



DUCASSE
EDUCATION

International Programs in Culinary Arts

Enrolment Forms SUMMARY

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1 / Application Procedure

Application Procedure :

1.1 - In order to apply to the international programs, the applicant must send to Ducasse Education (**Attn : Matthieu Darbon 41 rue de l'abbé Ruellan 95100 – Argenteuil, France or by email at international@ad-formation.com**) the following documents :

- Application form duly filled (form 2)
- Career Plan (form 3)
- Resume (curriculum vitae)

1.2 - Once the application request has been approved by the Ducasse Education Admission Jury, the candidate will receive a written confirmation. The student must then complete, sign and return to Ducasse Education the General Terms of Sales (form 4) and the Payment form (form 5). Enrolment will then be definitely registered.

1.3 - The candidate will receive the full Application File including:

- Enrolment certificate necessary to apply for a visa if needed (see 4.5)
- Receipt of paid amounts / owing balance
- Internal Rules of the Training Center
- Order form for chef jackets, trousers and shoes
- Details about the Welcome day (when the student must present visa, insurance certificate and photos)

Applicants have the possibility to visit the training center anytime before the beginning of the program only under appointment from Monday to Friday (9 am to 5 pm). Please call +33(0) 1 34 34 19 05.



2 / Application form

Please write legibly and fill in all fields

2.1 - PROGRAM YOU ARE INTERESTED IN :

- 2-month program (for beginners)
 6-month program (for practicing cooks)

2.2 - THE APPLICANT :

Gender : Male / Female

First Name : _____

Last Name : _____

Date of birth : _____

Address : _____

City : _____

Zip Code : _____

Country of residence : _____

Home phone : _____

Mobile : _____

Email address : _____

Preferred communication : mail / phone

Do you need a visa? : yes / non

Languages : English : advanced intermediate beginner

French : advanced intermediate beginner

Other language(specify) : advanced intermediate beginner

2.3 - ACCOMODATION :

- I wish to receive Ducasse Education's advice for accommodation during the training program. I will look for an accommodation on my own

Date :

Student's name and signature :

Please send us back this document via e-mail or fax. Don't forget to join your career plan and resume.



3 / Career Plan

3.1 - How did you hear about Ducasse Education programs?

Internet
School - School code: _____
Friends / family
Other (please specify herebelow)

3.2 - What is your level in cooking ? Tell us in which context you usually cook.

Executive chef
Chef
Senior Sous Chef
Junior Sous Chef
Senior Cook
Junior Cook
Commis

3.3 - What is the main reason you are joining this program?

Continuing education
Brushing up / Certifying an "amateur" knowledge?
Starting a new career
Other (please specify herebelow)

3.4 - What is/are your professional objective(s)?

Become a culinary officer in an existing structure
Open your own restaurant / point of sale
Other (please specify herebelow)



4/ General Terms of Sales

4.1 - General clause:

Enrolment in the Ducasse Education Intensive International Culinary Programs implies that the student accepts the present conditions and that the student respects the Internal Rules of the Alain Ducasse training center (Centre de Formation d'Alain Ducasse) without exception.

4.2 - Purpose:

Ducasse Education organizes international culinary programs for beginners and practicing cooks at its training center or in a designated location. The content, the form, the fees as well as the planning of this program are deemed in force from the time of enrolment. The present general terms and the application form, the syllabus and the fee constitute the contract between the student and the school.

4.3 - Objectives of the program:

The objective is to allow each student to learn or improve skills in culinary arts, to deepen knowledge and acquire a higher level of qualification. At the end of the course, certificates will be delivered by Ducasse Education to students who have successfully completed the examinations. The teaching methods and the program are designed to allow students to succeed in every subject. Ducasse Education commitment concerning the training programs regards means, not results.

4.4 - Audience:

The courses are intended for all candidates wishing to acquire skills in culinary arts (minimum age 18) with or without prior culinary experience. Programs have been especially designed for beginners (2-month program) or for practicing cooks and/or culinary graduates (6-month program).

4.5 - Visa requirements:

Students who are not EU citizens or permanent residents in EU countries, must comply with the French immigration rules. We recommend obtaining a long-term guest visa (**visa « visiteur longue durée »**) from the French Consulate in the student's country at residence before departure, so as to be able to follow the internship after the training program.

After accepting the application request, Ducasse Education will send the student an enrolment confirmation and a certificate to request the visa (see 1.3). The student must be in possession of all the necessary authorizations for the duration of the program upon arrival in France.



4.6 - Liability and insurance:

The student is solely responsible for physical and/or material damages he/she may cause within the context of the international culinary programs at the training center. Therefore, each student must subscribe to an insurance policy covering damages done to him/her or caused by him/her. An insurance certificate 'civil liability' will be required. Under no circumstances Ducasse Education could be held responsible for damages or loss of personal belongings of students.

4.7 - Intellectual and industrial copyrights:

Ducas Education reserves the right to use pictures of students engaged in Ducasse programs for pedagogical materials or illustrations of programs, booklets and other promotion material.

No one is permitted to use the name "Ducas Education" or "Ducas Institute", or "Centre de Formation d'Alain Ducasse" to imply any endorsement or warranty of any kind in written or verbal communication.

Any reference to name "Alain Ducasse" is strictly prohibited without the express and written consent from Alain Ducasse.

4.8 - Personal Information:

In accordance with French law no. 7817 of January 6th,1978, relative to data processing and freedom, the information requested is necessary for the processing of the order and is solely for the use of Ducasse Education. It will not be communicated to any third party without the written permission of the student. The student has right of access to the information concerning him/her. In case of error or modification this information can be rectified upon request and will not be communicated to any third party without the written permission of the student.

4.9 - Training:

All courses are given in English; students must therefore be fluent in this language. Courses take place in culinary labs and cover the following subjects:

- Theory and techniques, with pedagogical support specifically designed for each program (this applies to the 2-month program and the first part of 6-month program).
- Course demonstrations and explanation by the instructor.
- Organization, setting up and complete production of dishes by students, individually or in groups.
- Methodology and production techniques used for creating various dishes.
- Presentation and tasting.

4.10 - Maximum attendance :

Courses are designed to be taught in small groups of 12 students. Ducasse Education will close the enrolment on a program once the maximum capacity is reached. Nevertheless students can request to be registered in a waiting list, which will be used in case of cancellations.



4.11 - Fees:

The due fee include Program Fees + Application Fees

Program Fees include:

- Tuition
- Training materials
- Training textbooks
- Raw materials and ingredients
- Class visits
- One knife-set for 2-month program only. 6-month program students must provide their own knives.
- 2 chef jackets (order form to be filled by the student). Students must wear them for every training session and keep them tidy for all occasions.
- Trousers & shoes for 2-month program only. 6-month program students must provide their own.

Application fees: €200 non refundable

Fees do not include transportation, accommodation, international health insurance and other personal expenses.

4.12 - Uniform :

<u>Items</u>	<u>2-month program</u>	<u>6-month program</u>
Knife set	Included in program fee and given to student on Welcome day.	Provided by student.
Chefs jackets (2)	Included in program fee and given to student on Welcome day.	Included in program fee and given to student on Welcome day.
Professional trousers	Included in program fee and given to student on Welcome day.	Provided by student.
Non – slip professional shoes	Included in program fee and given to student on Welcome day.	Provided by student.

Students must wear the complete uniform as from the very first day of the training program. Ducasse Education will provide clean aprons and towels as often as needed.

4.13 - Payment:

A down payment of 40 % of the total amount is required to accept the application and reserve the student's place in the program. Balance can be split in several successive payments. Total amount of fees is due in full 30 days prior the beginning of the training.

If total payment is not received by Ducasse Education 30 days before the beginning of the training, the student will not be able to start the program.



In case of late registration (less than 30 days before the beginning of the training) and subject to available places, total fees will be due to the registration.

Acceptance will be confirmed to the student by e- mail once the following are received:

- Application form, career plan and resume
- General Terms of Sales and Payment duly completed and signed
- Total payment of fees

All fees are due in Euros.

Fees include VAT tax. Students living in a foreign country who come individually are also subject to the VAT.

Payment can be made by credit card or by bank transfer.

Students are required to pay all bank fees incurred when transferring funds. Students have the responsibility to ensure that the bank clearly indicates the student's name on the transfer form in order to identify the payment.

If the applicant fails to meet previous conditions, Ducasse Education is entitled to cancel his enrolment in the program. In this case, paid fees will be refunded except application fees (€200).

4.14 - Deferment:

Candidates registered in a Ducasse international culinary program are entitled to request for a deferment to another program date only once without penalty. The student must provide a written request at least 30 days prior to the beginning of the training. Ducasse Education will accept this deferment provided other courses similar to the one they have already registered are programmed. The maximum deferment date is within 18 months from the initial planned entry date.

In this case, the applicable terms, conditions and fees will be in force at the new session.

If Ducasse Education is unable to register the student in a later identical session, program fees will be refunded, except for the application Fee (€ 200) which is non refundable.

4.15 - Cancellation at the request of a student:

In case of "**force majeure - case of absolute necessity**", an applicant can cancel his/her enrolment giving **written notice** to Ducasse Education within the following timeframes. Refund of fee (except € 200 of application fees) will depend on each case :

Delay of cancellation (in days before the first day of training)	Amount refunded (as a % of the total fee amount)
90	100%
30-89	50%
Less than 30	No refund

In all other cases, the demand of cancellation or refund cannot be accepted.



If a student fails to complete entirely a started program (whatever the reason), no refund or reduction in fees will be made.

4.16 - Cancellation at the request of the school:

In the event of a "force majeure" case of absolute necessity or chance event including, but not limited to, disasters, fires, strikes within or outside the Company, failures or breakdowns within or outside the Company, and in general any event preventing the satisfactory execution of the orders, Ducasse Education disclaims all responsibility for any failure to fulfil its contractual obligations.

In case of cancellation of one of the culinary program sessions by the school, except the cases of "force majeure - case of absolute necessity", caused by a third party or an independent matter, Ducasse Education will try to reschedule and will inform all the students or, if not possible, will pay back the trainee the totality of the payments that have been done.

In the case of an insufficient number of registered participants in a program (less than 8) Ducasse Education reserves the right to postpone the session to an alternate date at its own discretion.

Ducasse Education will not be responsible for any charges incurred for participating in the session (such as airplane tickets, accommodations etc...). It is therefore recommended to take all the useful measures like for instance cancellation liability.

4.17 - Applicable law - litigation:

The General Terms of Sales shall be governed by French law. In the event of any litigation in connection with the interpretation or performance of any of the statements of the General Terms and should Ducasse Education and the student fail to come to an amicable agreement, the case shall be referred to the Pontoise Commercial Court.

I acknowledge having read and agree to the present General Terms of Sales.

Date :

Student's Name :

Student's Signature:



5 / Payment form

International Program Fees: (please indicate your program)

6-month program: € 14 500 (including application fees of €200)

2-month program: € 10 500 (including application fees of €200)

All fees are payable in Euros only. Fees include VAT tax. Students living in a foreign country who come individually are also subject to VAT tax.

FIRST NAME: _____	LAST NAME: _____
1 st payment: amount _____	date _____
2 nd payment: amount _____	date _____
3 rd payment: amount _____	date _____
4 th payment: amount _____	date _____

If you choose to pay by bank transfer, here is the necessary information.

CENTRE DE FORMATION D'ALAIN DUCASSE
Address : 84 avenue Victor Cresson – 92130 ISSY LES MOULINEAUX
Bank Account Name : SARL CENTRE DE FORMATION d'ALAIN DUCASSE
BANK NAME : BANQUE POPULAIRE RIVES DE PARIS
BANK CODE : 10207
BRANCH CODE : 00090
ACCT NUMBER : 21210272818
KEY DIGITS : 76
IBAN : FR76 1020 7000 9021 2102 7281 876
SWIFT : CCBPFRPMTG

The bank transfer fee is at your charge. Please have the bank write the name of the student on the transfer so that we know who has paid.

If you choose to pay by credit card

Card Type (please circle) VISA - MASTER CARD

Name of card: _____

Card number: _____ Exp. Date : _____

You may want to notify your bank about the amount that will be debited from your account. Often banks will reject international payments involving large amounts of money if they are not notified in advance.

I hereby certify that I have read and fully understood the application form, the general terms of sales and payment form for the Ducasse Education International Programs.
The information that I have supplied is correct and complete. Incomplete or inaccurate information could be prejudicial to my admission or stay in the program.

Date:

Student's name and signature: