



Federal Consumer Information Handbook Rules and Regulations

Effective: October 01, 2019

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Ownership and Management Staff

Weiser Resolution – CSFW, LP dba The Culinary School of Fort Worth	Owner/Owner
Scott Wade	President / Director of School
Danielle Rueter	Director of Compliance & Financial Aid
Amy Jewell	Director of Admissions
Ethan Starr	Kitchen Operations Manager

Federal Consumer Information

Disclosure of Consumer Information – Your Right to Know

The Culinary School of Fort Worth is committed to providing its students, their families, and their campus communities, full disclosure of all consumer information as required by State and Federal laws and regulations. The consumer information provided is intended to satisfy students’ right to know and to give students the opportunity to make fully informed choices regarding the institution. It is the student’s responsibility to review the information below to ensure they have a full understanding of “Your Right to Know” as it relates to disclosure of consumer information at The Culinary School of Fort Worth.

If you need clarification or additional information, please contact **The Culinary School of Fort Worth, School Director or the Director of Compliance.**

School Location

**The Culinary School of Fort Worth
6550 Camp Bowie Blvd, Suite 110
Fort Worth, Texas 76116**

Basic Financial Aid Information

The **Culinary School of Fort Worth** offers a quality education at surprisingly affordable cost. However, many qualified students will need financial assistance in the form of Federal Aid in order to attend.

Our location is approved to offer Federal Financial Aid to qualified students who want a post-secondary education but do not have adequate financial means to do so. Federal Student Aid makes it easier to secure needed money for your dreams to obtain a higher education.

Different types of aid (private scholarships, state grants, and federal aid) have different rules, called eligibility criteria, to determine who may receive the aid.

Need-based and Non-need Based Local Aid Program

- N/A

Need-based and Non-need-based State Aid Program

- Texas Workforce Solutions
- CapWorks

Need-based & Non-need-based School Aid Programs

- At this time, the school does not offer in house school scholarships.

Need-based & Non-need Based other Private Aid Program

- Students should discuss with their local High School Counselor on how to apply other private scholarships.

Title IV, HEA Aid Programs offered at *The Culinary School of Fort Worth*

Federal Pell Grant

A ***Federal Pell Grant***, unlike a loan, does not have to be repaid by the student to the Federal Government. Federal Pell Grants are awarded to undergraduate students who have not earned a bachelor's or a professional degree. You are not eligible to receive a Federal Pell Grant **if you are incarcerated** in a federal or state penal institution or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non-forcible sexual offense.

Direct Loans

The U.S. Department of Education has two federal student loan programs:

The William D. Ford Federal ***Direct Loan*** (Direct Loan) Program is the largest federal student loan program. Under this program, the U.S. Department of Education is your ***lender***. There are three types of Direct Loans program available at The Culinary School of Fort Worth:

- **Direct Subsidized Loans** are loans made to eligible undergraduate students who demonstrate *financial need* to help cover the costs of higher education at a college or career school.
- **Direct Unsubsidized Loans** are loans made to eligible undergraduate, graduate, and professional students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan.
- **Direct PLUS Loans** are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid.

Why should I take out Federal student loans instead of a private loan?

Federal student loans are an investment in your future. You should not be afraid to take out federal student loans, but you should be smart about it. Federal student loans offer many benefits compared to other options you may consider when paying for college:

- The **interest rate on Federal student loans** is almost always lower than that on private loans—and much lower than that on a credit card!
- You do not need a credit check or a cosigner to get most federal student loans.
- You do not have to begin repaying your federal student loans until after you leave school or drop below half time.
- If you demonstrate financial need, you can qualify to have the government pay your interest while you are in school.
- Federal student loans offer flexible repayment plans and options to postpone your loan payments if you are having trouble making payments.
- If you work in certain jobs, you may be eligible to have a portion of your federal student loans forgiven if you meet certain conditions.

FSEOG

Federal Supplemental Educational Opportunity Grant is a grant for undergraduate students with exceptional financial need.

To get an FSEOG, you must fill out the *Free Application for Federal Student Aid (FAFSA)* so your Institution can determine how much *financial need* you have. Students who will receive **Federal Pell Grants** and have the most financial need will receive **Federal Supplemental Educational Opportunity Grand (FSEOG)** first. The FSEOG does not need to be repaid. The FSEOG program is administered directly by the *financial aid office* at each participating school and is therefore called “campus-based” aid.

How students apply for Federal Student Aid and how eligibility is determined **Student eligibility criteria for the Federal Student Aid (FSA) programs**

Most students are eligible to receive Title IV, HEA financial aid from the federal government to help pay for college or career school. Your age, race, or field of study will not affect your eligibility for federal student aid. While your income is taken into consideration, it does not automatically prevent you from getting federal student aid.

How Eligibility is determined

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or **General Educational Development (GED) certificate**, or by completing a high school education in a **homeschool** setting approved under state law.
2. Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
5. Sign certifying statements on the **FAFSA** stating that:
 - you are not in **default** on a **federal student loan**
 - do not owe a refund on a **federal grant**
 - Sign the required statement that you will use federal student aid only for educational purposes
6. Maintain **satisfactory academic progress (SAP)** while you are attending college or a career school.

In addition, you must meet one of the following:

1. Be a U.S. CITIZEN or U.S. NATIONAL
You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. Have a GREEN CARD
You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD
You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
 - Refugee
 - Asylum Granted
 - Cuban-Haitian Entrant (Status Pending)
 - Conditional Entrant (valid only if issued before April 1, 1980)
 - Parolee
4. Have BATTERED IMMIGRANT STATUS
You are designated as a "**battered immigrant-qualified alien**" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
5. Have a T-VISA
You are eligible if you have a T-visa or a parent with a T-1 visa.

The U.S. Department of Education's office of Federal Student Aid provides more than \$150 billion every year in grants, federal loans, and work-study funds to students attending college or career school. Visit www.StudentAid.gov today to learn how to pay for your higher education.

How to apply for Federal Student Aid

To apply for federal student aid, you need to complete the **Free Application for Federal Student Aid (FAFSA)**. Completing and submitting the FAFSA is free and easier than ever, and it gives you access to the largest source of financial aid to pay for college or career school. In addition, many states and colleges use your FAFSA data to determine your eligibility for state and school aid, and some private financial aid providers may use your FAFSA information to determine whether you qualify for their aid.

You should use **FAFSA4caster** to learn more about the financial aid process and get an early estimate of your eligibility for federal student aid. **FAFSA4caster** will help you understand your options for paying for college. It will also provide some basic information and it will estimate your eligibility for federal student aid. Your estimate will be shown in the "College Cost Worksheet" where you can also provide estimated amounts of other student aid and savings that can go towards your college education.

You can access the **FAFSA4caster** at: www.fafsa4caster.ed.gov/F4CAPP/index.inex.jsf

Free Application for Federal Student Aid

If you're ready to **fill out the FAFSA** go for it at: <http://www.fafsa.ed.gov>! If you'd like more information first, contact the Director of Financial Aid.

High School Seniors

High school seniors in their last semester of school should start filling out a FAFSA to determine their eligibility for financial aid.

How the school distributes aid among students

Most Federal Financial Aid is awarded on the basis of financial need with the exception of Parent Plus Loan (PLUS). Need is the difference between your cost of education (educational expenses such as tuition, room board, books, supplies and other expenses) and the amount you and/or your family are expected to contribute toward your education.

A standard formula is used for all applicants to determine this amount, which is called the expected family contribution (EFC). If there is anything left over after subtracting the expected family contribution from your cost of education you are then considered to have unmet financial need.

FAFSA Verification

Every year a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the School Financial Aid Department) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement and what their verification code (V1 – V6) was

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so they can complete the required verification requirement. If after review by the School Financial Aid Department there are any changes to the financial aid package the student will be notified via email provided on the student's FAFSA.

Rights and Responsibilities of a Student receiving Federal Student Aid

The Student has the right to ask the school:

- The name of its accrediting and licensing agency.
- About its programs, its instructional, laboratory, its physical facilities, and its faculty.
- What the cost of attending is, and the institutions policies concerning Refunds and Return to Title IV (R2T4) to students who withdrawal (drop out).
- What financial assistance is available at The Culinary School of Fort Worth; including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting an application for each available financial aid program.
- How it determines a student's eligibility and need for financial aid.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying.
- What is a deferment of repayment or forbearance for certain defined periods. How to find out if you qualify and what steps you must take to request a Title IV, HEA loan deferment or forbearance.
- How the school provides written information on student's loan obligations and information on your rights and responsibilities as a borrower.
- Whom you must contact to have your aid package reevaluated, if you believe a mistake has been made; or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP.
- How failing to maintain SAP affect your title IV, HEA eligibility and funding.
- What special facilities and services are available to student with disabilities and how to request a **reasonable accommodation**.

It is the Student's Responsibility to:

- Review and consider all the information about the programs offered by the Institution before you enroll.
- Pay special attention to the application process for Federal Student Financial Aid, complete the **FAFSA** accurately, and submit it on time to the right place. Errors on the **FAFSA** can delay or prevent you from receiving Title IV, HEA funding timely.
- Know and comply with all deadlines for applying and reapplying for aid. A student must reapply each year for the next Title IV, HEA award year. **Speak with the Director of Financial Aid *for addition information and guidance*.**
- Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency timely to which you submitted the application.
- Notify the school of any information that has changed since you initially applied.
- **Read, understand, and keep copies** of all forms you were asked to sign!
- Ensure you understand that you must start making monthly repayment on your student Title IV, HEA loans after your grace period ends, unless you have a deferment or forbearance.
Note: When you sign your **master promissory note (MPN)**, you are agreeing to repay your loan.

- You **must** attend an **exit** interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loans.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). Note: If you have student loans, you must notify your lender of these changes also!
- Ensure you understand your school's **refund policy**.
- Ensure you understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that you may also be responsible for any Return to Title IV (R2T4), HEA funds return by the institution on your behalf.
- Understand that there could be liabilities when errors are made because of inconsistent information, which was provided by you the student. That this could result in an **over award of Title IV, HEA funding** that you were not eligible for and were advanced to you or credited to your student account.

How and when will Financial Aid Can be Disbursed

Currently The Culinary School of Fort Worth only has one program that is eligible for Title IV, HEA funding.

Professional Culinary Program which is 900 clock hours and 35 weeks of instruction. Funding will be disbursed as follows:

Payment Period	Clock hours	Weeks	Note:
1	0	0	Direct loan has a 30-day delay for first time borrowers.
2	450	17.5	*

* Students must meet their **clock hour, weeks of instruction, attendance and grade point average (GPA)** requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility.

Also note, that if the student is not meeting the SAP requirements, they will place their Title IV, HEA funding in jeopardy which could also result in a loss of Title IV, HEA funding.

Terms and Conditions of any Employment that is part of the Financial Aid Package

The Culinary School of Fort Worth does not employ any students who are currently receiving financial aid and are attending the school programs.

How much money can I borrow in federal student loans?

If you are an Undergraduate Student:

- \$5,500 to \$12,500 per year in Direct Subsidized Loans and Direct Unsubsidized Loans depending on certain factors, including your year in college.

If you are a Parent of a Dependent Undergraduate Student:

- The remainder of your child’s college costs that are not covered by other financial aid. Note: A credit check is required for a parent loan (called a **PLUS loan**). The parent may not have adverse credit to borrow a PLUS.

How much should I borrow?

You may borrow only as much as you need to help cover your **Cost of Attendance (COA)**, which includes direct and in-direct costs.

Required borrower information on the MPN:

The MPN contains **personally identifying information (PII)** which includes the following: name, permanent address, a date of birth, social security number, driver’s license number, and two personal non-student adult references with U.S. addresses. The borrower must read, sign and date the MPN, the school maintains that copy and the student should maintain a copy with their student records for future reference.

How much interest do I have to pay?

The interest rate on **Direct subsidized and Unsubsidized Loans** is a variable rate that is adjusted each year on July 1. As a result, your interest rate may change annually, but it will never exceed 8.25 percent. You will be notified annually of the actual interest rate for each loan that you receive.

Interest is not charged on your subsidized loan while you are enrolled at least half-time, during your grace period and during deferment periods. Interest is charged on your Direct Subsidized Loan during all other periods, starting on the day after your grace period ends, (including forbearance periods). Interest is charged on your unsubsidized loan during all periods, starting on the day it is disbursed.

*If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund and if student receives federal student financial aid funds the student is entitled to a refund of the money not paid from federal financial aid funds.

Additional Title IV, HEA Funding Information

Contact Information

U.S. Department of Education
Direct Loan Servicing Center
P.O. Box 4609
Utica, NY 13504-4609
1 (800) 848-0979
www.dl.ed.gov

Adverse Credit History of Borrowers of PLU Loans

The parent may not have adverse credit to borrow a PLUS. This is defined in the regulations as the applicant being 90 days or more delinquent on a debt or having been subject in the last five years to a default determination, bankruptcy discharge, foreclosure, repossession, tax lien, wage garnishment or write off of an FSA debt. The absence of any credit history is not considered adverse credit. Lenders may establish more restrictive credit standards for determining adverse credit.

If the parent borrower has an adverse credit history the applicant has the option of receiving a PLUS using a creditworthy endorser. If an endorser is used a separate Endorser Addendum is required for each PLUS loan. If an endorser is involved, a new MPN must be used. The endorser is only liable for the specific loan or loans he/she has agreed to endorse.

School Certifies/Originates the Loan

The school's primary responsibilities in the loan application process are to ensure the completeness and accuracy of the MPN based on information it has available.

Checklist for loan certification

For all Federal Direct Loans programs applications, the school must:

- Confirm that the student and parent meet the definition of eligible borrower. This would include the student's grade level, loan period and the amounts of the disbursements as well as the student's enrollment status and anticipated completion/graduation date. The school must confirm the student's dependency status for PLUS. Check on NSLDS to check the student's financial aid history, including loan limits. It must document the student's COA, EFC and estimated Financial Aid in the student's file. It must be available to the lender, guarantor, or the Department.
- Determine the student's enrollment status and SAP
- Review NSLDS information on ISIR to ensure that the student (or both the student and parent in the case of PLUS loan) is not in default on any FSA loan and does not owe a refund on any FSA grant or scholarship and will not exceed the annual or aggregate loan limits applicable to borrowers.
- Ensure the amount of the loan in combination with other aid will not exceed the student's financial need or the annual or aggregate loan limit.

Guidelines for determining Student's Eligibility for a PLUS Loan:

- Parent's unwillingness to borrow a PLUS does not make the dependent student eligible
- The aid administrator's belief that a parent should not borrow a PLUS does not make the student eligible
- Only one parent must apply for a PLUS and be denied based on adverse credit history. However, if both parents apply independently and one is approved and one denied, the student is not eligible for increased loan amounts.
- The parents denied of PLUS based on adverse credit in one year does not support the dependent's eligibility in subsequent years.

- The dependent student may become eligible at any time during an academic year if the parent has been approved and later denied.

The dependent student may be eligible for increased unsubsidized loan amounts if it is determined by the Director of Financial Aid and can be document that other exceptional circumstances exist that will prevent a student from borrowing:

- The parent is incarcerated and therefore ineligible
- Parent's whereabouts are unknown
- Parents income limited to Public Assistance or disability and
- You have evidence that the lender that makes loans to students and parents at the school has denied a PLUS loan or will not make a PLUS loan to a parent under its lending policy due to the parent's existing debt burden, income to debt ratio, likely inability to repay or other credit standards.

Calculating Title IV, HEA Funding

Direct Loan Program

The formula for determining the amount of Title IV, HEA loan funding is:

- COA (Cost of Attendance) - EFC (expected family contribution) - EFA (estimated financial assistance) = (Need for subsidized Stafford)
- An unsubsidized loan can replace the EFC .

Pell Program

The formula for determine the amount of Title IV, HEA PELL funding:

- COA (Cost of Attendance) – Minus EFC (estimated financial assistance)
= (Financial Need)

Supplement Educational Opportunity Grant Program

The formula for determine the amount of Title IV, HEA SEOG funding:

- COA (Cost of Attendance) – Minus EFC (estimated financial assistance)
= (Financial Need)

Scheduling Disbursements

Disbursements will be established with the lender by the institutions financial aid department. This is the date that the funds can be disbursed to the student by the institution to the student. In keeping with the three-day turnaround time for payment of FSA funds to the student.

Entrance Counseling for Student Loan Borrowers

Prior to the first disbursement, each student must complete entrance counseling. You will need to provide a signed copy of the completion form to the Financial Planner as part of your entrance counseling. You may also visit www.studentloans.gov to complete entrance counseling by logging in using your FSA ID and password.

Exit Counseling for Student Loan Borrowers

All students who are graduating or withdrawing from school must receive exit counseling.

The school will ensure that students receive exit counseling before they leave school. Counseling may be provided in person (individually or in groups), using audiovisual materials or, as with entrance counseling, exit counseling is offered on the [Web](#). Student borrowers should be advised to complete online exit counseling or come to a counseling session at the school shortly before graduating or ceasing at least half-time enrollment. The Director of Financial Aid and officers at The Culinary School of Fort Worth are reasonably available to answer questions from student borrowers. One of the borrowers' obligations is to participate in an exit counseling session.

Some of the same material presented at the entrance counseling session will again be presented during exit counseling. The emphasis shifts to more specific information about loan repayment and debt-management strategies. The following information will be provided as part of exit counseling:

1. Exit counseling emphasizes the seriousness and importance of the repayment obligation.
2. The lender sends payment coupons or billing statements as a convenience for the borrowers. Not receiving them does not relieve the borrower of his or her obligation to make payments.
3. Many lenders encourage borrowers to set up electronic debiting of bank accounts to repay their loans.

The regulations require that exit counseling describe the likely consequences of default, including adverse credit reports, and litigation. Students will be informed of the charges that might be imposed for delinquency or default, such as lenders or guarantor's collection expenses (including attorney's fees). Defaulters often find that repayment schedules for loans that have been accelerated are more stringent than the original repayment schedule.

A defaulter is no longer eligible for any deferment provisions, even if he or she would otherwise qualify. The defaulter's federal and state tax refunds may be seized and wages garnished, and the borrower loses eligibility or any further funding from the FSA programs.

The student will receive an explanation of the use of the Master Promissory Note. The student will be advised to read carefully the MPN and the Borrowers Rights and responsibilities statement again.

Emphasis will be given that repayment is required, regardless of educational outcome or subsequent employability. The student borrower will be informed that they are obligated to repay the full loan even if they did not finish the program, cannot obtain a job after graduation, or is dissatisfied with the school's educational program or other services.

Sample monthly repayment accounts will be provided. The borrower will be given an estimate of the average anticipated monthly payments based on their indebtedness. The

borrower will receive a sample loan repayment schedule based on their total indebtedness. A loan repayment schedule will usually provide more information than just the expected monthly payment. For instance, it would show the varying monthly amounts expected in a graduated repayment plan. The lending organization is not required to send the repayment schedule to the student until the grace period.

Repayment options will be reviewed with the student. The counseling will review the payment options, such as the standard, extended, graduated and income-contingent income sensitive plans. The option of consolidating loans will also be discussed. Consolidation loans are available through the Federal Direct Student Loan Program.

Debt Management Strategies will be discussed. The counselor will stress the importance of developing a realistic budget, based on the student's minimum salary requirements. It is helpful to have the student's budget reflect the loan payment as a fixed cost, like rent and utilities.

Online Loan Exit Counseling

Loan Exit Counseling is located on www.studentloans.gov or you can secure a copy of the Exit Counseling guide during your institutions exit counseling.

Forbearance, deferment and cancellation options

1. If a student cannot make scheduled payments and does not qualify for a deferment, the lender may allow the student to temporarily make smaller payments or temporarily stop making payments. Interest continues to be charged during forbearance. Some reasons why forbearance may be granted are financial hardship and/or illness. The lender must grant forbearance if the student has a monthly debt burden for Title IV loans that collectively equals or exceeds 20% of their total monthly gross income (for up to three years) There are several other reasons listed in the Borrowers Rights and Responsibilities.
2. Deferments mean that the student does not have to make payments in certain circumstances. If the student is attending school at least half-time, or if the student is unemployed, if the student is experiencing economic hardship as determined by federal law for up to three years. (See student's rights and responsibilities).

Terms and Conditions-deferments

The following lists of deferments are available to students who have federal student loans.

Deferment Definitions

1. **Action Programs Deferment**
Borrowers may postpone payments with this deferment type while serving full-time in the Action Programs for at least one year.
2. **Armed Forces Deferment**
This deferment type may be used to postpone payments for a borrower serving in the military on active duty status.

3. **Dependent Student Enrolled at Least Half-time Deferment**
Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled at least half time at an eligible school.
4. **Dependent Student Enrolled Full-time Deferment**
Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled full-time at an eligible school.
5. **Dependent Student in a Full-time Rehabilitation Training Program - Deferment**
Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is engaged in a full-time rehabilitation-training program.
6. **Economic Hardship Deferment**
This deferment postpones payments for a borrower during times of financial difficulty where the borrower receives public assistance, serves in the Peace Corps, receives the deferment on a Direct or Perkins loan, or meets specific income criteria.
7. **Full-time Student Deferment**
Any borrower who is certified by an eligible school as enrolled on a full-time basis may receive this deferment.
8. **Graduate Fellowship Deferment**
This deferment type postpones payments for borrowers engaged in a full-time course of study in a Graduate Fellowship program.
9. **Internship/Residency Deferment**
This deferment type postpones payments for a borrower engaged in an Internship/Residency program.
10. **Less than Full-time but at Least Half-time Student**
In order to qualify for this deferment, an eligible school must certify that the borrower is enrolled at least half time.
11. **National Oceanic and Atmospheric Administration (NOAA) Deferment**
Borrowers serving in the National Oceanic and Atmospheric Administration (NOAA) on active duty status may use this deferment type to postpone payments.
12. **Parental Leave Deferment**
This deferment type may postpone payments for a pregnant borrower or one caring for a newborn child or a newly adopted child.
13. **Peace Corps Deferment**
Borrowers may postpone payments with this deferment type while serving in the Peace Corps for at least one year.
14. **Public Health Service Deferment**
This deferment type postpones payments for borrowers serving full-time as an officer in the Commissioned Corps of the Public Health Service.
15. **Rehabilitation Training Deferment**
This deferment type is available for borrowers engaged in a full-time rehabilitation training program.
16. **Tax-exempt Organization Deferment**
This deferment type may postpone payments for full-time paid volunteers in a tax-exempt organization.
17. **Teacher Shortage Area Deferment**
This deferment type is available to borrowers when teaching in a designated teacher shortage area.

18. Temporary Total Disability Deferment

This deferment type may postpone payments for a borrower with a condition that prevents them from working or going to school, or who is caring for a disabled person.

19. Unemployment Deferment

This deferment type postpones payments for borrowers who are seeking full-time employment through registry with an employment agency or are receiving unemployment benefits.

20. Working Mother Deferment

This deferment type may postpone payments for mothers who recently re-entered the workforce.

The National Student Loan Data System

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV, HEA loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV, HEA loans and/or grant data.

The website is located at www.nsls.ed.gov

The student will be informed of the Availability of Loan Information on NSLDS and the availability of the FSA Ombudsman's Office. The borrower's loan history can be reviewed on NSLDS (PIN required for access). Students without Internet access can identify their loan holder by calling 1-800-4-fed-aid. The borrower will be made aware that the information on the NSLDS site is updated by lenders and guarantors and may not be as current as the latest information from the loan holder. The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed. Normally the bank and/or guarantor can help with any problem.

Students MPN Rights and Responsibility

Review the Student's Rights and Responsibilities: The student received this with the MPN at the beginning of the loan process and it should be reviewed again at the exit interview. The importance of keeping loan records will be reinforced with the student. The borrower should keep the loan repayment schedule provided by the lender when repayment begins as well as records of loan payments—including cancelled checks, money order receipts. The student should keep copies of any requests for deferment or forbearance, or any other correspondence with the loan holder.

The School will collect and update personal and contact information: During exit counseling, the aid office will obtain the borrower's expected permanent address after leaving school, the address of the borrower's next of kin, and the name and address of the borrower's expected employer (if known). A school will correct its records to reflect any changes in the borrower's name, address, Social Security Number, or references and will obtain the

borrower's current driver's license number and state of issue. Within 60 days after the exit interview, the financial aid office will provide this information to the loan vendor.

The student will also be provided with the current name and address of the borrower's lender (or Federal Vendor), based on the latest information. An explanation will be given of how to complete deferment forms and how to prepare correspondence to the lender or vendor will also be included. Emphasis will be made that the borrower should always keep copies of all correspondence from and to them about their loans. It will be stressed that a borrower must make payments on their loans even if the borrower does not receive a payment booklet or a billing notice.

If the student borrower drops out without notifying the school, we will confirm that the student has either completed online counseling, or exit-counseling material will be mailed to the borrower at their last known address. The material must be mailed within 30 days of learning that a borrower has withdrawn or failed to participate in an exit counseling session. When we mail these exit materials, we are not required to use certified mail with a return receipt requested, but we must document in the student's file that the materials were sent. If the student fails to return the Exit Counseling material including the contact information, we are not required to take any further action.

Grace Period: Once the student withdraws, leaves school or graduates on the subsidized loans there is a grace period of six months. During this time, no interest accrues on the subsidized loan. On an unsubsidized loan, the interest is paid during the loan period but the principal is not paid until after the grace period. The borrower has a choice of paying the interest or having it capitalized – adding the accrued interest to the original loan principal. In addition, PLUS loan repayment begins sixty days after the second disbursement and interest begins at that point.

Repayment on all loans is up to ten years with a minimum repayment of \$50.00 per month.

Satisfactory Academic Progress Policy

Please refer to the SAP policy in the current School Catalog.

The satisfactory academic progress (SAP) policy applies to all students enrolled in an ACCREDITING AGENCY and STATE AGENCY approved program whether receiving Federal Title IV, HEA funds. The **Professional Culinary Program** (900 clock hours and 35 weeks) is the only course that is currently eligible for Title IV, HEA funding.

Transfer Hours

Please refer to the Transfer of Credit Policy in the current School Catalog.

Academic Year Definition

The Culinary School of Fort Worth's academic year is defined as 900 clock hours and 26 weeks for Title IV, HEA purposes. For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

Course Incompletes, Withdrawals

Please refer to the current School Catalog

Reentry and Interruptions

Please refer to the current School Catalog

General Information about the school

Please refer to the current School Catalog for the name, addresses and phone numbers of all agencies that have approval over The Culinary School of Fort Worth.

By putting a request in writing to the school Director, you may review the letter of accreditation and the license or letter of approval from the state agency that approves the school. This request will be honored within 30 days of receiving the written request.

Facilities and Services Available to Students with Disabilities

No individual with a disability (*Physical or mental impairment*), because of their disability, will be excluded from enrolling in a course of instruction, if it can be determined that the student **can benefit** from the training. Additionally, the Culinary School of Fort Worth will exert its best effort to provide requested **reasonable accommodation**. If you would like to request a reasonable accommodation, please contact the Director of Admissions and Kitchen Operations Manager. You may request a reasonable academic adjustments or auxiliary aids at any time. The Kitchen Operations Manager is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

Applicants with a disability, as defined in paragraph 34 C.F. R. 104.3 (j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The Culinary School of Fort Worth will work with the student to determine whether a reasonable accommodation can be granted to enable a student to benefit and thus qualify for federal funding.

Any qualified individual with a disability requesting a reasonable accommodation should follow this procedure:

- 1) Notify the Director of Admissions in writing of the type of accommodation(s) needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aids.
- 2) The request should be made at least four weeks in advance of the date needed.
- 3) You may contact the Director of Admissions by telephone at 817-737-8427.
- 4) The Director of Admissions will respond in writing within two weeks of receiving the request letting the student know if a reasonable accommodation can be granted.

Cost of Attendance

The cost of attendance for each of the programs offered at The Culinary School of Fort Worth can be found in the intuitions current School Catalog. You should also not hesitate to contact the schools Director of Financial Aid who can also provide this information.

Refund Policy

Please refer to the Refund Policy in the current School Catalog

Return to Title IV, HEA Policy

This policy applies to students who **withdraw officially or unofficially or are dismissed from enrollment** at The Culinary School of Fort Worth. It is separate and distinct from the Culinary School of Fort Worth refund policy. (Refer to institutional refund policy in current School Catalog)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

“Official” Withdrawal from the School

A student is considered to be “Officially” withdrawn on the date the student notifies the Director of Compliance or School Director in writing of their intent to withdraw. The date of

determination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal process from The Culinary School of Fort Worth. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, The Culinary School of Fort Worth, will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
2. Two calculations are performed:
 - a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b. Calculate the school's refund requirement (see school refund calculation)
3. The student's grade record will be updated to reflect his/her final grade.
4. The Culinary School of Fort Worth will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. The School will provide the student with a letter explaining the Title IV, HEA requirements:
 - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance

without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal from School

In the event that the school unofficially withdraws a student from school, the School Director and/or Director of Compliance must complete the Withdrawal process using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 6 consecutive calendar days, fails to maintain satisfactory academic progress, or fails to comply with the school's attendance policy will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The admission and/or chef office will make three attempts to notify the student regarding his/her enrollment status
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record
3. The student's withdrawal date is determined as the date the day after 6 consecutive calendar days of absence
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment
5. The Culinary School of Fort Worth calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation)
7. The Culinary School of Fort Worth will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
8. If applicable, The Culinary School of Fort Worth will provide the student with a refund letter explaining Title IV requirements:
 - i. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - ii. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable
 - iii. Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
9. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department

of Education's prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Withdraw After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The Culinary School of Fort Worth measures progress in Clock Hours and uses the payment period for the period of calculation.

The Calculation Formula

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The Culinary School of Fort Worth will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to The Culinary School of Fort Worth or
2. Sign a repayment agreement with the U.S. Department of Education.

Order of Return

The Culinary School of Fort Worth is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Parent Plus loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Earned AID

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Director of Financial Aid.

Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The Culinary School of Fort Worth may use a portion or all of your post-withdraw disbursement for tuition and fees (as contracted with The Culinary School of Fort Worth).

The institution will offer any post-withdrawal disbursement of loan funds within 45 days of the date it determines the student withdrew.

The institution must disburse any Title IV, HEA grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date.

For all other school charges, The Culinary School of Fort Worth needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Time frame for returning an unclaimed Title IV, HEA credit balance

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check. If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned, or EFT is rejected, and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Institution Responsibilities in regard to return of Title IV, HEA funds

The Culinary School of Fort Worth's responsibilities in regard to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must not return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with The Culinary School of Fort Worth or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regard to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.

- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- These notifications, either to withdraw or rescind to withdraw, must be made to the official records/registration personnel at your school.

Refund vs. Return to Title IV, HEA Funds

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that The Culinary School of Fort Worth may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The Culinary School of Fort Worth may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

Return to Title IV, HEA questions?

If you have questions regarding Title IV, HEA program funds after visiting with the Director of Financial Aid, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

***This policy is subject to change at any time, and without prior notice.**

Academic Programs-Educational Program, Instructional Facilities, and Faculty Information

Please refer to the current School Catalog.

Transfer of Credit Policies

Please refer to the Transfer Policy in the current School Catalog.

Copyright Policy

Please refer to the Copyright Policy in the current School Catalog.

School and Program Accreditation, Approval or Licensure

State Approval

The Culinary School for Fort Worth is a private institution and is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

To contact: Career Schools and Colleges: 512-936-3100 or 866-256-6333 or email: career.schools@twc.state.tx.us

Accreditation Approval

The Culinary School of Fort Worth is currently approved by the Accrediting Council for Continuing Education and Training (ACCET)

To Contact: Phone: 202-955-1113 or email: info@accet.org

Notice of Federal Student Financial Aid Penalties for Drug Law Violations (Part 86)

Drug and Alcohol Abuse Policy

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution and is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy. To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

Bi-annual Review

To comply with the Institutions of Higher Education regulations, the School will conduct a review bi-annually of the Drug and Alcohol Abuse Policy to determine its effectiveness and the consistency of sanctioned enforcement, in order to identify and implement any necessary changes. The review is completed in even-numbered years by an administrative committee and the report is available by request from either the Director of the School or the Director of Compliance.

Drug and Alcohol Abuse Prevention

We urge students or employees needing assistance with Drug and Alcohol Abuse Prevention and Education to reach out for support from any of the agencies listed in this Drug and Alcohol Policy, or the Texas Department of Human and Health Services (<http://www.hhsc.state.tx.us/>). There is also a national helpline that is available through SAMHSA 1-800-622-HELP (4357). Locally, Phoenix Associates Counseling Services, Inc. offers intensive outpatient drug and alcohol treatment available for after work hours. (<http://www.freerehabcenters.org/details/phoenix-associates-counseling-services>)

See below Off-Campus resources

Crime and Punishment – Alcohol and Drug Offenses

Misdemeanors (M) are punishable by suspension of your Texas driver's license for up to six months and/or imprisonment in county jail for not more than one year and/or a fine not exceeding \$4,000 unless a different amount is specified for the offense.

Felonies (F) are punishable by suspension of your Texas driver's license for up to six months and/or imprisonment in the state corrections system for no less than 180 days but up to ninety-nine years and/or a fine not exceeding \$10,000 unless a different amount is specified for the offense. Punishments vary based on the Penalty Group and the Classification of Felony.

Student Responsibility

Students are required to acknowledge the CSFTW Drug and Alcohol Abuse Policy by signing our Student Drug and Alcohol Policy Student Agreement at the beginning of their program. By signing, students pledge not to violate the CSFTW Drug and Alcohol Abuse Policy.

By Law: Student Conduct: Alcohol and Drug Use

A student shall be prohibited from using or being under the influence of intoxicating beverages in classroom buildings, laboratories, auditoriums, faculty and administrative offices, and all other public campus areas. With the prior consent of the President or President's designee, the provisions herein may be waived with respect to any specific event that is sponsored by The Culinary School of Fort Worth. State law shall be strictly enforced at all times on all property controlled by The Culinary School of Fort Worth in regard to the possession and consumption of alcoholic beverages.

Controlled Substances

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of, any of the following substances on College District premises or off premises at a College District-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any abuse on glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any designer drugs.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

Exception

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

Violation

Students who violate this policy shall be subject to appropriate disciplinary action. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Notice

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of The Culinary School of Fort Worth's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

Drug and Alcohol Abuse Programs

Notwithstanding any other provision of law, no institution of higher education, including a college district, shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless the institution certifies to the U.S. Secretary of Education that the institution has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees that, at a minimum, includes:

1. The annual distribution to each student at every orientation class and/or 1st day of employment the following:
 - a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities;
 - b. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 - c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
 - d. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
 - e. A clear statement that the institution will impose sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required above.
2. A biennial review by the institution of the institution's program to:
 - a. Determine the program's effectiveness and implement changes to the program if the changes are needed;
 - b. Determine the number of drug- and alcohol-related violations and fatalities that occur on the institution's campus, as defined in 20 U.S.C. 1092(f)(6), or as part of any of the institution's activities; and are reported to campus officials;
 - c. Determine the number and type of sanctions described in 20 U.S.C. 1011i(a)(1)(E) that are imposed by the institution as a result of drug- and alcohol-related violations and fatalities on the institution's campus or as part of any of the institution's activities; and
 - d. Ensure that the sanctions required by 20 U.S.C. 1011i(a)(1)(E) are consistently enforced.

20 U.S.C. 1011i(a); 34 C.F.R. 86.100

It is the sense of Congress that, in an effort to change the culture of alcohol consumption on college campuses, all institutions of higher education, should carry out the following:

1. The president of the institution should appoint a task force consisting of school administrators, faculty, representatives, and others to conduct a full examination of student and academic life at the institution. The task force should make recommendations for a broad range of policy and program changes that would serve to reduce alcohol and other drug-related problems. The institution should provide resources to assist the task force in promoting the campus policies and proposed environmental changes that have been identified.
2. The institution should enforce a “zero tolerance” policy on the illegal consumption of alcohol by students at the institution.
3. The institution should vigorously enforce the institution's code of disciplinary sanctions for those who violate campus alcohol policies. Students with alcohol or other drug-related problems should be referred for assistance.
4. It should adopt policies restricting the advertisement and promotion of alcoholic beverages on campus.
5. The institution should work with the local community, including local businesses, in a “Town/Gown” alliance to encourage responsible policies toward alcohol consumption and to address illegal alcohol use by students.

20 U.S.C. 1011h

Low-THC Cannabis

A municipality, county, or other political subdivision, may not enact, adopt, or enforce a rule, ordinance, order, resolution, or other regulation that prohibits the cultivation, production, dispensing, or possession of low-THC cannabis, as authorized by Health and Safety Code Chapter 487.201.

Health and Safety Code 487.201

Alcohol Possession and Use by Minors

Except as provided in Alcoholic Beverage Code 106.05(b), a minor commits an offense if he possesses an alcoholic beverage.

A minor commits an offense if he consumes an alcoholic beverage.

Alcoholic Beverage Code 106.04, .05(a)

Exceptions:

Consumption Related to Reported Sexual Assault

The offenses of possession of an alcoholic beverage and of consumption of an alcoholic beverage do not apply to a minor who reports the sexual assault of the minor or another person, or is the victim of a sexual assault reported by another person, to:

1. A health-care provider treating the victim of the sexual assault;
2. An employee of a law enforcement agency; or

3. The Title IX coordinator of an institution of higher education or another employee of the institution responsible for responding to reports of sexual assault.

A minor is entitled to raise the defense provided above in the prosecution of the offense of possession of an alcoholic beverage or the offense of consumption of an alcoholic beverage only if the minor is in violation at the time of the commission of a sexual assault that is reported by the minor as described above or committed against the minor and reported by another person as described above.

A minor who commits a sexual assault that is reported as described above is not entitled to raise the defense in the prosecution of the minor for the offense of possession of an alcoholic beverage or the offense of consumption of an alcoholic beverage.

Alcoholic Beverage Code 106.04(f)–(h), .05(e)–(g)

Consumption as Part of a Course

Notwithstanding any other law, a minor may taste an alcoholic beverage if:

1. The minor is at least 18 years old and is enrolled:
 - a. As a student at a public or private institution of higher education that offers a program in culinary arts, viticulture, enology or wine technology, brewing or beer technology, or distilled spirits production or technology; and
 - b. In a course that is part of the program;
2. The beverage is tasted for educational purposes as part of the curriculum for the course described by item 1b;
3. The beverage is not purchased by the minor; and
4. The service and tasting of the beverage is supervised by a faculty or staff member who is at least 21 years of age.

A public institution of higher education is not required to hold a license or permit to engage in the activities authorized under this section.

Alcoholic Beverage Code 106.16(b)–(c)

Penalties and Effects

Federal Trafficking Penalties

CSA	PENALTY		Quantity	DRUG	Quantity	PENALTY	
	2nd Offense	1st Offense				1st Offense	2nd Offense
I And II	Not less than 10 years. Not more than life. If death or serious injury, not less than life. Fine of not more than \$4 million individual, \$10 million other than individual.	Not less than 5 years. Not more than 40 years. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than \$2 million individual, \$5 million other than individual.	10-99 gm or 100-999 gm mixture	METHAMPHETAMINE	100 gm or more or 1 kg or more mixture	Not less than 10 years. Not more than life. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years. Not more than life. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than \$6 million individual, \$20 million other than individual.
			100-999 gm mixture	HEROIN	1 kg or more mixture		
			500-4.999 gm mixture	COCAINE	5 kg or more mixture		
			5-49 gm mixture	COCAINE BASE	50 gm or more mixture		
			0-99 gm or 100-999 gm mixture	PCP	100 gm or more or 1 kg or more mixture		
			1-10 gm mixture	LSD	10 gm or more mixture		
			40-399 gm mixture	FENTANYL	400 gm or more mixture		
			10-99 gm mixture	FENTANYL ANALOGUE	100 gm or more mixture		
Drug	Quantity	First Offense		Second Offense			
Others ²	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual. \$5 million not individual.		Not more than 30 years. If death or serious injury, life. Fine \$2 million individual. \$10 million not individual.			
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual. \$1 million not individual.		Not more than 10 years. Fine not more than \$500,000 individual. \$2 million not individual.		
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual. \$1 million not individual.		Not more than 6 years. Fine not more than \$500,000 individual. \$2 million not individual.		
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual. \$250,000 not individual.		Not more than 2 years. Fine not more than \$200,000 individual. \$500,000 not individual.		

¹ Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg. (See separate chart.)

² Does not include marijuana, hashish, or hash oil. (See separate chart.)

Federal Trafficking Penalties - Marijuana

As of November 18, 1988

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	Marijuana Mixture containing detectable quantity*	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	Marijuana Mixture containing detectable quantity*	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	Hashish		
1 to 100 kg	Hashish Oil		
50-99 plants	Marijuana		
Less than 50 kg	Marijuana	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.
Less than 10 kg	Hashish		
Less than 1 kg	Hashish Oil		

*Includes Hashish and Hashish Oil

(Marijuana is a Schedule I Controlled Substance)

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

(a) 1st conviction and the amount of crack possessed exceeds 5 grams.

(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.

(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

Appendix B

Note: This appendix will not be codified in the Code of Federal Regulations.

This appendix contains a description of health risks associated with substances covered by the Controlled Substances Act (21 U.S.C. 811), and is taken from a Department of Justice publication entitled *Drugs of Abuse* (1989 Edition). The appendix also includes a summary of health risks associated with alcohol, as described in *What Works: Schools Without Drugs* (1989 Edition), a Department of Education publication.

Persons interested in acquiring the publications or in obtaining subsequent editions in the future should contact the Superintendent of Documents, Washington, DC 20402, for *Drugs of Abuse*, and *Schools Without Drugs*, Pueblo, CO 81009, for *What Works: Schools Without Drugs*.

The Department of Education is providing this information as an example of the minimum level of information that IHEs may provide to their students and employees in order to comply with the requirement in Sec. 86.100(a)(3) of these regulations relating to the distribution of the health risks associated with the use of illicit drugs and the abuse of alcohol. The Secretary considers this information as meeting the requirements of the regulations, but IHEs are not precluded from distributing additional or more detailed information. If an IHE distributes this information in future years, it should use the most current editions of *Drugs of Abuse* and *Schools Without Drugs* that are available.

Controlled Substances – Uses and Effects										
DRUGS CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE Physical Psychological		TOLER- ANCE	DURATIO N (Hours)	USUAL METHODS OF ADMINIS- TRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
NARCOTICS										
Opium II III V	Dover's Powder, Paregoric, Parepectolin	Analgesic, Antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating
Morphine II III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, Antitussive	High	High	Yes	3-6	Oral, smoked, injected			
Codeine	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Fiorinal w/Codeine	Analgesic, Antitussive	Moderate	Moderate	Yes	3-6	Oral, injected			
Heroin I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked			
Hydromorphone II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected			
Meperidine (Pethidine) II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected			
Methadone II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected			
Other Narcotics II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected			
DEPRESSANTS										
Chloral Hydrate IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates II III IV	Amytal, Butisol, Fiorinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasic agent	High-Mod.	High-Mod.	Yes	1-16	Oral			
Benzodiazepines IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxexa, Verstran, Versed, Halcion, Paxipam, Restonil	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral			
Methaqualone I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral			
Glutethimide III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral			
Other Depressants III IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral			

Controlled Substances - Uses and Effects											
DRUGS CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE Physical Psychological	TOLER- ANCE	DURAT ION (Hours)	USUAL METHODS OF ADMINIS- TRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME		
STIMULANTS											
Cocaine ¹	II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	II	Biphetamine, Delcobase, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected			
Phenmetrazine	II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected			
Methylphenidate	II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected			
Other Stimulants	III IV	Adipex, Cylert, Didrex, Ionamin, Mellat, Plagline, Sanorex, Tenuate, Taperul, Prelu-2	Weight control	Possible	High	Yes	2-4	Oral, injected			
HALLUCINOGENS											
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucina- tions, poor perception of time and distance	Longer, more intense "trips" episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline and Peyote	I	Mexc, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants	I	2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Phencyclidine Analogues	I	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Other Hallucinogens	I	Butorferine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed			
CANNABIS											
Marijuana	I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol	I II	THC, Marinol	Cancer chemotherapy, anti-nauseant	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish	I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			

¹ Designated a narcotic under the GSA.

² Not designated a narcotic under the GSA.

Alcohol Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Off-Campus Resources:

[Baylor Health Fort Worth](#)

1400 Eighth Ave.

Fort Worth, TX 76104

Phone: 817-926-2544

Services: Baylor treats adults 18 and over for psychiatric and/or addictive disorders in its Behavioral Health Outpatient Programs.

[Lena Pope](#)

Phone: 817-255-2500

Services: Lena Pope Counseling offers services to children, adolescents and families for various issues, including anxiety, depression, trauma, substance abuse and disruptive behavior.

[Mental Health Mental Retardation of Tarrant County \(MHMRTC\)](#)

3840 Hulen Tower North

Fort Worth, TX 76107

Crisis Phone: 800-866-2465

Main Phone: 817-569-4300

Services: MHMR offers services for mental health, intellectual and developmental disabilities, addiction, early childhood intervention, criminal justice system support, homelessness and veterans.

[Recovery Resource Council](#)

2700 Airport Freeway

Fort Worth, TX 76111

Phone: 817-332-6329

Services: Recovery Resource Council offers a variety of services to help individuals recovering from alcohol, addiction and mental health issues.

[Start Your Recovery](#)

Services: Start Your Recovery offers a variety of services to help promote suicide awareness/prevention and services for individuals recovering from alcohol, addiction and mental health issues.

[The Women's Center](#)

1723 Hemphill

Fort Worth, TX 76110

Phone: 817-927-4040

Services: The Women's Center offers counseling and support groups, in addition to 24 hour crises hotline, rape exam support, and courtroom assistance.

[ULifeline](#)

Services: ULifeline is an online resource for mental health that helps you get help now, or helps you help a friend. Learn more about suicide prevention, drugs and mental health.

[United Way of Tarrant County 2-1-1 Resource Directory](#)

Services: When you need help, but don't know where to turn, call **2-1-1**. A highly-trained information and referral specialist will listen to your needs and connect you with the right community organization or government agency. It's free and confidential.

College Navigator Website

The **Integrated Postsecondary Education Data System**, often abbreviated **IPEDS**, is the core postsecondary education data collection program for the [National Center for Education Statistics](#), a part of the [Institute for Education Sciences](#) within the [United States Department of Education](#). IPEDS consists of nine interrelated survey components that are collected over three collection periods (Fall, Winter, and Spring) each year. The completion of all IPEDS surveys is mandatory for all institutions that participate in or are applicants for participation in any federal financial assistance program authorized by Title IV of the [Higher Education Act of 1965](#), as amended.

To assist student in making an informed decision about a school, the U.S. Department of Education is required to post 26 items of information on the College Navigator website. These items include:

- Student activities offered by the school
- Services offered by the school for individuals with disabilities
- Career and placement services offered to students during and after enrollment
- Policies of the school related to transfer of credit from other schools

These items can be accessed at: www.nces.ed.gov. Select the location you wish to review then select enrollment to review the diversity of the campus.

Student Body Diversity

Schools must make available to current and prospective students' information about student body diversity, including the percentage of enrolled, full-time students in the following categories:

- Male
 - Female
 - Self-identified members of a major racial or ethnic group
 - Federal Pell Grant recipients
- You can review the diversity of The Culinary School of Fort Worth by going to the following web site address: www.nces.ed.gov. Select the location you wish to review then select enrollment to review the diversity of the campus.

Net Price Calculator

The net price is defined as the cost of attendance minus the average yearly grant and scholarship aid. The calculator provides estimated net price information to current and prospective students and should be based, as much as possible, on their individual circumstances.

You can access The Culinary School of Fort Worth Net Price Calculator at: www.csftw.edu

Voter Registration

Voters are encouraged to register at least 29 days before an election to ensure that they receive their voting materials. Registration forms are available at most post offices, libraries, city and county offices, Department of Motor Vehicles, etc., **or an on-line voter registration request form is available at the Secretary of State's** at the following website: www.sos.ca.gov.

The student may also download voter registration forms from:

- Tarrant County website at: <http://access.tarrantcounty.com/en/elections/Voter-Information/Voter-Registration.html>
- Texas Secretary of State website at: <http://access.tarrantcounty.com/en/elections/Voter-Information/Voter-Registration.html>
- Or you can also call the Registrar of Voters Office at: (909) 387-8300 or Toll Free (800) 881-VOTE (8683)

Completed registration cards can be returned by mail to the Registrar of Voters, postage is pre-paid. Voter registration cards are processed upon receipt by the Registrar of Voters Office, and in approximately three to four weeks, voters receive a Voter Notification Card in the mail as proof of registration. A voter should review the information on the card for accuracy and notify the Registrar of Voters of any incorrect information.

NOTE: If you have just moved to Texas, there is no waiting period required to register. However, you **must be** registered **15 days prior to the date** of the next election to be eligible to vote.

Completion/Graduation and Transfer-out Rates

Numbers are calculated for each calendar year: September 1st – August 31st

Completion %	Transfer- Out Rates
2015/2016: 54.2 %	1
2016/2017: 67.80%	1
2017-2018: 80.70%	3

Job Placement Rates

The Culinary School of Fort Worth does not at this time offer job placement, but the internal statistics are listed below. Numbers are calculated for each calendar year.

Placement	%
2015/2016:	64.00%
2016/2017:	64.00%
2017/2018:	67.24%

Retention Rates

Numbers are calculated for each calendar year.

2016/2017:

Enrolled: 139

Leavers: 29

Completers: 61

Still Enrolled at the End of Reporting Period: 49

2017/2018:

Enrolled: 114

Leavers: 15

Completers: 63

Still Enrolled at the End of Reporting Period: 36

Campus security report (Clery Consumer)

Crime Statistics

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the school collects crime statistics as the basis for the Annual Security Report that is made available to students, employees, and applicants, for enrollment or employment.

Campus is defined as any building or property owned or controlled by the school within the same contiguous area used by the school in direct support of related to its educational purpose. Criminal offenses listed in the Annual Security Report, published October 1 of each year, include any crime statistics that occurred on campus during the previous three-year period.

A copy of this report will be provided to new students before enrollment in The Culinary School of Fort Worth as part of the enrollment package.

Current students can request a copy of this report at any time from the Director of Compliance or School Director

Currently enrolled students and employees will receive an updated copy of the Clery Consumer information no later than October 1, of each year that will include the three most completed years.

You can also access and review the campus crime report any time by visiting the Crime Mapping website at:

<https://www.crimemapping.com/map/location/6550%20Camp%20Bowie%20Blvd,%20Fort%20Worth,%20TX,%2076116,%20USA?id=dHA9MCNsb2M9MTY1MzM5MiNsbmc9MzMjaG49NjUIMCNsYnM9MTA5OjM5OTM5Njk2>

The Culinary School of Fort Worth encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration. In the event a sex offense should occur on campus, the victim should take the following steps:

1. Report the offense to the school administration.
 - a. Student and School Administration should contact local police if there is an emergency
2. Preserve any evidence as may be necessary to the proof of the criminal offense.
3. Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
4. Request a change in the academic situation if necessary.

Emergency Response

This school's campus consists of one building. If an emergency evacuation is required, you will be notified by your instructor and follow the emergency plan posted in the area you are currently located in. On an annual basis, the institution will conduct an emergency evacuation drill. Each classroom has emergency evacuation procedures posted in the room. Please make yourself familiar with these evacuation procedures.

Medical Emergency

Inform the Chef Instructor and/or assistant or any faculty or staff member immediately if you injure yourself at any time during class so that an accident report can be filled out. A first-aid kits for minor cuts, burns, etc are located in each kitchen next to the handwashing sinks. Students are responsible for their own health insurance during the program. Students will be shown where the first aid kit is on the first day of class. All cuts, abrasions and the like need to be properly bandaged and covered with a finger cot or glove at all times. Students will be required to sign a Release and Waiver of Liability prior to the start of each program.

- Call medical emergency number “911”
Provide the following information:
 - a. Nature of medical emergency,

- b. Location of the emergency (The Culinary School of Fort Worth: 6550 Camp Bowie Blvd, Ste 110, Fort Worth, TX 76116 : School phone: 817-737-8427), and
 - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
 - If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 2. Clear the air passages using the Heimlich Maneuver in case of choking.
 - In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

Evacuation Procedures

Evacuation Route maps have been posted in each work area. The following information is marked on the evacuation maps:

1. Emergency Exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Fire alarm pull stations'

Site Personnel all know at least two evacuation routes.

Fire Emergency

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling “911”
- If the fire alarm is not available, notify the site personnel about the fire emergency by verbal warning and shouting “fire” to alert all in the area.

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (Back or Front Parking lot – depending on which is closer to the nearest exit at the time):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel and students reported to the designated area.

- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

At the sound of alarm or if you discover smoke or fire remember R.A.C.E.

R – Remove individuals in immediate danger and close the door where the fire is located

A – Alarm – pull the nearest box and call or have someone call 911. If the manual pull box is not available, begin to shout “fire” to alert everyone in the area.

C – Close doors in the exit path to prevent the spread of smoke and fire

E – Evacuate the building by using the closest exit – you can follow the exit routes that are posted at every entry area.

USE of Fire Extinguisher:

Fire extinguisher should primarily be used to buy some time to get to safety or to make a safe passage out of the building. It is the fire department’s job to put out fires. Your job is to ensure everyone quickly exits the building.

When using a fire extinguisher – remember P.A.S.S

Pull the pin

Aim at the base of the fire

Squeeze the handle all the way down

Sweep the fire extinguisher from side-to-side

Severe Weather

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Definitions

Carbon Monoxide (CO) Detector –A device that detects if there is an unacceptable amount of carbon monoxide in the air. Each residence is required to have at least one CO detector installed.

Travel path - Primary: The exit path that would most likely be used in an emergency.

Secondary: The exit path that would be used if the primary path was blocked or unusable.

Fire alarm company- A company that the agency pays to monitor alarms activated at the residence. The alarm company is usually responsible for contacting emergency services.

Fire Emergency – Is a situation where fire or smoke has been detected or is suspected in the residence.

Manual Pull Box –It a red box hanged on the which is usually located near exits and is used to activate the alarm

Meeting place – A designated area outside the home and away from the building where staff and students meet when an alarm is sounded.

Medical Emergency – Is a situation where an individual needs immediate medical attention from trained professionals.

Police Emergency- Is a situation where there is a need for immediate intervention from the local police including break-ins, physical violence, and robbery.

Smoke Detector - A device that detects if there is an unacceptable amount of smoke or harmful particles in the air. There are two types available: photoelectric sensor or ionization sensor.

Information for Crime Victims about Disciplinary Proceedings

In accordance with Federal regulations 34 C.F.R. 668.46, The Culinary School of Fort Worth **must**, upon written request, disclose to the alleged victim of any crime of violence or non-forcible sex offense, the results of any disciplinary proceeding conducted by the school against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased because of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by a school on or after February 20, 2018.

Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)

This is a Federal law that protects the privacy of student education records. The Culinary School of Fort Worth provides for the appropriate disclosure of educational information in accordance with FERPA.

- 1) Students may inspect or review their educational records maintained by The School. [SEP]
- 2) Students may request that The School correct or amend records they feel are inaccurate or misleading [SEP]
- 3) Students must provide written consent in order to release any educational record information maintained by the school except under certain conditions as allowed by FERPA. [SEP]
- 4) The school may disclose certain “directory” information such as a student’s name, address, telephone number, date and place of birth, honors or awards and dates of attendance without the student’s consent unless the student has notified the school in writing of any information that is not to be released. A request for non-disclosure will remain in effect until the student is no longer enrolled or until the request has been cancelled by the student. Students will be informed of any information that is disclosed. [SEP]

Procedure for Inspecting or Reviewing Student Records

Student may schedule an appointment by emailing info@csftw.edu to review or inspect educational records.

Procedure for Amending Student Records

Please refer to the Procedure for Amending Student Records Policy in the current School Catalog.

Students' & Parents' Rights to Review Educational Records

A school must provide a student with an opportunity to review his or her education records within 45 days of the receipt of a written request. A school is required to provide the student with copies of education records or make other arrangements to provide the student access to the records if a failure to do so would effectively prevent the student from obtaining access to the records. Parents' are only able to review their child's student file if written permission is granted by the student.

Student Record Fees for Copies

While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, if the fee would not prevent access to the records.

Student Parent Right

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA **does permit** a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules. However, the Institution must establish that the student's parents do meet the requirements as outlined by the IRS rules.

IRS Definition of a Dependent Student

Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents **on their parent's income tax returns**. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

Prior written consent to disclose the student's records

Except under one of the special conditions described in this section, a student must provide written consent before an education agency or school may disclose PII from the student's education records.

Written Consent

Written consent must:

- state the purpose of the disclosure
- specify the records that may be disclosed
- identify the party or class of parties to whom the disclosure may be made, and
- be signed and dated

If the consent is given electronically, the consent form must:

- identify and authenticate a particular person as the source of the electronic consent, and
- indicate that person’s approval of the information contained in the electronic consent.

FERPA Exceptions

The FERPA regulations include a list of exceptions where the school may disclose PII from the student’s file without prior written consent.

Disclosures to School Officials

Some of these disclosures may be made to officials at your school or another school who have a legitimate interest in the student’s records (transfer student). Typically, these might be admissions records, grades, or financial aid records. Disclosure may be made to:

- School officials, including teachers, within the school whom the school has determined to have legitimate educational interests.
- Officials of another postsecondary school or school system where the student receives services or seeks to enroll (transfer student).
- Third-party servicers that our school has contracted with who perform a Title IV, HEA function are considered school officials under FERPA. A school official may disclose personal information from a student education records to a servicer.

Disclosures to Government Agencies

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. **“Authorized representatives”** includes employees of the Department:

- Employees of the Office of Federal Student Aid, the Office of Postsecondary Education,
- Office for Civil Rights, and
- National Center for Education Statistics, as well as firms that are under contract to the Department to perform certain administrative functions or studies.

In addition, disclosure may be made if it is in connection with financial aid that the student has received or applied for during the enrollment at The Culinary School of Fort Worth. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, or the student’s eligibility for the aid, or to enforce the terms or conditions of the aid.

Release of Personally Identifiable Information

A school may release PII on an F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

FERPA Student Complaint

The right to file a complaint with the U.S. Department of Education concerning alleged failures by The Culinary School of Fort Worth is to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
6000 Independence Avenue, SW
Washington, DC 20202-4605

Private Education Loan Disclosures

The Culinary School of Fort Worth does offer an in-house financing plan that is available to students. Students must apply through the School to be considered for eligibility. The CSFTW provides the loan and we use a third-party servicing company. TFC Tuition Financing services the loan and the School carries it.

Constitution and Citizenship Day

Because the Culinary School of Fort Worth receives Federal funding through Title IV, HEA funding, the institution must comply with the Constitution and Citizenship day regulatory requirements. These requirements require all students to receive information on the U.S. Constitution on September 17th of each year (or preceding or following week if the 17th falls on a Saturday, Sunday, or holiday).

Student Conduct Policy

Please refer to the Student Conduct Policy in the current School Catalog.

Rules and Regulations

School hours

Full time students – hours vary with schedules Monday - Friday

School Office hours: Monday-Friday 8:30am – 5pm

Safety Contract

Please refer to the Safety Contract in the current School Catalog.

Code of Ethics

Please refer to the Code of Ethics in the current School Catalog.

Withdrawal for Misconduct

A student withdrawn from school for misconduct may not be eligible for re-enrollment into any course of instruction being offered by The Culinary School of Fort Worth. All final decisions will be determined by the School Director.

Dress Code

Please refer to the Uniform Requirements and Personal Hygiene Requirements and Grooming Policies in the current School Catalog.

Admissions

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at The Culinary School of Fort Worth (CSFTW) as a regular student. The CSFTW, must adhere to the U.S. Department of Education, Texas Department of Licensing and Regulation and the School's following accrediting agencies: Accrediting Council for Continuing Education and Training (ACCET) and American Culinary Federation (ACF) guidelines.

General Admission Requirements

The Culinary School of Fort Worth is an equal opportunity employer and follows the same policies in accepting applications from potential students. The CSFTW is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status. The admission policy is in compliance with the U.S. Department of Education, Texas Department of Licensing and Regulation and ACCET and ACF guidelines and the Veterans Administration Education Department (if approved to participate in VA).

To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following requirements.

Admission Requirements

- Be at least 18 years of age (Age will be verified with Individual's ID)
- Complete the School's application
- Provide 2 letters of recommendation
- 1-page essay
- Students must also be able to provide proof of appropriate educational requirement such as;
- High School Diploma, such as a general educational development (GED) certificate or another state-sanctioned test or diploma-equivalency certificate;
 - 1) **Homeschooling** - has completed homeschooling at the secondary level as defined by state law; has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education. The CSFTW does require a homeschooled student to provide some form of certificate or diploma of completion from his/her educators.

Though homeschooled students are not considered to have a high school diploma or equivalent, they are eligible to receive FSA funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, she must obtain this credential to be eligible for FSA funds if the state requires it. S/he can include in their homeschooling self-

certification that s/he received this state credential. An eligible *institution* is defined in part as one that admits as regular students only those who have a high school diploma or equivalent, are beyond the compulsory age of attendance for the school's state or are dually enrolled at the college and a secondary school.

- 2) **Foreign High School diploma or transcript** - Note High school diplomas/transcripts from other countries are acceptable toward the student eligibility general requirement, as long as the diploma is equivalent to a U.S. high school diploma.

Documentation of proof of completion of secondary education from a foreign country must be **officially translated into English and officially certified as the equivalent of high school completion in the United States.**

- 3) **Recognized equivalents of a high school diploma**- The Department of Education recognizes several equivalents to a high school diploma:

- A GED certificate;
- Ability to Benefit (ATB) testing: at this time The Culinary School of Fort Worth does not accept ATB testing and does not have a Career Pathways program.
- Certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma
- an Associate's degree;

Diploma mill definition - An entity that

- 1) Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and
- 2) Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government, or other organization that recognizes accrediting agencies or associations.

Americans with Disabilities Act of 1990

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements.

*Students may not be accepted for enrollment if they cannot prove credit worthiness.

Financial arrangements

The student must make financial arrangements with the Financial Aid Office in regard to FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.

Enrollment Requirements

Prior to admission the prospective student is given an enrollment requirement form, an enrollment session with a school official and is given a pre-enrollment packet, which they are required to read, understand and sign. In each student's enrollment packet, the Student is given a copy of the following information prior to enrollment. A copy of the school catalog and a program/course outline for the program(s) in which they wish to enroll. A schedule of the tuition, fees, and other charges. A copy of the cancellation and refund policy. They will receive the attendance, progress and grievance policies as well as rules of operation and conduct, and regulations pertaining to incomplete grades. The students are provided with a written and verbal explanation of the difference between a LOAN and GRANT. The student will receive a required tour of the school's facilities and inspect equipment related to his/her program of instruction. This tour will include a course description and career opportunities and physical demands of the job.

Attendance and Academic Requirement

An explanation on attendance and academic requirement will be given to the prospective student and how those requirements can affect the student's satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

An approved registered representative of CSFTW will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

Contact Information

FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

Made available through appropriate publications, mailings, or electronic media

This information is posted on **The Culinary School of Fort Worth** website, www.csftw.edu and can be found in the student catalog. Paper copies are available upon request.

Institutional Contact Information:

The Culinary School of Fort Worth, Director of Financial Aid

Office hours: Mon-Fri 8:30am-5pm

Phone number: 817-737-8427

Email: info@csftw.edu