

## Classical Cycle

### Terms and Conditions of Payment, Deferment and Cancellation for International Students

#### 1. Payment

1.1 The non-refundable application fee (1000\$ per certificate course or 3000\$ for diploma course & 500\$ per any of Intensive Bakery, Weekend Cuisine, Chocolate & Confectionery courses) is due once an offer is made of a place to the Student by Le Cordon Bleu.

1.2 The full amount of the fees payable shall be paid not less than six weeks before the first day of class

1.3 If an applicant fails to comply with condition 1.2. Le Cordon Bleu Istanbul shall be entitled to cancel his/her place on the course and any deposit or fees paid shall not be refundable.

1.4 All fees are paid in US dollars or Turkish Lira.

1.5 Students are required to pay all bank fees incurred when transferring the funds. Students must ensure their bank transfer includes their name.

#### 2. Deferment

2.1 An applicant who has either paid the Non-Refundable Application Fee (see above) or the full tuition fee due, may defer his/her commencement of the course(s) to a later term, **if written notice is received a minimum of six weeks prior to the commencement of the course. Students can defer only once** – there is no fee for this deferment, though students will have to pay any increase in course fees. The permitted maximum length of the deferment is one year from the originally requested entry date.

2.2 If Le Cordon Bleu Istanbul is ultimately unable to place the Student on a later course, the institute will refund any fees paid less the Non-Refundable Application Fee.

2.3 An applicant who enrolls on the diploma option is not allowed to postpone the date of entrance on the intermediate or superior levels.

#### 3. Cancellation

3.1 A Student who, having accepted an Admission Proposal offered by the Institute, gives written notice to cancel

**more than six weeks prior to the commencement of the course,** shall be entitled to a refund of all payments made, less the Application Fee. No refunds will be made for cancellations received six weeks or less before the start of the course, except in the cases of enumerated in 3.2 below. Complete tuition fees will be refunded for any subsequent courses less the paid Application Fee(s).

3.2 A Student who cancels less than six and more than four weeks before the first day of the class for reasons beyond his/her control such as a medical emergency, death within the immediate family or a natural disaster, and provides written justification of it, shall be entitled to a refund of 50% of the total tuition fee paid for the first course on which he/she is enrolled. No refunds will be made for cancellations received four weeks or less before the start of the course(s).

3.3 If a Student fails to complete a course for any reason whatsoever, no refund of fees or reduction in fees payable shall be made. Le Cordon Bleu will not refund course fees once the course has started.

3.4 Le Cordon Bleu strongly suggests that you take out the appropriate insurance cover to safeguard against any possible of deposit/fees through unable to attend the course(s).

3.5 In the unlikely event of a course being cancelled, all fees paid by the Student related to canceled course will be refunded in full.

***I understand that I am required to notify Le Cordon Bleu of any amendments regarding said information. Misrepresentation of any or all material can result in non-acceptance or termination of enrolment. I have read and understood the school terms and conditions and the refund policy described in the brochure in its entirety.***

Date:

Name:

Signature:

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### Admissions Policy for International Students

#### 1. Offers

Offers of course placements will be based on the assessment of the Admissions Jury having considered the extent to which qualifications, proficiencies and aspirations of the applicant are matched by the courses offered by Le Cordon Bleu. All classes are taught in English (There is Turkish translation for Demo classes if needed)

#### 2. Qualifications

It is the responsibility of the International Student to ensure that he/she is proficient in spoken and written English to enable the lectures to be understood and to participate in dialogue with the Chef Instructors during classes. Our recommended level is B2 on the common European framework of Reference for Languages. Examples of base entry requirement are as follows; (though in certain circumstances we may accept a student with no formal qualifications on to course) High School diploma, High School Certificate, GCSEs, CAP/Baccalauréat or equivalent academic levels.

#### 3. Application

The application form must be completed satisfactorily (all sections legible and complete)

Le Cordon Bleu undertakes to ensure that all applications are assessed in an ethical and responsible manner.

The letter of motivation must be written by the applicant. Applicants must be 18 years or over at the commencement of the course.

#### 4. Approval

Approval for admission will only be given once the terms and conditions of Le Cordon Bleu have been fully satisfied. Due consideration will be placed on the student's motivation to achieve the qualifications offered by Le Cordon Bleu and their future aspirations as set out in their 'letter of motivation'. Trade or industry experience is not considered mandatory. In the event that we are unable to offer a place at Le Cordon Bleu, an appeal can be lodged, in writing within 14 days, to the Director of Le Cordon Bleu, the appeal would be reevaluated by Academic Standards Committee and their decision in these matters is final.

#### 5. Le Cordon Bleu's Intellectual Property

Please read this section carefully.

Le Cordon Bleu vigorously defends its trade marks, copyright materials and other intellectual property rights and will take action to prevent any breach of its rights, including by claiming financial compensation.

In this section "you" and "your" refer to the student making this application but its terms apply both during and after your studies at the Le Cordon Bleu institute.

##### Trade Marks

Le Cordon Bleu International is the owner of a number of trade marks registered in numerous countries throughout the world for many classes of services and products, which include notably "Le Cordon Bleu", the Le Cordon Bleu logo (which appears on the top of this application form) and "Grand Diplôme".

You must not use any of Le Cordon Bleu's trade marks, or any confusingly similar trade mark, in connection with any activity that is commercial, business-related or professional in its nature or purpose. By way of example, such prohibited use would include use as or as part of a company name, trading name, domain name or email address.

##### Uniforms

After your studies we hope that you will keep and treasure your Le Cordon Bleu uniform and you are, naturally, free to use it in a purely

private and non-commercial context.

However, please note that you must not wear any part of the Le Cordon Bleu uniform or any other clothing that bears any of Le Cordon Bleu's trade marks in connection with any activity that is commercial, business-related or professional in its nature or purpose.

Le Cordon Bleu will take firm action to prevent any misuse of the uniform.

##### Copyright Materials

The copyright in all learning, pedagogical and other materials provided to you by Le Cordon Bleu during your studies is owned by Le Cordon Bleu International, except for any materials which may be in the public domain and materials used by permission of a third-party copyright owner.

Such materials are provided for your personal educational use only and must not be reproduced, distributed or shared with others, except with the prior written permission of the Institute's senior management.

By signing this Application Form you accept the above.

All students shall be bound to comply with the Rules and Regulations issued by the Institute. The institute reserves the right in its absolute discretion to modify the enrolment procedure, fees, organization and/or structure of any or all of its courses. Students may take photographs of the Institute's premises only with the prior approval of a member of the Institute's management committee. Le Cordon Bleu will normally permit students to take, at the end of class and for strictly personal use only photographs of dishes prepared by Le Cordon Bleu chefs from the recipes demonstrated during the class. Students agree that copyright in all photographs taken on the Institute's premises will be owned exclusively by Le Cordon Bleu and such photographs may be used by students only for personal, non-commercial purposes. The use by students of video cameras or any other form of moving picture camera or audio recording equipment is not permitted on the Institute's premises.

By signing the acceptance form or agreeing to these terms and conditions the Student consents to the Institute obtaining and using photographs or images of the Student for:

1. Use in the Institute's promotional materials such as the prospectus, the website or social media;
2. Press and media purposes;
3. Educational purposes as part of the curriculum or extra-curricular activities.

##### General

Students must attend the scheduled Demonstration in order to attend the relevant Practical session. A student missing a Demonstration will automatically miss the Practical relating to that Demonstration. Student who are absent for more than 5 sessions on Cuisine or 4 sessions in Patisserie, for whatever reason, will not be permitted to gain the certificate. Students will be required to retake (and pay) for the course again.

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 out appropriate insurance to cover such risks.

The Institute shall be under no liability whatsoever to any student for any loss or damage, except personal injury or death, sustained at or upon the Institute's premises howsoever caused, and whether in respect of any negligent act or omission by the Institute, its employee, agents or servants or otherwise. The Institute shall be under no liability whatsoever to any student for any loss or damage except personal injury or death, suffered by reason of the failure of the Institute, its employee, agent or servants to



LE CORDON BLEU®

notify the students of any risk or danger of which they had no prior knowledge nor ought reasonably to have had such knowledge.



***I have read and understood the school admission and general policies in the brochure in its entirety.***

Date:

Name:

Signature:

