



**Le Cordon Bleu Ottawa Culinary Arts Institute
Terms and Conditions of Application and Enrollment**

1. Applications for diploma and certificate program courses must be accompanied by:
 - a. A résumé
 - b. A letter of motivation
 - c. Proof of high school completion (or equivalent)
 - d. The appropriate application fee
2. All applications will be reviewed by an Academic Jury.
 - a. In the event the Academic Jury rejects an application, the applicant may appeal directly to the Principal within 14 days of receiving the notification.
 - b. The Principal's decision in this regard is final.
3. Once the Institute has approved an application, a registration package is sent to the student. This package contains information about:
 - a. Student Contract
 - b. Equipment/uniform requirements
 - c. Information regarding the orientation session
 - d. Housing options
 - e. The Academic and Administrative Policy and Procedures Manual.
 - f. A *Proof of Student Status* letter, (which can be used to apply for a student visa, if required.)
4. It is suggested that the Institute receive applications a minimum of 6 months before the applicant's first course is to begin.
5. No student shall be entitled to use the name and/or logo "LE CORDON BLEU" and/or "LE CORDON BLEU OTTAWA" under any circumstances or at any time or in any place (including the internet), whatsoever whether before, during or after their training and whether as a trade mark, company or trading name, domain name or otherwise.
6. LE CORDON BLEU declines all liability in case of accident, loss, damage, civil responsibility of the student or other similar cases. LE CORDON BLEU strongly suggests that the student takes the appropriate insurance to cover such risks.



Academic and Administrative Policy and Procedures Manual

1. A copy of the Academic and Administrative Policy and Procedures Manual can be found on our website: <http://www.lcbottawa.com/Files/COADEN1574.PDF>
2. A student's agreement with this policy is implicit in his/her application for enrollment at Le Cordon Bleu Ottawa Culinary Arts Institute.

Terms and Conditions of Payment

1. All certificate programs and courses require a non-refundable application fee at registration for each course.
2. All diploma package applications must include a non-refundable application fee.
3. The balance of tuition must be paid 6 weeks before the course start date.
4. Please note that a seat in a course will not be reserved for a student unless the Institute receives the required application fee for that course. All courses have limited enrollment.
5. All other courses require payment in full at registration, unless indicated.
6. The application form must accompany your registration, along with any application fee required.
7. All fees are quoted in Canadian dollars, unless indicated.
 - a. Fees are payable in either Canadian or U.S. funds (U.S. funds are subject to current exchange rates).
8. LE CORDON BLEU Ottawa Culinary Arts Institute reserves the right to increase tuition fees without notice.



Refunds/Cancellations/Deferments

1. Should a student cancel his/her registration with written notice a minimum of 6 weeks prior to the course start date, then the Institute will refund all fees paid less the non-refundable application fees towards the immediate course(s).
 - a. Should a student cancel his/her registration with written notice less than 6 weeks prior to the course start date, then any fees paid towards the immediate course(s) are nonrefundable. All fees paid towards future courses will be refunded, less the non-refundable application fee.
 - b. No refund will be issued if a student fails to attend or fails to complete the course(s).
2. Should a student wish to defer his/her registration in a course(s), then the Institute requires written notice a minimum of 6 weeks prior to the course start date.
 - a. Students may defer registration once without penalty; subsequent deferrals will be subject to a \$50 administration fee.
 - b. The maximum length of deferment is one year from the originally requested entry date.
 - c. Students failing to provide adequate notice of deferment will be subject to the cancellation policies outlined above and will be required to re-submit the appropriate amount required for enrollment.
3. The administration reserves the right to cancel or modify courses at any time.
 - a. In the event the Institute cancels a course, any application fee or tuition fees paid will be refunded in full, or transferred to another course selected by the student.
 - b. Any fees paid by a student whose application is rejected by the Institute will be refunded.

Waiting List

1. Due to high demand, the Institute reserves the right to place students on a waiting list, even if they have already registered in other courses.
 - a. Places will not be held unless applications are complete, including the application fees.