

PARAGON
CULINARY
SCHOOL **2004**

STUDENT HANDBOOK

2024-2026 School Years

Volume XXIII
Published: May 1st, 2024

Physical Addresses: Briarhurst Manor 404 Manitou Ave., Manitou Springs, and Black Bear Distillery 10375 Ute Pass Ave. Green Mountain Falls.
Main Office: 335 Manitou Ave, Manitou Springs, CO 80829
Snail Mail: 335 Manitou Ave, Manitou Springs, CO 80829
E-Mail: ParagonCulinary@aol.com or ChefMatthews@aol.com
Website: 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

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. Paragon has several Programs, but the COMPLETE PROGRAM is a 4 TRIMESTER (1&1/2 YEAR), 12 class concentrated program. Let me just outline what sets Paragon apart:

1. Small school and class size. The extremely small size (as opposed to most schools with hundreds or even thousands of students) provides very personal and hands-on training at a more effective and often higher level.
2. Highly respected professional chefs, restauranteurs, and sommeliers 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 such as the math and science classes at a community college, only restaurant hospitality specific skills training.
4. With an average hands-on time equaling about a thousand 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 attempted to keep the price down to make Paragon 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 best way we have discovered 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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Introductory Materials

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 capacity, and Victor Matthews is the sole controlling entity.]

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.

****PLEASE NOTE: Paragon does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.***

Contact Information

Dean:

Master Chef Victor W. Matthews, PhD
719-964-2990 (cell)
ChefMatthews@aol.com

Office Manager/Accounts:

Darlene Matthews
719-661-8710 (cell)
DarlenePMatthews@aol.com

Web Site

www.ParagonCulinarySchool.com

Office (Snail Mail)

Paragon Culinary School
335 Manitou Ave.
Manitou Springs, CO 80829

Primary Training Facility

Paragon at the Briarhurst
Briarhurst Manor
404 Manitou Ave.
Manitou Springs, CO 80829
Also
Black Bear Distillery
Green Mountain Falls, CO

Paragon Office

719-578-5741

Paragon Office Fax

719-578-5742

MAIN CONTACT NUMBER

719-578-5741

The Admission Process

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 varies with Program Choice. All courses are certified individually, but the Main Full Program which covers all areas including Advanced Seminars lasts Four Trimesters and runs a total of \$39,996. There are never any additional fees. In House Uniforms and Knives are available (but we recommend your own, please see supply list).
 - a. **GI Bill®** (for Vets and some dependents).
 - b. VocRehab (for disabled Vets).
 - c. In House (3-5 years, with or without down payments, minimal fees).
6. Provide COE, JST, Transcripts or any proof of prior credit.
7. Confirm your Schedule.
8. Fill out all forms and complete student file.
9. Get (or make sure you have) black pants and black shoes.
10. Start Classes.

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

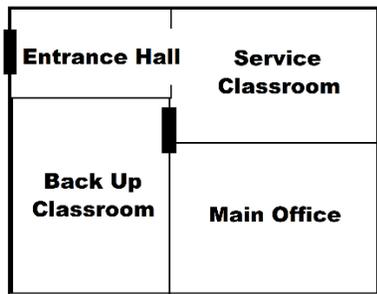
“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.”

PARAGON CULINARY SCHOOL

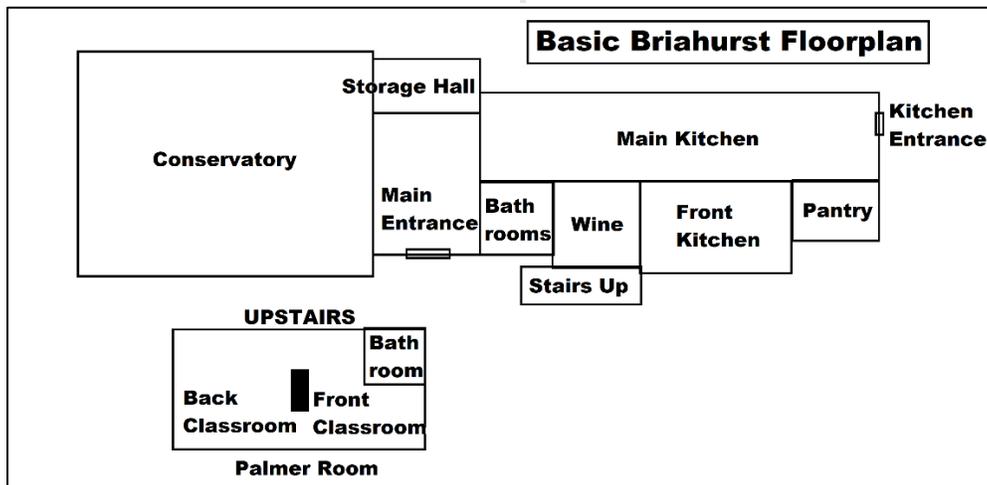
Facilities and Services

Paragon has continued to grow over the years and currently consists of a Main Office, the primary campus at The Briarhurst Manor in Manitou Springs, and the distillery bar training area at the Black Bear Distillery. The Main Classrooms at the Briarhurst are two rooms with several additional areas available and two kitchens and bars. There is 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 300-person banquet hall, three bars, and industrial commercial equipment including 20 burners, 7 ovens, fifteen prep and production stations; and other professional equipment such as fryers, flat-top, Hobart mixers, blenders, and hundreds of pots, pans, spoons, plates, etc.: everything needed for fine dining kitchens and dining rooms. Outside of the kitchen we have antique and modern tables, chairs, silver, china, etc. and multiple full equipped dining rooms that can seat over 700 total. The classrooms are large and comfortable, with tables, chairs, dry erase boards, projectors, etc. In addition, we have gardens and even some orchard areas 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



PARAGON CULINARY SCHOOL

335 Manitou Ave., Manitou Springs, CO 80829

www.ParagonCulinarySchool.com

719-578-5741

Governing Body

Board of Directors

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

Darlene Matthews: Secretary and Treasurer, Senior Shareholder.

Faculty

World Master Chef Emeritus, Dr. Victor W. Matthews, Jr.: Dean, Total Curriculum Instructor, Sommelier, Spirits Master, Seniors Seminar Leader. Over 40 years in the field. 50 competition medals including 3 state championships, National Champion, and US Culinary Ambassador. Triple Master. Instructor since 2004. All Classes.

Pastry Chef and Instructor Morgan Smith: Baking and Pastry, Advanced B&P, ACL Bread Seminar. Specialist in Artisan Breads, Cake Decorating and Plated Desserts. Over 15 years in the field. Instructor since 2019.

Chef and Distillery Manager Robert Jackson: Majority Curriculum Instructor. Foundations, World Cuisine, Missions, Leadership, Mobile Operations, ACL Seminars, and Distillery Instructor. Over 20 years in the field. Instructor since 2015.

Service Specialist Clay Smith: Service Professional 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 and Guest Instructors such as Chefs Augusto, Chifumi, Fernando, Justin, and Supansa (among others).

ACADEMIC CALENDAR

2024

2025

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
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February						
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January						
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March						
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31						

April						
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March						
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April						
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June						
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August						
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July						
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August						
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September						
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October						
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September						
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October						
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November						
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December						
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November						
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December						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Red Circles are Start and Stop Dates for Trimesters. Grey Areas are Breaks.

Federal Holidays 2024				Calendarpedia <small>Your source for calendars</small>			
Jan 1	New Year's Day	Sep 2	Labor Day	Jan 15	Martin Luther King Day	Oct 14	Columbus Day
Feb 19	Presidents' Day	Nov 11	Veterans Day	May 27	Memorial Day	Nov 28	Thanksgiving Day
Jun 19	Juneteenth	Dec 25	Christmas Day	Jul 4	Independence Day		

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Federal Holidays 2025				Calendarpedia <small>Your source for calendars</small>			
Jan 1	New Year's Day	Sep 1	Labor Day	Jan 20	Martin Luther King Day	Oct 13	Columbus Day
Feb 17	Presidents' Day	Nov 11	Veterans Day	May 26	Memorial Day	Nov 27	Thanksgiving Day
Jun 19	Juneteenth	Dec 25	Christmas Day	Jul 4	Independence Day		

Data provided 'as is' without warranty

STANDARD COMPLETE CLASS SCHEDULE

Not all 12 classes are offered simultaneously.

Typically, there are 9 running per trimester in a rotating schedule. There are possible variations depending on enrollment, but this is the General Layout of the Full Class Schedule.

THIS IS THE COMPLETE PROGRAM IN ORDER INCLUDING SEMINARS		
PARAGON CULINARY SCHOOL		COMPLETE PROGRAM
FOUNDATIONS	SERVICE & WINE	WORLD CUISINE
Monday 9a-5p	Mon/Weds 5:30-9:30p	Tues/Thurs 9a-1p
BAKING & PASTRY	ADV. COOKERY	ACL-A
Wednesday 9a-5p	Tues/Thurs 1-5p	Bar and World Seminars
MASTERS	ADV. PASTRY	ACL-B
Tues/Thurs 5:30-9:30p	Tuesday 9a-5p	Bread and Global Seminars
ADV. MANAGEMENT	FINAL TOUCHES	ACL-C
Mon/Weds 9a-1p	Mon/Weds 1-5p	Live Fire Seminars
*Please note, while each group is offered together not all classes are offered every trimester.		

In Simple Terms:

Freshmen (Yellow)

Sophomores (Green)

Juniors (Red)

Seniors (Blue)

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

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 primary 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". Over 18 with HS Diploma or GED preferred but not required. 16 is the official minimum age.

ENROLLMENT DATES

Paragon runs by Trimester, three terms per year. These terms are 14 weeks in length and start in Fall (early August), Winter (late November), and Spring (late March).

For 2024-2025 School Year these exact dates are:

Winter, 2023/2024: November 27th – March 1st.

Spring, 2024: March 18th – June 21st.

Fall, 2024: August 5th – November 8th.

Winter, 2024/2025: November 25th – February 28th.

Spring, 2025: March 17th – June 20th.

Fall, 2025: August 4th – November 7th.

Winter, 2025/2026: Starts November 24th.

General Supply List

Paragon Culinary School

Highly Recommended (but not absolutely mandatory)

a. Textbooks

1. Jacque Pepin: *NEW Complete Techniques*
2. Kevin Zraly: *Windows on the World Wine Course.*
3. Madeline Puckette. *Wine Folly Master Guide.*
4. Peter Reinhart: *The Bread Baker's Apprentice.*
5. Bo Friberg: *Professional Pastry Chef.*
6. Bo Friberg: *Advanced Professional Pastry Chef.*
7. Lori Marcus: *Bartending Inside Out*
8. Specific Master Book, 1 of 50 choices from Master Class

Approx. Cost: \$300

b. Knife Kit

9. Chef Knife (6-10" depending on your size).
10. Paring Knife.
11. Fillet Knife.
12. Santoku Vegetable Knife.
13. Honing Steel or sharpener.
14. Heavy Cutting Board.
15. Other Knives. Beyond the basic 5 piece kit above, each aspiring chef may tend toward a specialty. For instance, someone who gravitates toward a career in sushi will need a good sushi knife, while one who wants to become a pastry chef may need a decorating kit that the sushi chef does not. Meat specialists destined for steak houses and BBQ restaurants need boning and slicing knives.

Approx. Cost: \$250-\$500+

c. Uniforms

16. Black Pants, we recommend heavy duty cargo pants.
17. White Jackets, we have a company that does the logo and student name on nice jackets for around \$30-50 each.

Approx. Cost: \$300

d. Other Equipment

18. Throughout the school there is research and paperwork, so every student needs access to a computer. Laptops/tablets are preferred since they can be used in class for presentations and research. Therefore, a Laptop or tablet is essential.

Approx. Cost: \$1000

There are many possible additions or specialty area things such as cake decorating kits, but this is the standard. Prices vary slightly from source to source.

TOTAL APPROXIMATE COST: \$2500+

Program Details

PARAGON CULINARY SCHOOL

Program Update

2024

PARAGON CULINARY SCHOOL has one main program, also called the FULL PROGRAM which includes all 12 Culinary Classes and Advanced Seminars. Over the years this COMPLETE approach has proven to be the most effective for creating the strongest graduates. Each class can also be done separately, or combined into something like Pastry Only, and there are also additional APPROVED STAND-ALONE COURSES. But we do recommend doing everything as it has proven important in many students' futures.

PROGRAMS

FULL CULINARY PROGRAM (recommended)

Includes Complete Culinary and Seminars
4 Trimesters, 3 classes each, 24 hours per week, total of 1344 hours.

Other Options

PASTRY ONLY

Foundations, Baking & Pastry, Adv. Pastry, Management, Bread Seminar, Elective
2 Trimesters, 3 classes each, 24 hours per week, total 672 hours.

Individual Courses and Groupings

All courses are available individually.
1 course/class is 8 hrs per week for 14 weeks. 112 total hours.

The Main Full Culinary Program is TWELVE COURSES over FOUR TRIMESTERS and finishes in just under a year and a half.

**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**

FULL CULINARY PROGRAM: Twelve Courses. Prerequisite: none.

- a. Hours: 1344**
- b. Structure: Twelve Courses, 3 each at 4 Trimesters of 14 wks.**
- c. Results: 13 Specific Subject Certificates, 3 Level Diplomas, and the Final Diploma de Cuisine.**
- d. Cost: Priced all together this complete combination would be \$39,996 (This Cost includes all fees for tuition, equipment, and supplies, there are no additional fees).**
- e. PER HOUR COST: \$29.76**

**It is possible to take LESS than three courses per trimester and the Full Program can last as long as three years if it is done one course at a time.*

Side Note (does not apply to most students)



In keeping with the cutting-edge history of Paragon, in 2021 we became the first Culinary School in the world to accept Crypto Currency. If you are interested in this unique opportunity, Paragon accepts Bitcoin, Ethereum, Litecoin, Cardano, and Tether.

Paragon Culinary School Scholarship Information

Scholarships at Paragon can be viewed as a reward for some type of prior service, work, or experience that deserves recognition. These scholarships are awarded and paid by Paragon, resulting in a tuition cost reduction on the Full Culinary Program (do not apply to partial or stand-alone programs). These scholarships can be broken into two categories: Youth Programs and Military Programs.

Youth Programs

High School Culinary Advantage. Programs at the High School Level earn students a tuition scholarship. Eligible students have completed one or more of the following programs and have presented a transcript or teacher letter in support if available. All awards are honorary and at the discretion of Paragon.

1. Pro Start. \$2500.
2. FCCLA. \$1000.
3. High School Culinary Program. \$2000.

(includes: D-49, D-11, D-8, Early Colleges, Woodland, Other Private Systems, and Manitou).

Military Programs

Veteran Honorarium. To honor our Veterans and thank them for their service several programs have been established. Eligible Veterans have presented proof in the form of benefit award, attested letter, or discharge paperwork if available. All awards are honorary and at the discretion of Paragon.

1. Veteran Scholarship = \$2500
2. GI Bill® Discount = \$2500

In addition, for our older Vets on the Montgomery Bill (very rare), we have an additional reward for setting up an auto-pay system (simplifies paperwork and payments dramatically)

3. AutoPay System Discount = \$1564

Finally, it should be noted that Vocational Rehabilitation, as an individualized and separate VA program, relies upon the decisions of counselors who may decide to award additional monies for chairs, books, knives, computers, etc.; but in this case those monies are originating from the Voc Rehab Dept Budget and do not come from Paragon in the form of a scholarship.

EXAMPLE: Specific Breakdown of the FCP \$39,996 Cost

PARAGON CULINARY SCHOOL

Breakout of Tuition and Fees

TOTAL PROGRAM COST: 39,996
(Twelve courses)
Cost per Course: 3,333
(Course is 14 weeks)
Cost per week: 238.07

Tuition
(includes instruction, salaries, admin, materials, overhead, long term use and other instructional items)

Equipment
(includes portion of utilities, use and repair of knives, ovens, appliances, and other equipment)

Supplies
(Food and beverage stock and other temporary use items)

	<u>Weekly</u>	<u>Monthly</u>	<u>Single Class</u>	<u>Trimester</u>	<u>Total</u>
Tuition (76.77%)	215	731.07	2558.74	7676.23	30705
Equipment (10.23%)	28.65	97.42	340.97	1022.90	4091
Supplies (13%)	36.41	123.80	433.29	1299.87	5200
	<u>Weekly</u>	<u>Monthly</u>	<u>Single Class</u>	<u>Trimester</u>	<u>Total</u>
TOTALS	238.07	952.28	3333	9999	39,996

Individual Courses just refer to Single Class Above.

FAQ

--There are a total of TWELVE Courses, what are they 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 Complete Program, and there may be a prerequisite required, otherwise, YES.

The NINE CORE Classes are:

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 Cookery (202). Creative Cuisine and Menu Development as well as various advanced Regional Cuisines and Kitchen Math.
6. Advanced Pastry (301). Chocolate, Sugar, Cake Decorating, and other advanced breads and desserts.
7. 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.
8. Advanced Management/Restaurateur (401). What it takes to develop, open and run your own restaurant, including Kitchen Management.
9. Final Touches/Senior Seminar (402). Sommelier, Signature Dishes, and Extreme Live Fire for all the final touches.

The THREE Interspersed Adv. Seminars are:

1. Seminar A (203). Bartending Seminar. 14 weeks of Spirit/Cocktail Training.
2. Seminar B Part One (303a). Global Foods Seminar. 7 weeks.
Seminar B Part Two (303b). Artisan Bread Seminar. 7 weeks.
3. Seminar C (403). Live Fire Seminars.

For the FLOW of COURSES in FULL CULINARY PROGRAM, PLEASE SEE PAGE 11.

--What are Stand-Alone Courses, and do I have to take any?

Answer. There are several stand-alone courses that are not part of the main Complete Culinary Program such as Mobile Food Truck Operations, Catering, Missions, Distillery, etc. and they are all optional or considered post-graduate. NO, you do not have to take them, but you can. 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 or tackle something specific.

Core Curriculum Detail

CORE HOURS (before Advanced Seminars): 1008 (112 * 9). This is broken into approximately 40% Classroom and 60% Lab (or live action training). 403/605 hours. Each course is 8 hours per week for 14 weeks. Many contain fieldtrips or other curriculum based activities off campus.

The following nine courses make up a Core and Add 3 Seminars for the FULL PROGRAM.

PCS 101: Foundations

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

Class/Lab Hours: 112 hours (40 hours theory; 72 hours lab).

Results: Foundations Certificate.

Field Trips: This Course will contain two field trips to Meat Processing Plants and Other Markets.

Instructor: Staff Chefs and Instructors.

Section One: Sanitation and Safety / Knife Skills

Section Two: Meat and Fish Cutting

Section Three: Stocks and Broths

Section Four: Sauces and Soups

Section Five: Seafood and Cooking Techniques

Section Six: Presentations and Plating, Live Cooking

Section Seven: Ala Minute Cooking and Exams

PCS 102: Service and Wine

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

Class/Lab Hours: 112 hours (61 hours theory; 51 hours lab).

Results: Service and Wine Certificate.

Field Trips: This Course will contain two field trips to the Broadmoor and Wineries.

Instructor: Staff Maitre D’s and Sommeliers.

Section One: Organization, Job Descriptions and Advancement

Section Two: Equipment, Quality, Table Settings, History, etc.

Section Three: Menu Planning, Site Tours, Floorplans, and Wine Lists

Section Four: Introduction to Wine

Section Five: Introduction to the Bar.

Section Six: Management and Tableside Cooking.

Section Seven: Testing and Exams

PCS 103: World Cuisine

Objective: “Introduction to Ethnic and World Cuisine”.

Class/Lab Hours: 112 hours (40 hours theory; 72 hours lab).

Results: World Cuisine Certificate.

Field Trips: This Course will contain two field trips to World Cuisine Restaurants.

Instructor: Staff Chefs and Instructors.

Section One: Culinary History of the World.
Section Two: Food and Wine of Italy
Section Three: Food and Wine of France
Section Four: India
Section Five: Japan
Section Six: China
Section Seven: Ala Minute Ethnic
Section Eight: Exams

PCS 201: Baking and Pastry

Objective: “Full Introduction to the Bakery and Pastry Kitchen”.
Class/Lab Hours: 112 hours (30 hours theory; 82 hours lab).
Results: Beginning Baking and Pastry Certificate.
Field Trips: This Course will contain a field trip to a Professional Bakery.

Instructor: Staff Pastry Chefs and Instructors.

Section One: Pastry Equipment and Technique Introduction
Section Two: Breads and Doughs
Section Three: Pies, Fillings and Meringue
Section Four: Custards and Mousses
Section Five: Introduction to Chocolate and Sugar
Section Six: Sorbets and Ice Creams
Section Seven: Cakes and Intro to Cake Decorating
Section Eight: Sauces, Garnishes, and Plated Desserts
Section Nine: Exams

PCS 202: 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: 112 hours (40 hours theory; 72 hours lab).
Results: Advanced Cookery Certificate.
Field Trips: This Course will contain two field trips to Asian Markets and Specialty Stores.

Instructor: Experienced Staff Chef/Instructor.

Section One: Life Story Cooking Projects, and Kitchen Math Project explained.
Section Two: Kitchen Management, Organization and Expediting
Section Three: Garde Manger, including Garnishing and Plate Presentation
Section Four: American Regional Cuisine
Section Five: Deeper into the World
Section Seven: Modern Fusion
Section Eight: Alternative Diets
Section Nine: Exam and Project Due

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: 112 hours (30 hours theory; 82 hours lab).

Results: Advanced Baking and Pastry Certificate.

Instructor: Experienced Staff Chef/Instructor.

Section One: Equipment and Techniques Review

Section Two: Adv. Bread

Section Three: European Pastry

Section Four: Sugar Showpieces

Section Five: Adv. Cake Decorating

Section Six: Adv. Chocolate

Section Seven: Adv. Plated Desserts

Section Eight: Final Pastry Practicals and Exams.

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: 112 hours (80 hours theory; 32 hours lab).

Results: Masters Certificate.

Instructor: Experienced Master Level Chef/Instructor.

Section One: Introduction to Masters (1373-1900)

Section Two: One class each on 24 Masters (1900-2020)

Section Three: Finals and Master Dish Presentation.

PCS 401: Advanced Management and Restaurateur

Objective: “In Depth Studies of Owner, General Manager, Marketing, Administration, and Bookkeeper Duties with a focus on Owning and Developing a Restaurant”.

Class/Lab Hours: 112 hours (62 hours theory; 50 hours lab).

Results: Advanced Management Diploma.

Field Trips: This Course will contain three field trips to Restaurant Development Sites and Locations.

Instructor: Experienced Restaurateur and Instructor.

Section One: Site and Vision

Section Two: Introduction to Restaurant Ownership, Major Project.

Section Three: Real World Management Skills and Paperwork (including taxes).

Section Four: Leadership, Promotions, and Marketing.

Section Five: Menu and Restaurant Design.

Section Six: Budgeting and Scheduling.

Section Eight: Project Due.

PCS 402: Final Touches and Senior Seminar

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

Class/Lab Hours: 112 hours (30 hours theory; 82 hours lab).

Results: Final Touches Certificate and Grande Diploma de Cuisine.

Field Trips: This Course will contain three field trips to External Training Sites.

Instructor: This Class will be overseen by Dean Matthews along with many Guests. Graduates will need to be comfortable in the Real World, in all management positions. No one graduates who is not ready for the world.

Section One: The Seven Tests and the Results.

Section Two: The Pathway and Request Days.

Section Three: Final Review / Preparation for 24 hour Practical and Signature Dish.

Section Four: Signature Dish.

Section Five: Extreme Final.

“What You Get”

Summary

- ◆ 3 Paragon Level Diplomas
 - Basic
 - Intermediate
 - Advanced
 - All approved by the State of Colorado Department of Higher Education’s Private Occupational Schools Division

- ◆ 13 Specific Trimester Certificates
 - Foundations
 - World Cuisine
 - Service and Wine
 - Advanced Cookery
 - Baking and Pastry
 - Bartending Seminar
 - Advanced Baking and Pastry
 - Masters
 - Global Foods Seminar
 - Artisan Bread Seminar
 - Live Fire Certificate
 - Advanced Management/Restaurateur
 - Final Touches
 - All approved by the State of Colorado Department of Higher Education’s Private Occupational Schools Division

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

GUEST MASTERS

Thank You

In just the last decade 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

ADVANCED CULINARY LEADERSHIP SEMINARS A/B/C or STAND ALONE

Mission Statement

The Advanced Culinary Leadership Seminar Courses have been developed with the specific goal of extending the main Core Culinary Program to include additional significant training with vital additional experience and provide an opportunity for students to master more skills and experience before they enter the career field. As always, the Mission of Paragon is to help students succeed 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 advanced training stand alone, this program must carry a charge similar to or slightly higher than the Full Culinary Program. This 504 clock hour Advanced Program is typically broken into three 168 hour sections that could be taken one at a time. 504 (120 classroom/384 lab) divided by 3 is 168 hours per section (40 classroom/128 lab), which in a 14-week trimester would equal 12 hours per week. But, when offered as part of the FULL CULINARY PROGRAM this becomes 112 (averaging 30 classroom/82 lab) which would be an 8-hour week for 14 weeks). The cost of this advanced training is \$25.71 per hour or \$4320 per 168-hour section (14 12-hr weeks)/\$3333 per 112-hour session (14 8-hr weeks). This would typically take a year (one per trimester for three trimesters) but can be divided many ways. Grand Total **\$12,960 (broken into sections A, B, C at 12 hrs each)**. HOWEVER, when combined with the Core Program in the FULL CULINARY PROGRAM, these courses are focused into specific 8 hour/wk Seminars. These Seminars lower the overall hours making this total \$9,999 for A/B/C, three courses, so that every course costs \$3333 for the full four trimesters (all 12 courses match).

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. 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 after graduation from Paragon. 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. Several Advanced Field Trips will be needed in each section. Details Below.

Section One (401a): Further Advanced Culinary Skills Development. 168 hours. (\$4320)

Section Two (401b): Further Hospitality and Sommelier Skills Development. 168 hours. (\$4320)

Section Three (401c): Leadership and Teaching Development. 168 hours. (\$4320)

When Combined with the Core Program in the FULL CULINARY PROGRAM, these sections are interwoven, and therefore re-mixed and re-organized (same curriculum), being further defined as:

Seminar A. Spirits History and Bartending.

Seminar B. Two Parts. Global Foods Seminar and Artisan Breads Seminar.

Seminar C. Leadership and Live Fire Seminar.

OTHER STAND-ALONE COURSES

Guide to Paragon's 400+ Series

Introduction

The culinary world changes continuously and there are always new ideas and concepts which may mean new possible career paths for our students. These courses cover three specific subject areas and as completely voluntary addendum courses, are by no means required.

PCS 400 Series Course Offerings

PCS 404: Mobile Culinary Operations. One of the fastest growing segments 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. Therefore, worthy of an advanced stand-alone course that covers all the specifics. We have combined this with another huge sub-field, BBQ, and will be able to train students in the details of these operations. The students will actually 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 405: Distillery Operations. Paragon may be the only Culinary School in the world with an attached award-winning Craft Distillery. 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 visits to other distillers and a trade show field trip.

PCS 406: Culinary Mission Operations. There is a growing need around the world for trained chefs in mission kitchens. This may not be for everyone, but 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. Many field trips and opportunities to work with these charities will be explored and the graduate 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-404: MOBILE CULINARY 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.

Cost

This Stand-Alone Course is 336 hours (110 classroom/226 lab and live fire), which is 24 hours a week for 14 weeks. It can be split into two sections of 12 hours per week A/B (recommended) at 168 hours. \$25.71 per hour of instruction means a fee of \$4320 per section or \$8640 total.

Sectional Curriculum

The four distinct focus sections within the course flow freely into each other and will occur in overlapping and simultaneous ways, combining into sections A and B. 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.

PCS-405: DISTILLERY 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.

Cost

This Stand-Alone Course is 336 hours (110 classroom/226 lab and live fire), which is 24 hours a week for 14 weeks. It can be split into two sections of 12 hours per week A/B (recommended) at 168 hours. \$25.71 per hour of instruction means a fee of \$4320 per section or \$8640 total.

Sectional Curriculum

The four distinct focus sections within the course flow freely into each other and will occur in overlapping and simultaneous ways, combining into sections A and B. 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.

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).

PCS-406: CULINARY MISSION 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 in the real world and lead prosperous lives as great culinarians and entrepreneurs without regard to race, sex, religion, or any other discriminatory quality. 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

This Stand-Alone Course is 336 hours (110 classroom/226 lab and live fire), which is 24 hours a week for 14 weeks. It can be split into two sections of 12 hours per week A/B (recommended) at 168 hours. \$25.71 per hour of instruction means a fee of \$4320 per section or \$8640 total.

Sectional Curriculum

The four distinct focus sections within the course flow freely into each other and will occur in overlapping and simultaneous ways, combining into sections A and B. 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.

Culinary Mission Operations: extensive review of culinary training, mission applications, one dollar to one million dollar budgets, areas of need worldwide, 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.

Cross-Cultural Sensitivity and Teaching: the way in which we work within foreign environments showing natives respect and communicating our beliefs as well as how to teach others to do the same.

GRADUATE STAND ALONE COURSES

Guide to Paragon's 500 Series

PCS 500 Series Course Offerings

500 level is advanced post graduate and is not designed for anyone without previous experience.

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. So, we have to have a level two 500 series course. This course will build on the 400 level and prepare them to 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 deeply into this culture and cuisine is welcome. This advanced class contains a field trip to Louisiana when possible.

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

PCS-501: CULINARY MISSIONS II

Mission Statement

The Culinary Mission Operations Course was 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. It was good, but not enough overall hours to fully prepare a person for the complexities and rigors of the Mission Culinary Field. So, a continuation, course was required. 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. 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

This Stand-Alone Course is 336 hours (110 classroom/226 lab and live fire), which is 24 hours a week for 14 weeks. It can be split into two sections of 12 hours per week A/B (recommended) at 168 hours. \$25.71 per hour of instruction means a fee of \$4320 per section or \$8640 total.

Sectional Curriculum

The four distinct focus sections within the course flow freely into each other and will occur in overlapping and simultaneous ways, combining into sections A and B. 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.

Culinary Mission Operations: extensive review of culinary training, mission applications, one dollar to one million dollar budgets, areas of need worldwide, 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.

Cross-Cultural Sensitivity and Teaching: the way in which we work within foreign environments showing natives respect and communicating our beliefs as well as how to teach others to do the same.

PCS-502: CAJUN-CREOLE MASTER CLASS

Mission Statement

The Cajun-Creole Masters Class is just that, everything you ever wanted to know about Cajun-Creole history and cuisine. 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

This Stand-Alone Course is 336 hours (110 classroom/226 lab and live fire), which is 24 hours a week for 14 weeks. It can be split into two sections of 12 hours per week A/B (recommended) at 168 hours. \$25.71 per hour of instruction means a fee of \$4320 per section or \$8640 total.

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.

Media List

I. Recommended Reading

a. Textbooks

1. Jacque 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

Policies

SATISFACTORY ACADEMIC PROGRESS

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

SAP Policy

Satisfactory Academic Progress

(Attendance, Grades, Leave, Absences, Tardiness, etc.)

- [PROGRAM LENGTH] Paragon’s Full Culinary Program is 1008 clock hours, and the COMPLETE Program is 1344.
 - This is broken into nine or twelve 8 hr./14 week classes.
- [SAP EVALUATION] Satisfactory Progress is evaluated each month.
- SAP consists of Quantitative and Qualitative Progress (Attendance and Grades).
- [ATTENDANCE] Quantitative Progress is defined by Attendance. A Student is required to maintain 80% attendance.
 - If a student falls below the 80% requirement (courses average about 28 classes, so this would mean missing 6 classes or more) he or she will meet with the Instructor and perform 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 work up within a month. After that the grade becomes an “F” and the course must be repeated.
 - If a student misses 10 or more days for any reason they must re-take the class.
 - 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 (30 minutes or more) will equal a full missed day and a sustained habit of such will become punitive.
- [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 make-up or 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 within a month.
 - If a student attends enough classes and finishes the course, but finishes with a grade of “F” 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 if necessary 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, 1 year in length at 3 classes per trimester up to 3 years at 1 class per trimester, must be completed within a maximum of 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. As always, the final decision is up to the instructor (with advice from the Dean). The Make Up Work will be documented and placed along with the attendance in the student's file. It will consist of a sheet for the student's file including time in, time out, student signature, instructor initials, date, and date of missed hours the makeup will apply to. We are confident that such a +capability will exist on the new automated system possibly with a comment attached.

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.**

GRADING POLICY

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 contains from 1-3 classes focused on different subjects and containing 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 course grade which is reported to the student and placed in their file on a transcript, containing a GPA.
 4. The course grades, averaged and combined with final exams result in final grades and eventually an ultimate final grade for the entire program.
 5. All 9 course grades, combined with an overall student assessment and Final exams, results in Graduation and a final GPA.

- 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 did not complete 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, but if they do not continue it will become 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 manual. 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 previous SAP section.

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.

**COLMERY ACT, Section 103
In Compliance with Title 38, U.S.C. 3679 (e)**

“This provision would require that in order for a school or training program to be approved for GI Bill® benefits they must adopt a policy that disallows the school or training program from imposing a late fee, denial of access to facilities, or other penalty against a veteran or eligible dependent due to a late payment of tuition and/or fees from VA. This would only apply if the payments have not been received within 90 days of the beginning of the term and the Secretary would have the authority to waive this requirement. Schools would be allowed to require students to provide documentation to ensure that they are entitled to GI Bill® benefits.”

It has always been and will continue to be the policy of Paragon Culinary School to allow a Veteran to begin or continue classes regardless of payments being received and never incurring any fees or penalties. Please Provide a COE (Certificate of Eligibility) if requested.

Evaluation of Prior Credit

Transfer of Credit from Other Institutions

PLEASE NOTE: The school maintains a written record of the previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person and the Department of Veterans Affairs so notified.

Rules and Regulations

- **All Transfer Credits from all Culinary Schools, Military Training, and other entities will be considered.**
- **Paragon does not guarantee the transferability of its credits to or from 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.**

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 may be required. We will accept any official documentation including: transcripts, catalogs, syllabi, or course outlines; and in rare circumstances in depth interviews of previous training..
7. Procedures to be followed when requesting transfer of credit. Meet with Dean to access 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.

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

It is not legal for Paragon to guarantee anything. Your destiny is in your own hands. We have had many successful students in the past who now run or own their own restaurants.

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 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

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. 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 unless there is a dispute.

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.

Paperwork

ENROLLMENT AGREEMENT

Paragon Culinary School 335 Manitou Ave., Manitou Springs, CO 80829
(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: _____

**All students have a choice of 1-3 classes in a trimester. An Addendum form will be used if schedule changes are made or courses are changed or added.*

Start Date: _____ **Approx. Finish Date:** _____

Type of Instruction: Classroom and Kitchen Labs: X

Tuition & Fees

Total Cost of Program (inclusive, no additional fees): \$ _____
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.

**An Addendum form will be used if additional tuition is incurred.*

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 5th (Late Charges of 10% Apply after the 5th). Paying in advance for an entire trimester receives a 5% discount.

Payment Plan (check one):

Trimester (per class): _____

Monthly: _____ Details: Time frame: _____ Amount: _____

VETERAN? _____ GI Bill®? _____ VocRehab? _____ Dependent? _____

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 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, 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 whichever 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**

Student is entitled to upon withdrawal/termination	Refund
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 fess 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.**

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

**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 reasonable 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.

PARAGON CULINARY SCHOOL

335 Manitou Ave., Manitou Springs, CO 80829

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 [Briarhurst Manor] 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 Briarhurst and Black Bear) 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.

sign

Date: _____

STUDENT FILES

It is the Policy of Paragon to Maintain a Student File with copies of these paperwork pages (ending with Manual Receipt), as well as financial records, payment histories, 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 three 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: 335 Manitou Ave., Manitou Springs, CO 80829.

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.

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 6.
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 6.
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 contact.
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.

Print

Sign

Date

Paragon Culinary School Scholarship Application

Scholarships at Paragon can be broken into two categories: Youth and Military. Please fill out the application below so that we might determine your eligibility. You will be informed at the conclusion of your application process of any applicable award.

Name: _____

Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

E-Mail: _____

Are you applying for: Youth Culinary Scholarship _____ or Veteran Scholarship _____?
(please check one)

Youth Programs

High School Culinary Advantage. Programs at the High School Level earn students a tuition scholarship. Eligible students have completed one or more of the following programs and have presented a transcript or teacher letter in support if available. All awards are honorary and at the discretion of Paragon. WHICH APPLIES TO YOU (one or more)?

1. Pro Start. \$2500. _____

2. FCCLA. \$1000. _____

3. High School Culinary Program. \$2000. _____

(includes: D-49, D-11, D-8, Early Colleges, Woodland, Other Private Systems, and Manitou).

Military Programs

Veteran Honorarium. To honor our Veterans and thank them for their service several programs have been established. Eligible Veterans have presented proof in the form of benefit award, attested letter, or discharge paperwork if available. All awards are honorary and at the discretion of Paragon. WHICH APPLIES TO YOU (one or more)?

1. Veteran Scholarship = \$2500 _____

2. GI Bill® Discount = \$2500 _____

Paragon Culinary School

Shopping Sheet

In compliance with new law, we are glad to provide the following information.

Isakson and Roe, Section 1018 requirements

Section 1018 codifies in statute the following requirements:

Section 1:

- Schools must provide a covered individual (a student using benefits under chapter 30, 31, 32, 33, or 35 of title 38, U.S.C., or chapter 1606 of title 10, U.S.C.) with a personalized shopping sheet that contains:
 - Estimated total cost of the course that includes tuition, fees, books, supplies and any other additional costs.

Here is that information on TOTAL COST, also located on page 18 of the Student Manual.

Breakout of Tuition and Fees

CORE PROGRAM COST: 39,996
 (Nine courses)
Cost per Course: 3,333
 (Course is 14 weeks)
Cost per week: 238.07

Tuition

(includes instruction, salaries, admin, materials, overhead, long term use and other instructional items)

Equipment

(includes portion of utilities, use and repair of knives, ovens, appliances, and other equipment)

Supplies

(Food and beverage stock and other temporary use items)

	<u>Weekly</u>	<u>Monthly</u>	<u>Single Class</u>	<u>Trimester</u>	<u>Total</u>
Tuition (76.77%)	215	731.07	2558.74	7676.23	30705
Equipment (10.23%)	28.65	97.42	340.97	1022.90	4091
Supplies (13%)	36.41	123.80	433.29	1299.87	5200
	<u>Weekly</u>	<u>Monthly</u>	<u>Single Class</u>	<u>Trimester</u>	<u>Total</u>
TOTALS	238.07	952.28	3333	9999	39,996

There are NO ADDITIONAL (mandatory) COSTS.

As outlined on page 17 of the Student Manual this cost is typically reduced for Veterans by \$2500-\$5000 through a Veteran's Honorarium to a grand total of \$34,996 (chptr 33) or \$37,496 for most other Veterans or dependents.

- o Estimated cost of living expenses.

We do not provide any living arrangements. There are no dorms, etc. The average cost for independent living (one bedroom apartment rental) in the Colorado Springs/Manitou area is around \$1000. (Apartments.com lists a range of \$682-\$1028 while zumper.com lists the average as \$1050). Other expenses vary widely, but food, transportation, and utilities can usually be held under \$1000 per month. In general, \$2000 a month should be considered the starting point (bottom range) for a single person living in the Colorado Springs/Manitou area.

- o Amount of costs above that are covered by VA Education Benefits.

All (mandatory) costs of attending Paragon are covered by VA Education Benefits.

- o Other types of **Federal Financial Aid, not administered by VA** that is offered by the institution, that the individual may be qualified to receive.

None.

- o Estimated amount of student loan debt the individual would have upon graduation.

None.

- o Information regarding graduation rates.

We do not track in any official capacity due to the small size of the school, but it is good.

- o Information regarding job-placement rates for graduates, **if available.**

We do not track in any official capacity due to the small size of the school, but it is good.

- o Information regarding the acceptance of transfer credits including **military credits.**

This information is also available on pages 42-43 of the Student Manual. Paragon carefully considers all prior training and transcripts are required. Please present your JST and/or other transcripts to the school for consideration. You will be notified in writing if any prior credit has been approved and applied.

- o Any additional requirements for entrance or enrollment - including training, experience, or examinations that are required to obtain a license, certification, or approval for which the course of education prepares the individual.

None.

- o Other information to facilitate comparison by the individual about aid packages offered by different educational institutions.

As a private independent school, we do not have FAFSA or Federal Student Aid or any loans or grants. Some personal In-House Payment Plans are possible, and some scholarships are available as outlined on page 17 of the Student Manual.

This Shopping Sheet will be individualized per student.
See Sample Below.

School Name: PARAGON CULINARY SCHOOL

Facility Code: 25033306

Date: _____

School Contact Information

PARAGON CULINARY SCHOOL
335 Manitou Ave./404 Manitou Ave.
Manitou Springs, CO 80829
719-578-5744
ParagonCulinary@aol.com

SHOPPING SHEET

Total Program Cost: _____ **Total Number of AY in program** _____
(If program is longer than an academic year, this form must be completed at start of each new AY)

	*On Campus Residence	*Off Campus Residence	
Tuition and Fees	N/A	\$ _____	\$ _____
Housing and Meals	N/A	\$ _____	\$ _____
Books and Supplies	N/A	\$ _____	\$ _____
Transportation		\$ _____
Other education costs		\$ _____
Estimated Cost of Attendance (Total of all items above)		\$ _____

*Colorado 2021 – 2022 Student Budget Parameters <https://cdhe.colorado.gov/archived-financial-aid-guidelines-and-student-budget-parameters>

Estimated VA Education Benefits

Tuition covered by the VA \$ _____
Fees covered by the VA \$ _____

Estimated Federal Financial Aid (Grants and Loans)..... N/A
(Not Administered by VA or the Institution)

Other Type of Non-Federal and Institutional Funding (Scholarships, Grants, Loans)

Other Funding: _____ \$ _____
Other Funding: _____ \$ _____
Other Funding: _____ \$ _____
Total College Costs You Will Be Required to Pay \$ _____

Estimated amount of student loan debt upon completion of program \$ _____

Estimated amount of out of pocket expenses \$ _____

Comparison Tool and Resources:

<https://www.va.gov/gi-bill-comparison-tool/>

<https://collegescorecard.ed.gov/>

Job-Placement Rate, if available: _____%

Graduation Rate: _____%

(Data used in calculation of graduation and job-placement must be available upon request)

Information regarding the acceptance of transfer credits including military transcript:

Information regarding additional requirements including training, military experience, or examinations that are required to obtain license, certification or approval for which the course of education prepares the individual:

Policy on informing individuals of the potential eligibility for other federal financial aid before packaging or arranging student loans or alternative financing.

No Federal Funding or Grants available

I acknowledge receipt of shopping sheet and other required policy checklist prepared on

GI Bill® Beneficiary Information

Name: _____

Academic Program: _____

Signature of Beneficiary: _____

Date: _____

**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>.*



Paragon Culinary School, Inc.
335 Manitou Ave., Manitou Springs, Colorado 80829
710-578-5741

Checklist for New Students

1. **Take a Tour and fill out Form One.**
2. **If VA, Bring in Copy of Certificate of Eligibility.**
3. **If VA, Receive Your Personalized Shopping Sheet.**
4. **Decide to Attend Paragon. Congratulations!**
5. **Bring in Copy of JST or any Transcripts of Previous Training.**
6. **Fill Out Enrollment Agreement and Other School Paperwork.**
7. **Start Classes and Enjoy!**



Paragon Culinary School, Inc.
335 Manitou Ave., Manitou Springs, Colorado 80829
710-578-5741

Checklist for Staff: Non VA Student

1. **Send Manual and Set Up Tour for Prospective Student.**
2. **Give Tour and have them fill out Form One.**
3. **Have them Bring/E-Mail Transcripts from Previous Schools.**
4. **Confirm Their Decision to Attend.**
5. **Collect Copies of any Transcripts of Previous Training.**
6. **Evaluate and Make Decision on Prior Training.**
7. **Have them Fill Out Enrollment Agreement and Other Paperwork.**
8. **Complete Payment Plan and Establish Auto Pay.**
9. **Place all the Paperwork into Their File. Double Check Dates.**



Paragon Culinary School, Inc.
335 Manitou Ave., Manitou Springs, Colorado 80829
710-578-5741

Checklist for Staff: VA Student Ch. 33

1. **Send Manual and Set Up Tour for Prospective Student.**
2. **Give Tour and have them fill out Form One.**
3. **Tell them to Bring or E-Mail COE and Transcripts.**
4. **Create Their Personalized Shopping Sheet.**
5. **Give them Their Personalized Shopping Sheet.**
6. **Confirm Their Decision to Attend.**
7. **Collect Copies of JST and any Transcripts of Previous Training.**
8. **Evaluate and Make Decision on Prior Training.**
9. **Have them Fill Out Enrollment Agreement and Other Paperwork.**
10. **Submit First of TWO Certifications. \$0.**
11. **Submit Second of TWO Certifications, with \$ Tuition.**
12. **Place all the Paperwork into Their File. Double Check Dates.**



Paragon Culinary School, Inc.
335 Manitou Ave., Manitou Springs, Colorado 80829
710-578-5741

Checklist for Staff: VA Student Ch. 31

1. **Send Manual and Set Up Tour for Prospective Student.**
2. **Give Tour and have them fill out Form One.**
3. **Tell them to Bring or E-Mail COE and Transcripts.**
4. **Create Their Personalized Shopping Sheet.**
5. **Give them Their Personalized Shopping Sheet.**
6. **Confirm Their Decision to Attend.**
7. **Collect Copies of JST and any Transcripts of Previous Training.**
8. **Evaluate and Make Decision on Prior Training.**
9. **Have them Fill Out Enrollment Agreement and Other Paperwork.**
10. **Submit First of TWO Certifications. \$0.**
11. **Communicate with Voc Rehab Counselor receive PO.**
12. **Submit Second of TWO Certifications, with \$ Tuition.**
13. **Submit Tungsten Invoice.**
14. **Place all the Paperwork into Their File. Double Check Dates.**

RECORD OF PREVIOUS EDUCATION AND TRAINING

Authority for Data Collection: Title 38 CFR 21.4253(d)(3); 38 CFR 21.4254(b)(12), or 38 USC 3677(c)(7)

Planned Use of this Data: This form (or some other form generated by the school) must be used by the school or employer to provide a record by which previous education and training is evaluated and credit given to the student, where appropriate. It also provides a record of such credit and reduction of program length and cost, if applicable, as required by law.

Schools and training facilities must request that students or trainees who receive VA education benefits submit transcripts or training documents from previous education or training for evaluation toward their new program. Schools and training facilities must evaluate this previous education or training, grant credit toward the new program if applicable, and inform the student or trainee. This form is used to document that this evaluation and any granting of credit has been completed and should be kept in student/trainee file. Copies of student/trainee transcripts or other training documents used to evaluate prior credit should also be retained.

TO BE COMPLETED BY THE STUDENT

Name of student:	Date of enrollment:	GI Bill® chapter used:
------------------	---------------------	------------------------

Name of School: **PARAGON CULINARY SCHOOL**

Name of program:

List your previous education and training:

Veterans: You must request an official military transcript be sent to the school / employer for review. This can be done with a free online order from Community College of the Air Force for Air Force veterans or Joint Services Transcripts for all other branches. Signature below acknowledges this responsibility.

All students: please sign below to acknowledge disclosure of previous education and training. If any post-secondary transcripts are received after the start date of the course, and the review determines that prior credit is appropriate, this may cause decertification of the coursework for VA education benefits and may end with indebtedness to VA.

Student Signature: _____ Date: _____

TO BE COMPLETED BY THE FACILITY

Did student provide evidence of any previous education or training? Yes <input type="radio"/> No <input type="radio"/>	Has this previous education or training been evaluated? Yes <input type="radio"/> No <input type="radio"/>
---	---

Has credit been granted based on the evaluation? Yes <input type="radio"/> No <input type="radio"/>	Has student been notified of the results of the evaluation? Yes <input type="radio"/> No <input type="radio"/>
--	---

If credit has been granted, indicate the source of prior credit and the amount granted:

ALL FACILITIES <Complete below if granting credit> / For schools charging tuition and fees
<Complete below if applicable >

Original program length:	Original cost: \$
--------------------------	-------------------

Credit granted:		Less credit granted: \$	
Adjusted program length:		Adjusted program cost: \$	
<p>School official: I certify that all information provided by the student has been evaluated and that the student WILL receive credit for which they are entitled as listed above, and the copies of transcripts provided will be kept on file as required. School official signature: _____ Date: _____</p>			

CO SAA Form - PARAGON CULINARY SCHOOL

PARAGON CULINARY SCHOOL

Transcript/Diploma/Certificate Financial Hold Exemption Policy

Date Adopted: 8/1/2024

A. Purpose

This policy is in response to Colorado HB22-1049.

B. Scope

This policy applies to all current and former students, excluding foreign students as defined in C.R.S. 23-1-113.5., who have an outstanding debt for tuition, room and board, or other financial aid funds owed to the school and request a transcript, diploma, or certificate. This policy also describes when a student may be subject to a registration hold.

C. Policy

1. Individuals may be subject to a transcript, diploma, or certificate hold when such individual owes certain debts to the School for tuition, room and board fees, or financial aid funds. Individuals will be subject to such a hold when they are delinquent in payments on a payment plan for more than three months, or they have failed to make required payments listed on the enrollment agreement. They will be given a warning and then three months to rectify the situation. If an individual is subject to such a hold, their transcripts, diplomas, or certificates will not be released unless an exemption applies as outlined in section 2 of this policy.
2. Exemptions are granted for individuals who can demonstrate that the transcript/diploma/certificate request is required for one of the following reasons:
 - a. Job application
 - b. Transferring to another postsecondary institution
 - c. Applying for state, federal, or institutional financial aid
 - d. Pursuit of opportunities in the military or national guard
 - e. Pursuit of other postsecondary opportunities
3. Process and Procedure for Exemptions: Upon submission of a transcript/diploma/certificate request and documentation to verify an exemption, the School will review the request and make a determination regarding whether or not an exemption exists, as outlined in section 2, above. If it is determined that the individual has a valid exemption, the School will release the requested transcript/diploma/certificate. If the School determines that the individual does not meet the exemption criteria, the School will provide a written explanation of the denial of the request within seven business days.
4. Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed to the School should contact: The Administration at 335 Manitou Ave, Manitou Springs, CO 80829.719-578-5741. ParagonCulinary@aol.com.
5. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov.

Manual Receipt

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

Print

Sign

Date