal/termination	Refund
10% of program completed	90% Refunded
20% of program completed	80% Refunded
30% of program completed	70% Refunded
40% of program completed	60% Refunded
50% of program completed	50% Refunded
60% of program completed	40% Refunded
70% of program completed	30% Refunded
80% of program completed	20% Refunded
90% of program completed	10% Refunded

- ❖ The student may cancel this contract at any time prior to close of the third business day after signing the enrollment agreement.
- ❖ The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within 30 days from the date of termination.
- ❖ The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
- ❖ Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education. The Division shall not consider any claim that is filed more than two years after the date the student discontinues his/her training at the school.

## **Student Grievance Procedure**

1. If Issue is MINOR in nature, approach the Instructor first.
2. If the Issue CONCERNS Instructor **OR** Instructor does not address grievance to your satisfaction, inform the Office. Full Contact Info on Page 8.
3. If Issue is SERIOUS in Nature, approach Office Immediately.
4. If the Issue is not resolved by the Office **OR** if the Issue concerns the Office, go directly to the Dean. Full Contact Info on Page 8.
5. So, Instructor first, then Office, then Dean. This is the chain of command and therefore the easiest chain of complaint.
6. You are welcome to contact the Private Occupational School Board which approves Paragon Culinary School at any time. This must be done in a timely fashion and after attempting to resolve issues in other ways.
7. Complaints to the Private Occupational School Board may be filed **online** with the Department taking action on student complaints. [There is a two-year limitation (from student's last date of attendance) on the Department taking action on student complaints.] The Departments website address: <http://highered.colorado.gov/dpos>. Their telephone number: (303) 862-3001.

## **Hold Harmless Indemnity and Non-Slander Oath**

It is with great sadness that I add this final contractual agreement to the student paperwork. Unfortunately, over the many years, several bad eggs (out of the hundreds of wonderful successful students) have done unscrupulous and immoral things to attempt to damage and undermine the school and/or its faculty. These attempts have failed, but they have hurt emotionally. It is difficult to train someone, care about them, try everything to help them, and have them stab you in the back. So, we are forced to protect ourselves with the following binding contract.

I, the undersigned student, do swear to the following:

1. I will not disrespect, bad mouth, slander, or otherwise degrade any professor, guest, or the school or its allies in general. I understand and fully agree that such activities are cause for dismissal.
2. I agree to treat all fellow students and all professors, guests, and allies with respect, and swear not to undermine the school or its faculty in any way, including but not limited to online sites, blogs, press agencies, support agencies, government entities, or any other outlet that could harm the school's reputation or the reputation of the faculty or students. I understand and fully agree that any activity of this type is grounds for dismissal.
3. Should I be dismissed for any of the policies described herein, I fully and freely agree to hold the school, its management, staff, and any related entities or individuals completely harmless in all ways. I waive all rights to pursue any legal action and understand and freely agree to this binding contract.
4. I understand that just as my attendance and enrollment at the school are voluntary, so the instructors and staff voluntarily serve me while enrolled and we are both free to end that relationship at any time. I agree that should my enrollment be discontinued for any reason described in this manual I will hold harmless Paragon, and all its entities, allies, and agents.
5. I sign below freely, in full agreement and complete understanding of this document, its meaning, and its binding nature.

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Print

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Sign

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Date

# PARAGON CULINARY SCHOOL

## ATTENDANCE NOTIFICATION

EFFECTIVE AUGUST 5, 2019

All Students must sign in each day they attend class or they will be written up as absent.

All Students must sign in to the exact book, class, and time for any labs or make-up work.

This attendance will be confirmed every class by teacher roll, and re-confirmed by office administration.

One class is a minimum of 11 hours per week, two classes is 22 hours per week, and three would be 33 hours (not recommended). These hours must be performed and recorded, and this is an average, so should you be absent due to illness or personal issues, they must be made up in the following week(s). If you are a VA Student and do not keep up with these hours and course requirements you may well be billed by the VA.

All students must maintain these standards and are welcome to ask any question they like.

Please follow these guidelines in order to prevent any discrepancies in our records.

Thank you.

Dr. Victor Matthews, CEO  
Darlene Matthews, Administrator

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Manual Receipt

I have received my student manual,  
it has been explained,  
and I understand my responsibilities  
here at Paragon.

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Print

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Sign

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Date

# APPENDIX

## INTERNATIONAL PARTNERS and FRIENDS

Paragon is active on five continents and these partnerships cover the full spectrum of culinary and hospitality endeavors, from creating Culinary Education Programs in Rwanda, Uganda, Mexico, the UK, and Kenya; to partnering with friends in France or Nepal or Germany; to building bridges with colleges and universities in the Philippines, England and Ireland, we cover much of North America and have friends in Argentina, Peru, Uruguay, and Brazil, covering much of South America. Our graduates and friends have advised and opened facilities in France, Italy, Nepal, China, Cambodia, and Vietnam; adding Europe and Asia to our East Africa Culinary Alliance for a truly worldwide scope of operations. The strongest of these connections include:



Warnborough College, based in Canterbury, England and Dublin, Ireland with centers and partners worldwide has partnered with Paragon to create and run Culinary and Hospitality Training in many countries.



Paragon designed the culinary and hospitality offerings at Akilah Institute for Women in Rwanda.



IVETA, the International Vocational Education and Training Association, unites hundreds of schools, organizations, and countries in a common vision to improve and promote quality Vocational Education worldwide.



**And many many more schools, organizations, ministries, and training facilities around the world.**