

¡Buscando la Excelencia!



Escuela Hotelera de San Juan

Institutional Catalog #60B

2024-2025

San Juan Campus (Main)

229 Guayama Street
San Juan, PR 00917

www.escuelahotelera.edu

Publication and effective date: April 2024- April 2025

Due to the continuing changes in the education field, the School reserves the right to make reasonable modifications to program contents, materials, schedules, and others, as necessary, after due notice.

The institution reserves the right to adjust the program's cost each semester, prior notice to the student via electronic mail thirty (30) days in advance. Paper copies of this catalog are available from the Admissions Office on request.

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MESSAGE FROM THE PRESIDENT

Dear Student:

Welcome to Escuela Hotelera de San Juan, a prestigious institution where you will develop the knowledge necessary to successfully perform in the food and beverage industry, particularly in the hospitality services.

Our institution promotes excellence through educational experiences with great employment demand in Puerto Rico and abroad. We provide high-quality educational services, in keeping with prestigious accreditations for the Culinary Arts and Baking and International Pastry programs, in comfortable and safe facilities suited for the hotel industry. Our competent faculty and administrative staff are committed to offering a personalized service to our students.

Escuela Hotelera de San Juan strives to seek and promote excellence through four fundamental values: integrity, honesty, discipline, and enthusiasm. These are why so many of our graduates honor the name of our institution.

Congratulations on accepting the challenge to begin and take advantage of this great educational opportunity.

We wish you the best of success!

Sylvia Cestero Seymour
President



GENERAL INFORMATION: ACCREDITATIONS AND APPROVALS

Escuela Hotelera de San Juan is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and is considered by the United States Department of Education as one of the national accreditation agencies. Escuela Hotelera de San Juan has the approval of the *Junta de Instituciones Postsecundarias* (Post-Secondary Institutions Board (JIP by its Spanish acronym), formerly the Puerto Rico Council of Education (PRCE)) to operate in the Commonwealth of Puerto Rico. The *Junta de Instituciones Postsecundarias* can be reached at PO BOX 19900, San Juan PR 00910-1900, (787) 641-7100, <http://www.ce.pr.gov/>. Escuela Hotelera de San Juan's main campus in Hato Rey is accredited by *JIP*. For hard copies of the accreditations, approvals, and any other consumer information, please call (787) 759-7599 or write to us at the following electronic mail address: ofcom@escuelahotelera.edu.

Program	Class hours	Out-of-class work hours*	Credit Hours (Semester Total)	Title awarded upon graduation
Specialist in Culinary Arts**	1350	270	59	Certificate
Baking and International Pastry**	1440	270	58	Certificate

*The out-of-class work hours are the approximate total task hours off the classroom that students should complete in every program.

**High School Diploma, G.E.D or equivalent is an enrollment requirement.

Escuela Hotelera de San Juan does not offer English as a Second Language (ESL) courses. Instruction is provided entirely in Spanish. We encourage prospective students to visit our campuses and speak with our personnel about the programs and services offered by the School before signing the enrollment contract. The Institution has federal and state scholarship and loan programs for those who qualify.

Escuela Hotelera de San Juan has never been bankrupt, operated under intervention, or been required to file for bankruptcy protection under federal law. It is owned by Escuela Hotelera de San Juan, Inc., a corporation wholly owned by Mrs. Sylvia Cestero León, the Institution's president. Escuela Hotelera de San Juan operates the main campus in San Juan.

Escuela Hotelera de San Juan has all the insurance, permits, and licenses required by the local and state authorities to operate. These permits and licenses are displayed in the campus reception area. Paper copies can be obtained through the Administration or Admissions Offices.

ACADEMIC DIRECTION AND CONTACTS

Director of Campus
Henry Diaz
hdiaz@escuelahotelera.edu

Interim Academic Director
Victor Tricoche
vtricoche@escuelahotelera.edu

San Juan
Facultad/ Faculty

Position	Staff Member's Name
Culinary Arts Coordinator	Avilene Collazo
Culinary Arts Instructor	Tomas Rosado
Culinary Arts Instructor	Raúl Pastrana
Culinary Arts Instructor	Raymond Agosto
Culinary Arts Instructor	Caroline Colón
Culinary Arts Instructor	Norma Soto
Culinary Arts Instructor	Rafael Ramírez
Culinary Arts Instructor/ Instructor Assistant	Cristina Santos
Culinary Arts Instructor	Waldin Vázquez

Position	Staff Member's Name
Pastry Coordinator	Noraima L Ramos Roselló
Pastry Instructor	Adriana Rodríguez
Pastry Instructor	Rogelio Ramos Montañez
Pastry Instructor	Mileshka de Jesús
Pastry Instructor	Shirley Lozano

Administración/Administration

Position	Staff Member's Name
President	Sylvia Cestero León
Interim Academic Director	Victor Tricoche
Campus Director	Henry Díaz
Design and Electronic Records Officer	Sylvia Badía Cestero
Asistente de Nómina	Devaliss Ortiz Ortiz
Comptroller	Inés Linero López
Financial Aid Director	Vivian Cintrón Díaz
Senior VP Compliance	Alba Pascual
Information Systems Director	Hector Andújar
Information Systems Officer	Jorge Pagán Torres
Human Resources Specialist	Valerie Villanueva
Accounting Officer	Maritza Luciano Santiago

Position	Staff Member's Name
Registrar	Eugenia Calderon Rodriguez
Warehouse Administrator	Daniel Reyes Sánchez
Warehouse Buyer Officer	Christian Santiago Maestre
Administrative Affairs Officer	Hector Badia Cestero
CRA Officer	Hazyadee Perez
Integrated Services Coordinator	Cynthia Hance
Admissions Director	Nilda Martinez
Admissions Coordinator	Xavier Rivera Rosas
Admissions Officer	Ana Arroyo Vega
Maintenance Officer	Santa Encarnación Díaz
Maintenance Officer	Julio A Garcia Vazquez
Student Affairs Officer	Alicia Calderón
Externship and Placement Coordinator	Militza Marrero
Externship Officer	Omar Lamoso
Maintanace Coordinantor	José Escalera

The contact information of the service offices and faculty is available on the Institution's web page. All the teaching staff has three years of experience and education in teaching. All the Chef Instructors have teaching licenses issued by the Department of Education. Everyone participates in the faculty's development plans, which include teaching methods, professional development, and other relevant topics designed per the faculty's needs.

EDUCATIONAL OBJECTIVES

Educational Philosophy

Escuela Hotelera de San Juan considers education an integral, continuous process that may be fulfilled at any stage of a person's life. Its philosophy is grounded in the constructivist movement, a philosophical current whereby human beings discover and build knowledge through formal and informal education. It is a search for meaning through the educational experiences human beings are exposed to. This institution sees education as a lifelong process that enables students to incorporate their life experiences into the learning experiences. This process allows them to reach their goals and develop satisfaction from their fulfillment. This educational philosophy is at the heart of our school, and it seeks to be incorporated into every one of the activities of our academic community. Students, faculty, and other staff are informed of this environment through orientations and display in publications and bulletin boards. From the beginning, we want them to be clear about our mission, philosophy, and goals we aim to fulfill upon completing our objectives. Our philosophy has a very close relationship with the school's mission. The most significant examples are evidenced by those students who have entered the country's workforce and have become productive citizens and responsible employees. Another notable example of this relationship is our participation as an institution in real work scenarios, either through competitions in which our students participate or through internships.

Mission

In keeping with the constructivist philosophy, Escuela Hotelera de San Juan's mission is to prepare competent professionals for employment in the hotel, food service, and beverage industry, particularly in Culinary Arts, Baking, and International Pastry. Escuela Hotelera de San Juan develops high-skill technical/occupational curricula where teaching is focused on the student, considering the student's motivation, learning style, and multiple intelligences that promote significant, pertinent, and innovative learning.

Vision

As an innovative institution in search of excellence in education, Escuela Hotelera de San Juan's vision is to be the most prestigious institution in Puerto Rico and the Caribbean devoted to professional education in the food and beverage industry, particularly in the Culinary Arts and Baking and International Pastry fields.

Goals

Provide learning experiences that foster the development of skills and competencies to obtain and retain employment in the food and beverage service industry, particularly the hotel industry. Work closely with the food and beverage services industry, especially in the hotel industry, through an advisory committee, a competent and committed faculty, and internship experiences in competitive environments.

General Objectives

- Meet and exceed the quality criteria required by the rigor of local and national accreditations.
- Make the available spaces suitable for receiving prospective students and address their academic needs adequately.
- Strengthen the curricular contents and relevance through an Advisory Committee. Promote more practice centers and maintain educational experiences in and outside the learning scenario.
- Expand student services through additional kitchen equipment, bibliographical references, and diversification of the consumption material.
- Provide a competent faculty with work experience geared to train itself to master adult education skills.
- Serve the general community by offering seminars and workshops for their enrichment.

HISTORY AND INSTITUTIONAL POLICIES

History

Escuela Hotelera de San Juan emerged from the vision and initiative of Mrs. Sylvia B. Cestero León to provide Puerto Rico with a prestigious educational center in programs related to hotel services. Initially, it was a part of the Liceo Vocacional Sylvia Cestero de Toyos, a high-skill vocational and technical institution with over twenty years of service. Escuela Hotelera de San Juan grew and developed as an autonomous institution with headquarters on Mayagüez Street and classrooms on Barbosa Avenue and 65th Infantry Avenue until 2003 when it moved to its current facilities at 229 Guayama Street in Hato Rey. After more than a decade after its foundation, Escuela Hotelera de San Juan has significantly impacted the local hotel industry and the general community. This is shown by the uncountable activities it promotes with the presence of its graduates in prestigious professional environments.

Facilities

Escuela Hotelera de San Juan's parent campus is located at 229 Guayama Street in Hato Rey. The institutional facilities consist of classrooms-and laboratories for academic activities, which allow it to provide excellent services to the school community. The institution has a Learning Resource Center, administrative offices, and space for educational management. All the classrooms/laboratories have 6-burner industrial ranges, ovens, stainless steel worktables, utensil cleaning stations, and the materials necessary for culinary work. In addition, the classrooms have industrial refrigerators and freezers, audiovisual equipment, extractors, air conditioning, chalkboard, and chairs. The campus also has a banquet preparation room with industrial equipment that enables food preparation for up to five thousand people.

As a service to our students, the institution sells uniforms and books during the study programs. These are not included as a part of the tuition costs. For more information, please see the costs section. Tools, equipment, and materials are available at the institution.

Admission Policy

Admission Requirements on-site programs:

Escuela Hotelera de San Juan begins courses four times a year. New daytime, afternoon, and evening sessions are open depending on the available classrooms. The programs offered by Escuela Hotelera de San Juan are open to any person with a high school diploma or equivalent who wishes to benefit from the education provided by the Institution. The Institution does not discriminate against any person for sex, age, nationality, color, disabilities, ethnic origin, religion, gender, sexual orientation, gender expression and gender identity, marital status, financial status, political beliefs, or any other protected status. The following person has been designated to manage the questions about the non-discrimination policies, including those under Title IX: Title IX Coordinator, 229 Guayama, San Juan, 00917, (787)759-7599, ofcom@escuelahotelera.edu. For further information on the non-discrimination notice, visit <https://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm>. The address and contact number are 1- 800-421-3481.

Any person who wishes to be admitted to any of the two study programs offered at Escuela Hotelera de San Juan must meet the following admission requirements:

1. Complete the **application for admission** and show you are motivated to work in a position related to the program. In addition to the applicant, the applicant's father/mother or legal representative must sign the application if the applicant is under 21. The Application for Admission can only be completed by the prospect.
2. Prove, through credit transcript, diploma, or certification, that you graduated from a high school recognized by the Puerto Rico Department of Education or an Accrediting Agency recognized by the United States or Puerto Rico government. Proof of approval of the high school equivalency test (GED) provided by the Puerto Rico Department of Education or credit transcripts showing completion of two years towards a Bachelor's Degree or a two-year Associate Degree transferable to a Bachelor's Degree may also be presented.
3. Present a **vaccination certificate** if under 21 years of age. Regarding vaccination exemptions for religious and/or medical reasons, proof should be delivered to the Office of Admissions. The candidate should provide a sworn statement requesting the religious exemption, which should indicate the name of the religion or sect and be signed by the parent or legal guardian and the minister of the religion. In the case of medical exemption, the candidate will present a certification request signed by a physician authorized to exercise the profession in Puerto Rico and should indicate the specific reason and duration of the conditions why the candidate cannot be vaccinated.

Steps to be followed during the admission process:

- The prospect should pay a \$50.00 admission fee. Refunds will be made by the cancellation policy unless the candidate is rejected, in which case the admission fee will be refundable.
- The candidate should deliver two 2"x2" photos to the Office of Admissions.
- Evidence of water, electricity, telephone, or cable showing the student's official address.
- The Social Security card must provide the whole Social Security number per the Department of Education requirements.
- The student must have some equipment (laptop, Tablet, or computer) to consult the electronic book.

Admission Process

NOTE: Before the admission application, the admissions officers provide the candidate with a copy of the catalog for review. Escuela Hotelera de San Juan makes no employment offers or any other offers as an incentive to enroll. None of the Escuela Hotelera de San Juan programs lead to positions, occupations, or professional careers that require a Puerto Rico license.

The following process will be followed when a candidate is interested in enrolling in one of our Programs and meets the admission requirements:

- The admissions officer will orient the candidate on the academic offer, starting dates, available schedules, course duration, and admission requirements. Then, they will take the candidate on a tour of the school facilities.
- The candidate is referred to the Financial Aid Office for an orientation on the available financial aid, costs, and payment plans.
- The Admissions Coordinator or available officer interviews the candidate and verifies that they have understood all the information they should provide. If the student decides to apply for the program, the Coordinator or officer will require the documents and indicate the date they should be delivered.
- If a person wishes to begin the admission process after the orientation, he/she will receive an admission application to be filled out and delivered with the required documents.
- Once all the documents are complete, the Admissions Coordinator submits the file to the Registrar, who will evaluate it and decide whether to accept or reject the candidate.
- If the student qualifies, he/she may apply for financial aid. If necessary, the candidate may also apply for a payment plan provided by the School.
- An orientation is offered, and the orientation package and the enrollment contract are signed.

Prospective students who do not reside in Puerto Rico should contact the School by telephone to receive a complete academic and financial orientation, complete the admission application, and pay the admission fee. The Registrar will consider their application and inform the decision by mail. Once accepted, those non-Puerto Rico resident students should arrange an appointment to see the facilities before the classes begin. Before that date, they should also attend the offered orientation to complete the enrollment process. Accepted students who do not reside in Puerto Rico will receive information on available dorms, even though Escuela Hotelera does not own or in any way maintain those dorms. Although optional, it is advisable to have motorized transportation available. Escuela Hotelera is located close to the leading hospitals, and should the need arise, the School staff will refer the student. Escuela Hotelera offers no medical insurance to students. However, it recommends that students have their medical insurance.

When the courses begin, the institution assigns an instructor to each new group who is responsible for the training. However, the instructor may be changed according to the center's organization.

Note for high school graduates who have not yet received the graduation documents

If a student completes the high school requirements but the school does not formally issue the diploma until later, the student may complete the admission process and begin to receive Title IV funds after providing a document from the High School showing that he/she qualifies for the diploma. The document should include the date on which the diploma will be issued. The students must present the diploma or equivalent on the date indicated on the document; otherwise, the student will be withdrawn.

(DCL GEN 16-09)

Causes to deny admission

The Institution is entitled to deny admission to applicants who do not meet the minimum admission requirements or who, during the admission process, show that they will not benefit from the course to which they applied. Admission may be denied to anyone who does not meet the institution's admission requirements based on the applicant's interests, expectations, and academic records.

Foreign Students

International prospective students should contact the School by telephone to receive all the academic, financial, and immigration information, complete the admission application, and pay the admission fee. The Registrar will consider the application, and the decision will be communicated by mail. Once the non-Puerto Rico resident students are accepted, they should arrange an appointment to visit the facilities before the classes begin. They should also attend the orientation before starting the classes to complete enrollment.

In addition to complying with the student policies and procedures included in this catalog, international students should comply with the specifications required by the Student and Exchange Visitor Program (SEVP), a program managed by one of the areas of the Department of Homeland Security of the United States. Through recognized official certification, international students should show the language level necessary to benefit from the program applied for before their acceptance or rejection. Escuela Hotelera de San Juan does not provide job placement assistance out of Puerto Rico.

Admitted students should obtain an M-1 visa from the relevant embassy to study in the United States. In some cases, non-resident/non-citizen students should change their status to M-1. The student is fully responsible for the costs of obtaining a visa, an extension, or practical training. Cost information may be obtained at www.uscis.gov. International students may only study on the main campus; once they finish the program, they should return to their country.

Any international student who applies for admission to Escuela Hotelera de San Juan must meet the admission requirements mentioned below:

- Present a bank document or government sponsorship letter in English to certify the student's economic solvency for the program term. (Applies only if applying for an M1 visa)
- Present the following documents authenticated by the country of origin: required vaccines and a High School Completion Certificate.
- Validation of the High School Diploma by the Puerto Rico Department of Education or credential equivalency Agency or by the Compliance Office of the institution's equivalency process of case validation.

Readmission

The Office of the Registrar manages the readmission process and costs \$10.00. Students who voluntarily interrupt studies and wish to return may apply for readmission and will be integrated into the course when the class is available. Said readmission will be subject to space availability, class availability, payment of outstanding debts with the institution, and approval of the Registrar. Readmissions are limited to a maximum of three.

Students who apply for readmission after an administrative withdrawal, disciplinary action, separation from school as dangerous to the institution or their selves (must present medical evidence of recovery), leave (if the leave lasts more than 25% of the class time, they must fully repeat the class), temporary expulsion resolution due to sexual harassment or sexual violence, the readmission is subject to space availability, class availability, payment of outstanding debts with the institution, and approval of the Registrar.

Students are subject to comply with the changes in costs and changes in the curriculum regarding contents and new courses in the curricular sequence, which may have been made during the period after the withdrawal, will sign a new enrollment contract, and will bring a current Health Certificate. Those students who had interrupted their studies before the start of the internship and had met the necessary internship requirements will only have to assume the curricular changes required for graduation so that they may continue with the internship.

Disabled students

Escuela Hotelera de San Juan does not discriminate based on any disability. Everyone is entitled to request:

- The Reasonable Accommodation Passport during the admission process. In such case, the candidate must mark the request for a Reasonable Accommodation Passport in the Application for Admission and indicate the accommodation sought.
- Reasonable accommodation during the study program through the procedure described below:
Students who decide to seek accommodation must comply with the following (BEFORE ENROLLMENT):

1. The student should visit the Office of Student Affairs and receive an orientation on the Reasonable Accommodation process provided by the Student Affairs Officer.

Students who decide to seek accommodation must comply with the following (AFTER ENROLLMENT):

1. The student must request reasonable accommodation and complete the "Reasonable Accommodation Application" and the "Reasonable Accommodation Consent and Information." Both documents must be submitted before the program begins.
2. In addition, the student must deliver the corresponding document issued by a specialist physician to support the need for accommodation. Evidence from other unqualified health professionals will not be accepted. Any evidence must have been issued within the last six (6) months and include the following information: disability diagnosis, description of the functionality level, and accommodation needs. The Institution is forbidden from accepting the Individualized Education Plan (IEP).
3. The Institution approves or rejects the reasonable accommodation.
4. If approved, the Student Affairs Officer formally notifies the Instructor of the necessary accommodation in the student's presence.
5. To make any changes in reasonable accommodation, student must start the process again.

Veteran Students

Act 115-407, the 'Veterans Benefits and Transition Act of 2018', amends Title 38, section 3679, of the U.S Code to add a new subsection (e), which, from August 1, 2019, requires disapproval of courses of education at any educational institution that does not have a policy allowing a person to attend or participate in education courses, pending payment of VA, provided that the person presents an eligibility certificate for entitlement to educational assistance under Chapter 31 or 33.

Compliance with pending payment

Under Section 3679(e) of Title 38 of the U.S. Code, Escuela Hotelera de San Juan adopts the following additional provisions for any student who utilizes the U.S. Department of Veterans Affairs' Bill® (Chapter 33) or Vocational Rehabilitation and Employment (Chapter 31), while VA payment to the institution is pending. Escuela Hotelera de San Juan complies with Section 103 of Public Law (PL) 115-407 and allows students to attend and participate in the course of education that is pending payment of VA, provided the person presents an eligibility certificate for entitlement to educational assistance under Chapter 31 or 33. Escuela Hotelera de San Juan will not:

- Impede the student's enrollment;
- Assess a late fee on the student;
- Require the student to obtain alternate or additional funds;
- Deny access to any resource (access to classes, libraries, or other institutional facilities) available to other students who have paid their enrollment and institution fees.

However, to qualify for this provision, those students may be required to:

- Present the VA Certificate of Eligibility (COE) before the first day of class;
- Submit a written request to be certified;
- Provide the additional information necessary to properly certify the enrollment, as described in other institutional policies.

Escuela Hotelera de San Juan is a higher education institution approved for military service members and veterans so they may utilize their educational benefits. In addition to the general policies in this catalog, veteran students should visit the Office of the Registrar to seek advice on financial aid so that they can make an informed decision on the benefits the student has available. The advice consists of an orientation that will help the student understand the applicable G.I. Bill ® section, such as, for example, Chapter 30 Montgomery GI Bill ®, Ch.31 Vocational Rehabilitation, Ch.33 Post 9/11 GI Bill ®, Ch.1606 Reserve Education Assistance Program, Ch.1607 Veterans Education Assistance Program. Veteran students must provide credit transcripts from every institution attended, regardless of whether they have been awarded veterans benefits, and the eligibility certificate issued by the Veterans' Administration.

Chapter 30: Montgomery GI Bill® – Active Service (Chapter 30)

Montgomery GI Bill® - Active Duty (Chapter 30)

Chapter 31: The name changed to Veteran Readiness and Employment (Chapter 31)

Chapter 1606: Montgomery GI Bill® – Selected Reserve (Chapter 1606)

Montgomery GI Bill® – Selected Reserve (Chapter 1606)

Chapter 35: Should be included, as it is not; Educational Assistance for Survivors and Dependents (Chapter 35)

Survivors' and Dependents' Educational Assistance (Chapter 35)

GI Bill ® Mark Attribution

GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs. The government's official website, <https://www.benefits.va.gov/gibill>, provides more information on the education benefits offered.

Homeschooling

Escuela Hotelera de San Juan considers "Homeschooling" an equivalent of a high school degree. Since each state or territory regulates the homeschooling requisites differently, the school will consider the evidence on a case-by-case basis to determine whether it is equivalent to the high school degree under the laws of the state where the evidence is issued. The admissions office evaluates homeschooled high school diplomas comprehensively and equitably. According to state regulations, the admissions officer must determine the high school transcripts and compare the subjects with the compulsory subjects in a public high school, which must be equal.

Validation of courses completed in other Postsecondary Institutions

The Escuela Hotelera de San Juan reserves the right to accept transferred credits from a course or courses completed at other post-secondary institutions when, through the process of systematic comparison of the area, content, degree obtained, and accreditation status of the institution of provenance, it can be determined that the student has completed a similar course. Only a maximum of 12 credits can be validated, representing less than 25 percent of the program's total credits. For a class to be validated, it must have a minimum of 2.00 points (C); the grades of the validated classes will count for the total credits of the program, but they will not be considered for the accounting of the student's academic progress at Escuela Hotelera de San Juan. They will not be validated: classes with 1.0 points (D) and classes that were completed more than five years ago.

Once accepted to the School and before enrolling, the student must start the validation process. The student must know that validation applications are not accepted after the student has enrolled. The student must submit to the Director or an official credit transcript directly from the institution of origin via regular mail and the institution of origin's applicable catalog. The Director will analyze the information submitted per the criteria established in the previous paragraph and determine the validation. The program coordinator will determine the validation if the Director is unavailable. The Admissions Office will notify the student of the validation before their enrollment. The financial aid that the student may receive will be based on the revised costs per the Director's notification. The credits validated to the new program will appear for the degree as "CC." The student approved for the validation must pay the validation fee for the regular course.

Validation of prior experience in the Food and Beverage Industry

Escuela Hotelera de San Juan reserves the right to validate previous experience acquired in the food and beverage industry five years before the start of the program. Only a maximum of 12 credits may be validated, which is less than 25 percent of the program's total credits. The validated classes will count towards the total credits of the program. Still, they will not be considered in the accounting of the student's academic progress in Escuela Hotelera de San Juan. That student who wishes to validate previous experience in the Food and Beverage Industry should present the following documents: (1) evidence of employment of at least one year in the Food and Beverage Industry in a position related to the study program, which will include title, job description, employment begin and end dates, (2) evidence of employment (example: W2, paystub, invoices etc.), and (3) portfolio of at least 20 preparations and a description of experience. Suppose the student wants to apply for validation by providing evidence of self-employment. In that case, they should present the income tax returns, the municipal license, a description of functions, the business start date, and the end date. Alternate evidence other than the one described in this paragraph will not be accepted to prove previous experience in the Food and Beverage Industry. Validation by last experience in the food and beverage industry can only be validated for CUL 200 and PAN 160. A student whose internship validation is approved must pay the internship validation fee. The student will have seven (7) days from the official start date of the class to apply for the validation; otherwise, they will lose the opportunity to validate in that class. If the student is approved for the validation of the internship, he/she should proceed to pay the validation

fee. If the student's request for validation of the internship is denied, the student will have seven (7) additional days, counted from the date of the denial, to initiate their internship class on-site; otherwise, an administrative withdrawal will be applied.

Transfer of courses between Escuela Hotelera de San Juan programs

Those students who have completed a course or courses in a program of Escuela Hotelera de San Juan and have applied for admission to another course at Escuela Hotelera de San Juan should request a Course Transfer in the Office of the Registrar. The Office of the Registrar will apply for the course transfer, provided they are contemplated in the curricular scheme, the workload in credit hours is not inferior, and the contents of the courses are consistent with the concurrent curriculum. The courses do not expire for transfer purposes. For purposes of the degree, the credits transferred to the new program will appear as "T" and will be considered to determine the program's total credits but not for the academic progress.

Transferability of the courses earned at Escuela Hotelera de San Juan is entirely subject to the discretion of the Postsecondary Institution to which the validation is requested. Acceptance of the Certificate in accredited programs is altogether subject to the discretion of the Institution to which the student is applying for validation. If the institution to which validation is requested does not accept courses or credentials, the student may be required to repeat courses. Therefore, we want to emphasize that students should weigh whether Escuela Hotelera de San Juan attendance will meet their educational objectives. During the consideration process, we advise students to contact the institution they wish to apply for transfer to determine whether the courses or credentials are transferable.

Validation of Escuela Hotelera de San Juan courses in other Postsecondary Institutions

Escuela Hotelera de San Juan has no validation agreements with other institutions.

Academic Calendar

Holiday

- President's day
- Easter
- Teacher's Day
- Memorial Day
- Labor Day
- Day of race
- Veteran's Day
- Discovery of P.R.
- Thanksgiving
- Christmas

Start and end date of classes per term*:

Calendars are subject to change. The most updated version is available on the website www.escuelahotelera.edu.

Culinary Arts Specialist October 2022 Evening
First semester October 17, 2021, to April 12, 2023
Second semester April 17, 2023, to September 26, 2023
Third semester September 27, 2023, to March 11, 2024
Fourth semester March 14, 2024, to July 9, 2024

Culinary Arts Specialist January 2023 Daytime

First semester January 23, 2023, to May 15, 2023
Second semester May 8, 2023, to September 7, 2023
Third semester September 14, 2023, to January 10, 2024
Fourth Semester January 16, 2024, to April 25, 2024

Culinary Arts Specialist February 2023 Evening
First semester February 21, 2023, to June 15, 2023
Second semester June 16, 2023, to October 13, 2023
Third semester October 16, 2023, to February 15, 2024
Fourth semester February 10, 2024, to May 30, 2024

Culinary Arts Specialist May 2023 Daytime
First semester May 15, 2023, to September 18, 2023
Second semester September 19, 2023, to January 25, 2024
Third semester January 8, 2024, to April 26, 2024
Fourth Semester May 1, 2024, to August 14, 2024

Culinary Arts Specialist May 2023 Evening
First semester May 30, 2023, to November 15, 2023
Second semester November 16, 2023, to May 7, 2024
Third semester April 25, 2024, to September 26, 2024
Fourth semester October 2, 2024, to February 11, 2025

Culinary Arts Specialist-August 2023 Day-Evening
First semester August 21, 2023, to December 7, 2023
Second semester December 12, 2023, to April 18, 2024
Third semester April 23, 2024, to August 16, 2024
Fourth semester August 21, 2024, to December 3, 2024

Specialist in Culinary Arts-November 2023 Evening
First semester November 6, 2023, to March 8, 2024
Second semester March 13, 2024, to July 11, 2024
Third semester July 16, 2024, to November 6, 2024
Fourth semester November 12, 2024, to March 10, 2025

Culinary Arts Specialist - February 2024 Evening
First semester February 26, 2024, to June 20, 2024
Second semester June 25, 2024, to October 17, 2024
Third semester October 22, 2024, to February 27, 2025

International Bakery and Pastries-February 2023 Evening
First semester February 21, 2023, to August 3, 2023
Second semester August 9, 2023, to January 24, 2024
Third semester January 24, 2024, to June 26, 2024
Fourth semester July 2 to December 4, 2024

International Bakery and Pastries-February 2023 Evening
First semester February 21, 2023, to June 15, 2023
Second semester June 16, 2023, to October 12, 2023
Third semester October 16, 2023, to February 15, 2024
Fourth Semester February 20, 2024, to June 14, 2024

International Bakery and Pastry August 2023 Daytime-Evening
First semester August 21, 2023, to December 7, 2023
Second semester December 12, 2023, to April 18, 2024
Third semester April 23, 2024, to August 16, 2024
Fourth semester from August 21, 2024, to December 12, 2024

International Bakery and Pastries November 2023 Evening
First semester November 21, 2024, to April 2, 2024
Second semester April 5, 2024, to August 1, 2024
Third Semester August 6, 2024, to November 22, 2024
Fourth Semester November 27, 2024, to March 31, 2025

International Bakery and Pastry January 2024 Daytime
First semester January 22, 2024, to May 15, 2024
Second Semester May 20, 2024, to September 11, 2024
Third semester September 16, 2024, to January 23, 2025
Fourth Semester: January 28, 2025, to May 12, 2025

International Bakery and Pastries February 2024 Evening
First semester March 4, 2024, to June 27, 2024
Second semester Julio 1, 2024, to October 22, 2024
Third semester October 28, 2024, to March 5, 2025
Fourth semester March 10, 2025, to June 26, 2025

Academic calendars are subject to change concerning the start and end dates; please check your student portal and the institution's website. Students will be notified of the changes. In cases where the changes cause an excessive burden, the student can seek a refund consistent with the institution's policy. The School reserves the right to postpone in the event of a natural disaster, fire, flood, earthquake, failure of the group to maintain the minimum retention rate required to achieve the ACCSC graduation rate, labor disputes, or equipment failure for a maximum of 30 days. The academic calendars handed by the instructor and posted in the student portal by group take priority over the generic catalog dates.

Diversity of the student body

Total enrollment by sex and itemized by ethnic background, data based on the IPEDS 2021 report.

244 males

286 females

100% Hispanic/Latino ethnic groups

STUDENT SERVICES

Parking and transportation

Escuela Hotelera de San Juan has parking spaces in the facilities or areas adjacent to the facilities. The School is not responsible for theft, damages to vehicles, etc. Vehicles should always be locked.

The students have transportation available at the beginning and end of every shift. The transport route in the San Juan campus is between the San Juan campus and the Piñero station of the urban train.

Student Areas

The campuses have designated student areas close to the classes inside the building and also have vending machines.

Student Affairs

The Office of Retention and Student Affairs focuses its efforts on maintaining communication with the students to follow up on their academic progress during the program and provide support in challenging situations that students may experience that may interfere with their academic achievement. Escuela Hotelera has no childcare available for the students' children.

Job Placement

ESCUELA HOTELERA DE SAN JUAN DOES NOT GUARANTEE EMPLOYMENT TO ITS GRADUATES. Graduate students are ultimately responsible for showing the employer their ability to communicate or put into practice the knowledge and competencies acquired in the program during the interview. Students should remember that a successful employment search depends on personal confidence, preparation, and interview strategy.

Escuela Hotelera de San Juan provides an educational program that promotes employment search among its students, focusing on developing pre-employment skills, labor maturity, and employment searching techniques.

Escuela Hotelera de San Juan has a follow-up program to keep its graduates abreast of the employment offers in the food and beverage industry, particularly the hotel industry. Graduate students should visit the job placement office to participate in the program or to inform their labor status. In many cases, the industry requires a throat culture test, a criminal record certificate, a drug test, and, in some cases, a rectal culture test. If the culture tests present abnormal results, the candidate must submit to the appropriate medical treatment to access the employment position.

The Registrar

The Office of the Registrar is responsible for the registration process, enrollment, withdrawals, transfers, and readmissions. It keeps a file of the student's academic records and establishes the approved credits. Upon request, it issues credit transcripts, study certifications, and graduation certifications.

Transcripts are kept permanently at the School and available at the Office of the Registrar before payment of a \$5.00 fee. Tuition must be current or fully paid to obtain official transcripts at any time during or after the program.

Except for the vaccination certificate, the documents delivered to the institution will not be returned under any circumstances, regardless of whether a canceled, terminated, withdrawn, or graduated student is involved.

Disclosure and Retention of the Student's Record

Escuela Hotelera de San Juan protects the privacy and confidentiality of the student's records. The Family Educational Rights and Privacy Act (FERPA) forbids the institution from disclosing the School records or any information about a student to any third party without the student's written consent, with the exceptions indicated below. FERPA grants to eligible students (18 years of age or older who attend a higher education institution) some rights

concerning their education records, including:

1. The right to inspect and review the records within the 45 days following the school's receipt of the access request. The process to exercise this right consists of presenting a written request to the Registrar or corresponding officer and identifying the record the student wishes to inspect. The School officer will make the necessary arrangements to access the record and will notify the student of the time and place where the record can be inspected under the supervision of a School employee.
2. The right to seek modification of a student's records believed by the student to be inaccurate, misleading, or in violation of the student's privacy rights under FERPA. A student seeking to modify information included on his/her record must present a request to the Registrar or corresponding officer, clearly identifying the part of the record and the specific reason for the modification. The student is entitled to a hearing regarding the amendment request. If the school decides not to amend the record as sought, the student will be notified of the decision in writing.
3. The right to consent in writing before Escuela Hotelera de San Juan publicizes personally identifiable information (PII) from the education records, except to the extent unconsented disclosure is authorized under FERPA.

A higher education institution may disclose personally identifiable information from the education records without the student's prior written consent in the following cases:

- Escuela Hotelera de San Juan discloses the academic records without the student's prior written consent, except that the records can be disclosed to school officers with legitimate educational interests. An officer with legitimate interest is a person employed by Escuela Hotelera de San Juan in administrative, supervisory, academic, or investigative procedures, or supporting staff (including security and health personnel); or a student that serves in an official committee, such as a disciplinary or grievance committee. A school officer may also include a volunteer or outsource who renders an institutional service or function for which the school would otherwise utilize its employees, and that is under the school's direct control concerning the use and maintenance of the personal information on the education records, such as an attorney, auditor, or collections agent, or a student volunteer to help other school employees in the performance of their tasks. School employees usually have a legitimate interest if they must review an education record to fulfill their professional responsibilities at Escuela Hotelera de San Juan.
- To authorized representatives of the U.S. General Accounting Office, the U.S. Prosecutor General, the United States Secretary of Education, or the state and local education authorities, such as a state higher education authority responsible for supervising the education programs. Disclosures by this provision can be made within a federal framework or evaluation, or state-sponsored educational programs, or for the execution or compliance with the federal legal requirements concerning these programs. These entities can make additional disclosures of personal information to external entities designated by them as their authorized representatives to conduct any audit evaluation or execution or fulfillment of the activity on their behalf.
- About the financial aid applied for or received by the student, when the information is necessary to determine eligibility for the assistance, the amount of the aid, conditions of the aid, or enforcement of the terms and conditions of the aid.
- To organizations that conduct studies for or on behalf of the school to (a) develop, validate, or administer predictive tests; (b) manage student assistance programs; or (c) improve teaching.
- To accrediting agencies to perform their accreditation functions.
- To the parents of an eligible student if the student is a dependent for purposes of IRS tax.
- To comply with a judicial order or legal subpoena. The School will make a reasonable effort to notify the student subject of a judicial subpoena or order before complying with it so that the student may seek a protection order (unless a court or agency has prohibited said disclosure).
- Escuela Hotelera de San Juan may also disclose student information in the event of a significant health or security emergency that represents an imminent hazard or in a situation that requires immediate information from the education records to prevent or spread severe threats to the safety or health of a student or other persons. Any disclosure will be strictly adjusted, considering the immediacy, magnitude, and specificity of the information about the emergency. Any disclosures will be temporarily limited to the emergency period.
- Escuela Hotelera de San Juan may appropriately disclose the information designated as "directory information" unless the student has informed the school otherwise, by the procedures of Escuela Hotelera de San Juan. The primary purpose of classifying the "directory information" is to allow the School to include this information in its regular operation and some school publications. Escuela

Hotelera de San Juan has designated the following information as “directory information:” name, address, telephone number, email address, photograph, date and place of birth, dates of attendance, participation in recognized school activities, the central area of education, student attendance dates, degree level, and degrees, honors, and awards received.

- To a victim of an alleged sexual violence or sexual harassment offense. The disclosure may only include the final results of the disciplinary process concerning the alleged crime or offense, regardless of the determination.
- The final results of a disciplinary proceeding, if the school determines that the student is the author of a sexual violence or sexual harassment crime and if the student has incurred any breach of the school's rules or policies concerning the charges formulated against him or her, will be made available to the general public.
- To the parents of a student, in connection with the student's violation of any federal, state, or local law or any rule or policy of the school that governs the use or possession of alcohol or controlled substances, if the School determines that the student incurred a violation and the student is under 21 years of age

4. The right to present a complaint to the U.S. Department of Education concerning Escuela Hotelera de San Juan's failure to comply with FERPA. The name and address of FERPA's managing office is:

Note: HIPPA applies to healthcare providers, private benefit plans, and healthcare centers. It does not apply to any other kind of organization whose receipt or maintenance of medical documents is incidental to the regular operation of the business. FERPA does not restrict what a school can obtain, create, or maintain but does offer guarantees for the medical documents that constitute education records.

Some offices obtain medical documents from students who seek services or justify absences, etc. Therefore, FERPA protects the receipt and maintenance of the students' medical documents. If a medical document is utilized to decide on a student's educational program, it will be considered a part of the student's record. In that case, the standard FERPA provisions will be applied to protect said information. The School does not receive or store medical information that is not a part of the education record.

Learning Resource Center

Escuela Hotelera de San Juan has a learning resource center with a selection of textbooks and reviews specialized in food industry subjects. In addition, it is equipped with audiovisual technology and computers with access to the information networks. The center operates Monday through Thursday from 7:00 a.m. to 9:00 p.m. and Friday from 7:00 am to 4:00 pm.

Internships

As a part of their educational program, students in their fourth semester must intern in a facility related to their study program approved by the Institution. The School helps search for a practice center within the Puerto Rico territory. Still, the student is ultimately responsible for obtaining and maintaining a position in the practice center within the territory of Puerto Rico or in any state of the United States. The staff of the Internships Office facilitates contact with hotels, restaurants, and other related companies to coordinate these experiences, where, in addition to proficiency in the basic skills, the student's profile is evaluated in terms of communication, leadership, problem-solving, and human relations. To be able to do the internship corresponding to the fourth semester of the program, students must have maintained academic progress and have no debt to the institution. In many instances, the industry requires a throat culture test, a criminal record certificate, drug tests, and, in some cases, a rectal culture test. If the results of the cultures are abnormal, the candidate must receive the appropriate medical treatment to get the job.

Books, materials, tools, and uniforms

Escuela Hotelera has an area where it offers some materials, such as uniforms, books, and tools, for an additional cost. The rest of the materials and kitchen equipment are available in the institution's laboratories. The Institution supplies all the ingredients. Students are responsible for complying with the uniform rules, bringing their books and tools to class as required, and using the Institution's equipment well. For more information on the costs of the course, please see the costs section in this catalog or visit the Office of Financial Aid or the Collections Office for further orientation. Uniforms and tools provided by the institution will be delivered after the program begins, as applicable.

The books offered in the certificate programs are exclusively in electronic format and English. Students who want the book in paper format may purchase it online from publisher Wiley. The institution does not guarantee that books will be sold to students in paper format.

DISCLAIMER: Students must know the conditions under which they accept the electronic book. The electronic book may have limited time for use.

Financial Aid

Escuela Hotelera de San Juan participates in the following financial aid programs of the U.S. Department of Education through the Title IV Program and the Postsecondary Institutions Board (JIP, by its Spanish acronym):

- **Pell Grant:** Is the fundamental financial aid for undergraduate students with financial need.
- **Federal Loans Program:** Escuela Hotelera de San Juan offers the Student Loan Program to qualifying students. The loan programs include the Federal Direct Subsidized Stafford Loan, the Federal Direct Unsubsidized Stafford Loan, and the Federal Direct Plus Loan.
- **Supplemental Aid Program** of the Postsecondary Institutions Board (JIP): State funds are available for undergraduate and graduate students with financial need based on the eligibility criteria of the Title IV programs and/or academic requirements provided in the regulations for the scholarship programs.

The programs are available for all those students who qualify. Applications for the program and additional information can be obtained from the Financial Aid Department. Students are entitled to reject any type of Financial Aid.

Students also have financial aid available through different agencies, including the State Approval Agency (the agency that approves educational benefits for the different GI Bill ® programs), Consortiums, and Vocational Rehabilitation, whose entities have their financial aid eligibility requirements. Students can seek orientation on these requirements at the Financial Aid and Collections Office.

Financial Aid Application

Students who apply for financial aid under the Title IV Program must complete the Free Application for Federal Student Aid (FAFSA) at the studentaid.gov. The information the student provides in the FAFSA will be utilized to calculate the Student Aid Index (SAI), determining eligibility for the aid. The student should account in studentaid.gov.

A new FAFSA must be filled out every year for financial aid purposes. The financial aid year runs from July 1 to June 30. If enrollment extends beyond June 30, the student should fill out a new application to determine eligibility for financial aid. The Financial Aid Office will notify the student when the scholarship must be renewed.

Students or parents who receive a Title IV loan will be notified that the loan information will be submitted to the National Student Loan Data System (NSLDS), and this information will be available to guarantee agencies, lenders, and authorized institutions.

Students interested in studying at Escuela Hotelera de San Juan who wish to receive any type of financial aid may apply if they meet the following requirements:

- Are citizens, permanent residents, or eligible non-citizens of the United States of America.
- Show financial need. Escuela Hotelera de San Juan bases the aid determination system on the Pell Grant analysis system.
- Have delivered a graduation certificate, copy of the high school diploma, or a recognized equivalent at the Office of Admissions.
- File the Federal Financial Aid Application with the required documents on the annually established dates.
- To be up to date and current in the payment of federal loans and owe no reimbursements to the Pell Grant or other Title IV aid.
- Authorize the use of the social security number for Financial Aid purposes.

Procedure to apply for financial aid

Deadlines are established for every process to facilitate participation in the financial aid program. Students should fill out the FAFSA application once they have been admitted, and the Financial Aid record should be completed at the latest one week after the program begins. The following documents should be attached to the application, as applicable:

- Student Social Security number
- Student alien registration number (if you are not a US citizen)
- Federal income tax returns, records of child support received, and your current balance of cash, savings accounts, and checking accounts (Note: You must provide consent and approval to release your federal tax information to be eligible to receive federal student aid.)
- Bank statements and investment records (if applicable), net values of investments, businesses, and farms
- Records of non-taxable income (if applicable)
- An FSA ID (account username and password) to log in to StudentAid.gov and start the FAFSA form electronically.

The application and supporting documents will be filed at the Financial Aid Office on the established and announced dates.

Verification

Escuela Hotelera de San Juan verifies every one of the students selected by the United States Department of Education or by the School. The verification process means that the information provided in the FAFSA must be proven correct. The following information might be required In the event a student is selected:

- Annual gross income
- Paid taxes
- How many people are in the household
- Number of persons enrolled in postsecondary education, at least on a part-time basis; and
- Fiscal benefits received
- Information on postsecondary studies

The Financial Aid Officer may request additional documents from the parent's or spouse's income tax return. If the student is selected for verification, the verification document is received when the financial aid application is received and should be completed and delivered to the Financial Aid Office by the established date. Failure to provide the document promptly may result in the cancellation of the Financial Aid.

Prevention of Default in Student Loans

The Financial Aid Office is available to clarify doubts regarding student loan repayment, including an alternate payment calendar, repayment reduction based on the salary received, payment contention, deferment, and discharge in limited cases. For additional information, please contact the Financial Aid Office.

Collections

The primary function of the Collections Office is to receive all the payments made in favor of the Institution, which are then posted and credited to the student's accounts.

Among the alternatives offered to students to defray their financial load is establishing a personalized payment plan for the balance of the course cost not covered by financial aid. The student is entitled to reject the School's payment plan.

The following is an example of a payment plan:

Program	Duration	Payment Plan
SCA On-site	15-month daytime and afternoon Program	Payment plan by semester and 12-months maximum or more
PRI On-site	16-month daytime and afternoon Program	Payment plan by semester and 12-months maximum or more
SCA On-site	21-month evening Program	Payment plan by semester and 12-months maximum or more
PRI On-site	22-month evening Program	Payment plan by semester and 12-months maximum or more

The student is responsible for complying with this payment plan. Escuela Hotelera de San Juan reserves the right to suspend the student from classes if the student fails to do so. Past-due payments have a \$10.00 surcharge. If payments are not current, the student may be suspended or expelled. In addition, the student will not receive grades, class programs, or official credit transcripts and may not enroll in the subsequent academic terms if the debt has not been paid off. Every returned check will have a charge of \$15.00. Veterans under Chapters 31 and 33 have no penalty for late payment.

First aid

The Institution is only responsible for administering first aid in the event of illness or accident on its premises or during curricular outings. If the student requires additional assistance, the 911 emergency system will be contacted to transport them to the nearest hospital. The Institution's prerogative is to contact emergencies whenever an accident or person with severe discomfort is identified. The student will complete the documentation with the help of the Retention and Student Affairs Officer, who will notify the family member designated as an emergency contact in their admission application. If the person in charge is unavailable, the Student Affairs officer will be the student's companion during the emergency. The Hospitals where emergency cases are generally referred are the Hospital del Maestro and the Pavia Hospital. The institution has accident medical insurance for students, which works under the reimbursement method. The student must pay all medical expenses for the accident and submit invoices and proof of payment to the institution's insurance for reimbursement.

Platforms

The Institution utilizes the Office 365 platform, which includes institutional electronic mail and Microsoft Office.

Regular Servsafe Certification

All the programs include the theoretical preparation for the regular Servsafe certificate. In addition, every student will have an opportunity to sit for the official exam of the National Restaurant Association through a recognized proctor at the Institution. If the student does not pass the exam, the student should pay any repetition for \$70 while he/she is an active student. Passing the regular Servsafe certificate exam is not required to obtain the program title. Having a regular Servsafe certificate does not guarantee employment.

ATTENDANCE POLICY

Attendance in On-Site Programs

Escuela Hotelera de San Juan expects students to attend on-site or online classes regularly and punctually so that they may acquire the technical skills and the knowledge necessary to meet the competencies in the food and beverage industry. The School keeps an attendance record for every student. Instructors are responsible for recording attendance on an Attendance Sheet signed by the student in each class and certified by the instructor. When a student is absent from a class, he/she should call the school before the class begins, explain why he/she will not attend the class, and state when he/she will be back. A lateness incident occurs when the student is more than 10 minutes late past the time the class begins. A total of three (3) lateness incidents will be deemed an absence from a theory class or a laboratory session. Under the institution's policy, non-attendance for 14 consecutive days, either with or without justification, is deemed a withdrawal. The Office of Retention and Student Affairs of the institution supervises students' attendance every week through the Attendance Sheet provided by the faculty.

Absences affect the responsibility with the academic activity and will require the student's referral to the Office of Retention and Student Affairs and/or the Discipline Committee. A student's inconsistent attendance is cause for disciplinary action. The loss of 25% of the attendance that makes up a course may result in immediate intervention with the student.

As part of our retention plan, students who fail to attend and/or complete all planned academic activities will be referred to the Office of Retention and Student Affairs for the necessary advice and follow-up. If the student is absent from one educational activity, he/she must establish a make-up agreement with the professor.

According to federal regulations, students who miss classes or laboratories are exposed to withdrawal from the program and might lose eligibility to participate in the Title IV student financial aid program (PELL Grant, Loans, etc.).

Rules on classroom attendance for students who receive Veteran's benefits

- The allowed non-participation number in both programs is 10% of the total hours. This is equivalent to a total of 108 hours. However, when the student has been absent 6% of the total hours of both programs (65 hours), said number of absences will already be considered excessive, and, therefore, the student will be referred to the Discipline Committee.
- A lateness incident occurs when the student arrives at a theory class or laboratory session 10 minutes after class.
- A total of three (3) lateness incidents are deemed an absence for purposes of a theory class or laboratory section.
- Studies will be interrupted for non-satisfactory attendance (Administrative Withdrawal) when the student has been absent more than 10% (108 hours) of the program's total hours.

Long-term leaves of absence

Students who will be absent for more than 10 days must present a request for leave of absence in the Registrar's Office, whereby they provide the reason for the request and supporting evidence and state the return date and the date of the petition. The institution grants this leave in meritorious circumstances for no longer than 180 days. Filing the request does not mean that the institution will grant it. The Institution reserves the right to grant the leave in 12 months. It may determine its duration, the student's return date, or any other condition the School deems appropriate regarding the leave. The School will notify the student of the leave conditions once granted.

Valid reasons to seek a long-term leave of absence are maternity, illness, military leave, medical reasons that affect the student or a family member, jury duty, and other mitigating circumstances and/or circumstances that may affect the student's attendance, which has been previously shown to the Registrar.

A leave of absence can begin once the student presents a duly signed written petition, and the petition is approved by the school before the leave of absence, except in cases where unforeseen circumstances prevent the student from presenting the petition before the absence period. In cases in which the school grants a leave of absence to a student who, due to unforeseen circumstances, was unable to present a petition before the commencement of the period of the leave, the school should receive the petition on a later date, with the reasons for the leave and the documents

showing that the leave could not have been sought and approved in advance. In these cases, the commencement date of the leave of absence period cannot be earlier than the date on which the circumstances prevented the student from attending the school.

If the School does not approve the student's petition for leave or does not accept the conditions of the leave, the student may continue with their program or be processed as an administrative withdrawal. The student must pay off any debt they have with the institution. According to the established payment plan, a debt with the Institution will accrue during the leave of absence period. The student must continue to pay his/her obligations under the payment plan during the leave of absence. Surcharges will be applied if the student defaults on the payment during the leave of absence. The student will be subject to the Institution's collection efforts during the leave.

Suppose the student fails to return upon expiration of the leave. In that case, the school will issue an administrative withdrawal as of the date of the student's last recognized academic activity, and the established refund policy will be applied. A student with a long-term leave of absence approved by the institution will maintain the academic progress classification he/she had when the leave is approved.

If the student returns from the leave, he/she should return to the school before the leave expiration date. An administrative withdrawal with the pertinent fees will be processed if the student fails to return from the leave on time. In this case, if the student wants to continue his/her studies, he/she should follow the readmission process.

The Veteran's benefit will be suspended during the leave period and reinstated once the Veteran student or beneficiary resumes his/her studies.

Withdrawals

The institution classifies withdrawals into two types: 1-voluntary/official withdrawal and 2-unofficial/administrative withdrawal:

1. The voluntary/official withdrawal is the withdrawal the student makes voluntarily.
2. The administrative/non-official withdrawal is processed by the institution for academic reasons, for disciplinary issues, and/or for debt.

In any of the withdrawal forms, the student should pay off the financial obligation contracted with the institution. No document will be issued if the student has a debt with the Institution. The student is responsible to defray the \$25 processing fee for either the voluntary/official or the unofficial/administrative withdrawal. Through the disciplinary procedure, the director may withdraw a student before the student completes the program.

Any courses with withdrawal qualifications will be included in calculating attempted credits versus approved credits. Withdrawn courses will not be considered for purposes of the general average and will not earn a final grade.

Without prejudice of the Long-Term Leave of Absence policy, where applicable, if the class is not available for reasons attributable to the Institution, the student may apply for the Active Not Enrolled status "AN" during a non-extendable 6-month period, to be counted from the student's last attendance. If the class is available during the said period, the student must apply for enrollment in the Registrar's Office and will be exempt from paying the withdrawal and readmission fee. After six months, if the student does not enroll, the student will be reclassified to administrative withdrawal. Internship students must start their internship at the official class beginning date. No continued enrollment is offered.

ACADEMIC POLICIES

Measures of the Academic Credit

A graduation candidate must have completed and approved the totality of the course. According to the United States Department of Education's definition of academic credit, one hour of classes equals 50 minutes of instruction. A credit equals 15 hours of theory, 30 laboratory hours, or 45 practice hours, in addition to 7.5 hours of fieldwork for every 30 hours of instruction, as a requisite of the accrued credits per course. The academic year is divided into semesters. Generally, a semester is no less than 15 weeks in the day section and 21 weeks in the evening section, during which the student attempts no less than 12 credits to be considered a student with the entire academic load. For more information, please see the course description at the end of this catalog.

This time conversion includes the definition of Credit Unit, as the regulating agencies require. The Credit Unit is a time conversion that, like the federal definition, distributes the academic load in theory time, laboratory, practice, and fieldwork. One hour of theory comprises 2 credit units, one hour of laboratory shall consist of 1.5 credit units, one hour of practice comprises 1 credit unit, and one hour of fieldwork comprises 0.5 credit units.

Hours

Classes in the day and afternoon sections meet Monday through Friday from 7:30 a.m. to 12:30 p.m. and from 1:00 p.m. to 6:00 p.m. This program is comprised of 5 hours of daily class. Classes in the evening section meet Monday through Thursday from 6:00 p.m. to 10:30p.m or from 5:00 p.m. to 9:30 p.m. The evening program is comprised of 4.5 class hours.

The schedules during the fourth semester will be determined according to the availability of the facility designated for the internship, the applicable labor laws, and the federal education regulations.

Group Changes

Students may only request a change in the class schedule at the end of the session, not while the semester is running. Space availability will determine the approval of the change, which should be requested and authorized with the signature of the Registrar. The registrar will evaluate and approve any change of schedule.

Academic breaks

Students will have a short academic break at the end of the first, second, and third semesters in accordance with the institution's calendars. Students will also enjoy breaks during Christmas, summer, and Holy Week. The academic calendar is subject to change and is available at www.escuelahotelera.edu.

Evaluation system

Escuela Hotelera de San Juan utilizes the traditional four-point scale and other qualifications in the evaluation system, as indicated below:

4 Point Scale	Grade scale by letter and other grades	% Scale	Value Scale
4.00-3.60	A	100%-90%	EXCELLENT
3.59-3.00	B	89%-80%	GOOD
2.99-2.00	C	79%-70%	ACCEPTABLE
1.99-1.00	D	69%-60%	DEFICIENT
0	F	59%-0%	FAILED

-	I	-	INCOMPLETE
-	WH	-	VOLUNTARY WITHDRAWAL
-	WF	-	ADMINISTRATIVE WITHDRAWAL
-	T	-	TRANSFERRED
-	CC	-	VALIDATION

The Grade Report is delivered to students who have met the institution's financial obligations at the end of every semester.

Academic Progress

Cumulative General Average

At the end of each study period, the student must maintain a minimum Cumulative General Average (GPA) in accordance with the attempted credits, as specified in the academic progression chart.

This element is evaluated for each study period using the last average available after the end of the period or the previous active study term. The following grades are considered to determine the cumulative general average: A, B, C, D, and F.

Quantitative Element

The quantitative element is measured at the end of each academic semester, and the student should have accrued a minimum of credits, as shown in the maximum timetable, by the student's study program.

Specialist in Culinary Arts Program (59 credits)

Maximum Timetable						
TERM						
	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester
Attempted Credits	20	37	53	59	73	89
Approved Credits	13	24	35	39	49	59
Required Academic Average	1.50	1.75	2.00	2.00	2.00	2.00

Baking and International Pastry Program (58 credits)

Maximum Timetable						
TERM						
	1st Semester	1st Semester	1st Semester	1st Semester	1st Semester	1st Semester
Attempted Credits	18	32	50	58	72	87
Approved Credits	12	21	33	38	48	58
Required Academic Average	1.50	1.75	2.00	2.00	2.00	2.00

Warnings, Suspensions, Appeals, Probation

Warning

A student who for the first time fails to meet one or more elements of the Academic Progress Policy will be automatically placed in a Financial Aid Warning that will not exceed one academic term. During this period, the student may receive financial aid. The student must overcome the academic deficiencies upon conclusion of this period, or the financial aid will be suspended.

Suspension of Financial Aid

If at the end of the term in which the student is under a financial aid warning the student has not overcome the deficiencies, the financial aid will be suspended for the following academic term and the student will be classified as a student in financial aid suspension for the next study term.

Appeal Process

A student whose financial aid has been **suspended** for failure to meet the Satisfactory Academic Progress standard will be administratively withdrawn immediately. The student is entitled to appeal the financial aid suspension, by means of a written statement stating the circumstances that affected his/her academic achievement, and which have changed, with the appropriate supporting documents. The student is also entitled to seek readmission by paying the corresponding fees and signing a new enrollment contract. The new enrollment contract will include provisions regarding the payment obligation of at least 10% of the amount owed and a payment plan for the amount owed, if applicable.

The Appeals Committee (composed by the Financial Aid Officer, the Orientation Office Coordinator, Retention and Student Affairs, Registrar, and Director) will review the case and will notify the decision to the student.

The following circumstances are deemed critical and mitigating:

- Student's prolonged illness
- Accident suffered by the student
- Death of a close family member (father, mother, spouse, children)
- Military service or employment-related trips
- Loss of employment (student or his/her parents')
- Alteration of the family unit, such as own divorce or parents' divorce, death of father, mother, or spouse, among others
- Prolonged illness of family head that has created a real economic hardship; and
- Any other, duly documented, situation of force majeure

Upon an assessment by the Appeals Committee, the student may receive a change of status with respect to the suspension and obtain a probation status. Said probation will not exceed a term or semester, so that the student is provided the opportunity to improve the academic deficiencies. If upon conclusion of said probationary period the student fails to overcome the academic deficiencies, and thus fails to meet the Academic Progress standard, his/her Title IV eligibility will be suspended.

Appeals for academic progress should be presented in the Office of Student Affairs within a period **no greater than 5 business days** from the date of the notice of suspension. Those students who present their petition for appeal after 10 business days from the date of the suspension letter will be evaluated over the course of the semester. No petitions for appeal will be received after the first day of class of the study period in readmission.

The student **IS NOT** eligible to participate in the Federal Financial Aid Programs until the appeal **is approved** and must make payment arrangements with the Collections Office to pay the tuition costs.

If the student fails to overcome the deficiencies during the probationary period, he/she should present a new appeal for reconsideration and/or extension of the probationary period under a Study Plan established by the Appeals Committee.

Reinstatement of Financial Aid

Semester	
First semester	1.50
Second semester	1.75
Third semester	2.00
Fourth semester	2.00

The financial aid will be reinstated to the student as soon as he/she again satisfies all the elements of the Academic Progress Notes.

Academic Progress Rules exclusively for students who receive Veteran's benefits

The minimum required average for students with Veterans benefits:

Semester	Minimum required average
First semester	2.00
Second semester	2.00
Third semester	2.00
Fourth semester	2.00

Students who receive educational benefits from the Veterans' Administration should maintain a general minimum cumulative average (GPA) of 2.00 in every evaluation period in order to be considered they are making satisfactory progress.

A Veteran and beneficiary student should complete the study program in regular time (100% of it). A student who extends beyond the regular program time may not continue receiving Veterans benefits. However, if the student receives financial aid in the form of a "Pell Grant," he/she may benefit from the additional 50% (150%) established in the **Title IV** regulation. Veteran students should be evaluated using the Veterans' criteria and the Pell Grant criteria if they are beneficiaries thereof.

Probationary Period for beneficiaries of the Veteran's Program

Students that benefit from the Veteran's program who fail to accrue a general minimum average of 2.00 at the end of the first evaluation period or term will be placed on probation for purposes of their benefit. If they are in a program of only 2 terms, they will lose their benefits for the second term. In programs of three or more terms, they will be placed on probation and will maintain their benefit, provided they are not in their last term. If the general minimum average of 2.00 is not met by the end of the term in which they are on probation, the benefit will be suspended.

Incompletes

The Incomplete (I) grade is applied when the student has not completed a course requirement. Incompletes (I) are quantified as a "zero," and thus affect the student's general average. An Incomplete has a period of thirty (30) days if between the first and the third semesters and of seven (7) days if in the fourth semester.

Make-Ups

Inconsistency in attendance to the classroom is not necessarily planned. Sometimes our students may encounter personal situations that cannot be delegated to others that preclude them from attending school. Failure in an exam can also be caused by circumstances out of the student's control. For that reason, and to reduce the academic effect of these absences and/or failure, we have prepared the following protocol.

- **Definition of make-up for and exam:** Replacement is defined as the act to repeat an exam, test, or laboratory when the grade is equal or less than 59% (F).
 - **Definition of removal of an incomplete:** Removal of an incomplete is defined as the act of handing in an exam or test that was never taken or the realization of a missed laboratory.
- I. **Make-ups or removal of Incompletes before the class ends:**

- A. Students should talk with the instructor about the missed or failed contents before the course ends. The instructor will make an initial judgment to discern whether the make-up or removal of the incomplete is feasible in the classroom during the student's regular schedule, or if, on the opposite, the student should attend at another shift to be able to execute it. The following should be taken into account:
1. The student will have the privilege to make a first application for make-up or Incomplete removal without any excuse.
 2. No make-ups will be granted if the grade obtained is equal to or above 60%.
 3. The term to make up or remove an Incomplete will be five (5) school days.
 4. As the main resource to do the make-up, the faculty and the student should agree on the evaluation requirements and/or hours, both for the laboratories and for make-up projects in theory courses. The professor must fill out the make-up and Incomplete removal form and deliver it to the Orientation, Retention, and Student Affairs Office (O.R.S.A.). This point should be completed in every case. If the make-up is for a laboratory, the professor must coordinate the planning jointly with the Program Coordinator as applicable.
 5. In the event the student and the professor are unable to reach an agreement, the make-up agreements will be coordinated through the Orientation, Retention, and Student Affairs Office and the latter, in turn, will involve the relevant parties—the Program Coordinators (whom along with O.R.S.A. will be responsible for the logistics of the agreement and anything concerning the preparation of requisitions, equipment, or any other item indispensable for the make-up), assistants, and the student.
 6. These agreements should be fully described in the **Class Make-Up Form**.
 - **Course** – in which a make-up is required.
 - **Tasks** – an itemized description of the activities will be included (if a laboratory, it should specify the place, dates, and period in which the activity will take place) or specific works that will be required.
 - **Start Date** – establishes the beginning of the make-up.
 - **End Date** – to fix the delivery date of the make-up project.
 7. Three copies will be provided once the parties sign the agreement (Class Make-Up Form): one for the student, one for the instructor, and one for the Retention and Student Affairs Office. Coordinators will keep an electronic copy of the agreements.
 8. If the agreement is not completed within the prescribed term, the student will be responsible to inform the situation to the instructor before the end date so that the pertinent actions can be taken.
- B. Renegotiate the contract, a second and **rare** opportunity based on the merits of the student's case. The student will have five (5) school days to comply with the new make-up agreement. The following excuses will be taken into consideration:
- a) Medical excuses
 - b) Subpoenas to appear in court
 - c) Military activities
 - d) Any other situation that can be shown, subject to the approval of the Academic Director
- C. Terminate the contract:
- a) If the terms of the contract are fully completed, the instructor will deliver the documentary evidence to the Office of the Academic Director to proceed to apply the grade.
 - b) If the terms of the contract are not fully completed, the instructor will so notify to the Office of the Academic Director and the Office of Students' Affairs, so that the grade earned so far is applied through the due process of notification to the Office of the Registrar.
 - c) Documentary evidence will be incorporated into the student's profile.
 - d) The student will deliver the project or exam to the Office of Student Affairs, who will document the date of delivery in the student's record. The project or exam will then be delivered to the professor for correction.
9. The Instructor will have a term of three business days to correct the document and deliver the Change of Grade Form to the Office of the Director with the evidence of the work performed.

II. Make-ups for grades or removals of Incompletes after the class ends:

The procedure to seek a grade make-up or to remove Incompletes after the class has ended will follow the same rules of the previous process, but will

take the following into account:

The privilege of a make-up or removal of an Incomplete will be granted one time without the need for an excuse. No second agreements will be granted without an excuse, as described in the Make-Ups, or Removal of Incompletes before the Class Ends section, point 8^a.

1. No make-up or Incomplete removal privileges will be granted to students with a grade of or above 60% (D) as final average of the ended class.
2. No privileges will be granted to students with a grade lower than 50% (F) in academic participation.
3. The Incomplete removal or make-up privilege will be granted for only two projects or tests.
4. The student will have thirty (30) days to process the application for Incomplete removal or make-up after the end of the class in question.

Class repetition

Students who earn an "F" grade may repeat the class as many times as necessary until the course is approved, with the Title IV aid, if qualified, or privately. If a "B," "C," or "D" is obtained, the student may repeat the class only once with the Title IV aid, or privately without restrictions. Students should wait until the academic program offers the class in these cases. The total credit hours and class contents must be repeated.

If the student receives a Pell Grant, the terms of the repetition may vary depending on the time to complete the degree or the maximum use time of the Pell Grant. For purposes of attempted credit versus approved credits, all the student attempts will be counted. For purposes of the overall average, the student's best grade will be counted.

Policy against sexual harassment and sexual violence

The School seriously addresses those issues related to sexual harassment/abuse and/or sexual violence. If a student believes he/she has been victim of sexual harassment/abuse or sexual violence, regardless of whether it takes place in or outside campus, incurred by another student or employee of the Institution, please contact the Title IX Coordinator to initiate the investigative process and interview. The incident may also be reported anonymously by calling the same telephone number.

Title IX Coordinator
229 Guayama
San Juan, PR 00917
(787)759-7599 Email: ofcom@escuelahotelera.edu

Escuela Hotelera de San Juan prohibits sexual harassment/abuse and sexual violence offenses, including, but not limited to, domestic violence, dating violence, sexual assault, and stalking.

No Retaliation

The Institution and its employees are forbidden from retaliating against any individual who exercises his/her rights under Title IX. Escuela Hotelera reiterates its compliance with the First Amendment to the Constitution and acknowledges that exercising Title IX rights does not constitute retaliation.

Prevention and awareness programs

Escuela Hotelera de San Juan educates the student community on sexual harassment/abuse and violence, including sexual assault and dating violation, through obligatory orientation before the start of each student's program and on a continued basis with awareness programs.

Prevention and Response to sexual crimes

If you are a victim of sexual assault in this institution, your priority should be to get to a safe place. Next, you should obtain the necessary medical treatment. Escuela Hotelera de San Juan firmly encourages a victim of sexual assault to timely report the incident. Time is a critical factor for the compilation and conservation of evidence. Any assault should be reported directly to the academic director or the executive director. The filing of a claim with the police will not oblige a victim to prosecute the offender, nor will submit the victim to the scrutiny or judgment of the police officers. The filing of a claim with the police:

- ensures that the victim of sexual assault receives the necessary medical treatment and tests, free of charge;
- provides the opportunity to collect useful evidence for the prosecution that cannot be obtained later (ideally, a victim of sexual assault should not wash, shower, use the bathroom, or change clothes before the medical / legal exam) or to obtain protection orders;
- ensure the victim's access to confidential advice, provided by counsellors specifically educated in the sexual assault area.

The victim of sexual assault may choose for the investigation to be pursued through the criminal justice system and/or through Escuela Hotelera de San Juan. A representative of Escuela Hotelera de San Juan will guide the victim through the available options and will provide support regardless of the victim's decision. Escuela Hotelera de San Juan does not offer on-campus counselling services but will help you identify the external services available to victims. The Institution is obliged to dismiss "a grievance that falls outside the scope of Title IX, and will not initiate any kind of proceeding, as it falls outside the scope of the policy.

Definition of Consent

In addressing sexual harassment topics, the School defines consent as "affirmative consent." "Affirmative Consent" means an affirmative, conscious, and voluntary agreement to participate in the sexual activity. Every person involved in the sexual activity is responsible to ensure that they have manifested their affirmative consent to participate in the sexual activity. Lack of protest or resistance are not equal to consent, nor is silence. Affirmative consent should be continuous throughout the sexual activity and can be revoked at any time. The existence of a love relationship between the participants, or the fact that their past sexual relations have been consented, should not be assumed as an indicator of consent.

Sexual Harassment / Sexual Violence Claims Procedures

The following are the procedures established by Escuela Hotelera de San Juan to manage alleged sexual harassment/abuse and sexual violence claims that involve students and employees. If the parties are students, they may agree to settle the process through mediation. In no event may a mediation be agreed upon if the parties involved are students and employees. The Title IX Coordinator may take preventive measures after the petition to initiate an investigation, but in no case can measures be imposed to limit the discussion of the case and the ability of every party to discuss the allegations and collect relevant evidence. All the Title IX records will be kept for seven (7) years.

Definitions:

1. Charge: means an alleged act or acts of sexual harassment/abuse and/or sexual violence.
2. Letter of Charge: document issued by Escuela Hotelera de San Juan whereby it is alleged that the respondent has committed an act of sexual harassment/abuse and/or sexual violence. The letter of charge and successive documents will make reference to the respondent as the “alleged” and not as the person responsible.
3. Complainant: the person who alleges that an act of sexual harassment / sexual violence has occurred, and may include students, professors, and staff. A complainant may also include a third party if the alleged act of sexual harassment / sexual violence took place on campus and/or the respondent is a student.
4. Standard of “clear and convincing” proof is defined as the standard to prove something with clear and convincing evidence. The party who makes the argument must prove that the argument is substantially more likely than not to be true. To be 70% certain.
5. Respondent: is the person accused of committing an alleged act of sexual harassment/abuse and/or sexual violence against complainant.
6. Response: The respondent’s formal written answer to the Letter of Charge presented in accordance with the procedures described below.
7. Sexual harassment / Sexual violence: includes, but is not limited to, the acts of quid pro quo or unwanted conduct determined by a reasonable person to be serious, generalized, and objectively offensive, in terms of denying an individual equal access to the Institution program or educational activity. Sexual assault, dating violence, domestic violence or stalking are defined in the Clery Act and the Violence against Women Act.
Place: Sexual harassment contemplated by this policy will only be that harassment that takes place on the Institution’s property and within territory of the United States.
8. Title IX: Title IX of the Higher Education Act, which prohibits the gender-based discrimination. Gender-based discrimination includes sexual abuse, harassment, and/or violence.
9. Title IX Coordinator: employee designated by Escuela Hotelera de San Juan to supervise compliance with the rules and regulations, including the supervision of the sexual harassment/abuse and/or sexual violence accusation procedures. Any coordinator or participant in the process who is biased in relation with the case or has a conflict of interest should recuse him/herself from the case voluntarily. If the Title IX Coordinator identifies ex officio that a participant in the process is biased or has a conflict of interest with regard to the case, the Coordinator may recuse the person.
10. Case Package: a specific record on every case that involves accusations of sexual harassment / violence, which includes, but is not limited to:
 - a. The Letter of Charge;
 - b. The response (if any);
 - c. Declarations of witnesses and other written/photographic evidence (if any);
 - d. The written results and the Title IX Committee decision;
 - e. Any other documentation the Title IX Committee deems necessary.

Actual Knowledge is defined as a notice to the Title IX coordinator or any other officer with the “power to institute corrective measures.”

Violation allegations:

An alleged sexual harassment / sexual violence case will be forwarded to the Title IX Coordinator:

229 Guayama Street,
San Juan, 00917
Ofcom@escuelahotelera.edu

Each case will be subject to a fair and unbiased process to determine whether there has been sexual harassment/abuse and/or sexual violence.

Investigation:

1. Alleged violations of the sexual harassment and sexual violence policy will be promptly, exhaustively, impartially, and reasonably investigated.
2. The investigation will be conducted by at least two (2) officers who receive annual trainings on topics in connection with domestic violence, sexual

violence, sexual assault, and harassment. Officers are also prepared to conduct an investigation and hearing process that protects the security of the victims and promotes accountability.

3. Relevant evidence should be gathered during the investigation, including, but not limited to, documents and witness declarations. The investigations will be performed within a term of sixty (60) days, without prejudice of specific complications.

4. While an alleged violation is under investigation, the School may remove the student from the class, or the employee from the work area, and may prohibit them to participate in school activities, or apply any other measure it deems pertinent.

Notification:

Written notice of the specific charge(s) will be served to any person accused of a violation of the sexual abuse/harassment and/or sexual violence policy by certified mail of the United States Postal Service (USPS) and/or by alternate communication able to be objectively validated.

2. A person accused of violating the sexual harassment / sexual violence policy has ten days (10) to present a written response to the Title IX Coordinator.

3. The student's failure to respond to the letter of charge will not entail the stay of the proceeding.

4. Complainant(s) should be notified of the procedures performed and will be notified when the letter of charge is mailed. Complainant will also be notified of any response.

Student's response

1. A response admitting the charge will follow the process of the Title IX Committee as indicated below.

2. A response denying the charge will follow the process of the Title IX Committee as indicated below.

3. The response will be in writing and should be presented within ten (10) calendar days from the date the letter of charge is received. The Title IX Coordinator may grant additional time to respond if respondent so seeks in writing and the petition is received before the ten-day term expires.

4. Any written, photographic, or other evidence (including witness statements) should be attached to the response; the Title IX Committee will not consider any evidence not included with the response. Any additional evidence will only be considered if so is sought in writing and appropriate justification is provided as to why it was not included in the response before the time set for the hearing.

5. Complainant will be notified if any time extension to file a response and/or if a petition to present additional evidence are granted.

Title IX Committee:

a. After the investigation is completed and the person has responded to the letter of charge, complainant will have an opportunity to present written statements of the witnesses so that they are included in the case package.

b. The Title IX Committee will be convened to examine the package and formulate conclusions and recommendations to the Director (a designated person may be appointed if the Director disqualifies him/herself).

c. The person designated by the Title IX Coordinator will be the chair of the Title IX Committee.

d. The Title IX Committee will be composed of at least three impartial persons with no previous involvement with the parties or the investigation and will consist of the Director or Assigned Director, a member of Student Affairs, and another school member, either from the faculty or staff.

e. The Title IX Committee may utilize the clear and convincing standard of proof and the preponderance of the evidence criterion (more probable than not) to weigh the proof and make a recommendation to the Director or his/her designee on whether a violation occurred and what sanction, if any, is warranted.

Committee Process:

The parties should have the opportunity to address the Committee and make a statement in their defense. This can be done through in-person hearings, and both parties consent thereto. The parties will be able to hear the other parties and witnesses and cross-examine them. The parties will be entitled to present witnesses and expert witnesses. The parties should be represented by counsel or by a third party during the process. What is more, if a party has no representation, the School should provide a third party (not necessarily an attorney) at no cost. However, according to the Higher Education Opportunity Act (HEOA), in cases of alleged sexual discrimination/sexual harassment, complainant is entitled to have third parties present during the proceedings. (Note: The third party cannot be a lawyer). The Institution will record the hearing and will make it available to both parties. The members of the Committee will receive a Case Package with all the relevant information for the committee meeting, including any written response received from the student. The package will include the parties' statements, and all the evidence discovered during the investigation and from the written statements of the witnesses the parties presented in opposition. The members of the Committee sign a standard confidentiality statement for the Committee members and after the Committee deliberations, the case packages are picked up and custodied by the Campus Director so that their confidentiality is preserved.

The leader of the Committee members will be the person responsible for determining the admission of relevant questions before they are answered. The leader of the Committee members should justify any unadmitted questions right at the time. No statements or proof unable to be cross-examined will be

admitted. The Title IX process may not require, allow, depend on, or utilize questions that may constitute or seek the disclosure of information protected by a legally recognized privilege, unless the holder of the privilege waives it.

The parties will be provided with the evidence directly related to the allegations, including exculpatory and incriminating evidence, and will have equal opportunity to examine it. Electronic or hard copy of the evidence should be provided to the parties' respective representatives. Institutions are forbidden from disclosing medical information of a party without the party's written permission.

Decision:

After weighing all the proof, the Committee will make conclusions and render a decision. Any decision rendered by the Committee will be based on preponderance of proof under the standard of evidence criterion.

The decision will be delivered by the certified mail service of the United States Postal Service and/or by additional means whereby proof of receipt can be validated. Respondent will be notified of the outcome within thirty (30) days following the closing of the investigation.

Pursuant to the requirements established in the HEOA, complainants in cases of alleged sexual violence/sexual harassment will be informed of the committee's determination, including any imposed sanctions.

Sanctions:

1. If a violation is determined, the disciplinary sanctions will be based on the seriousness of the situation and may include, but are not limited to, suspension (readmission after the suspension will be subject to the regular readmission process), expulsion, separation from employment, prohibition to access the campus, or attendance by respondent to trainings on sexual violence at the expense of the respondent, as prior condition for the continued attendance to Escuela Hotelera de San Juan.

Appeals:

1. Respondents may appeal from the decision before the Title IX Committee for Disciplinary Review (CDR) within ten (10) days from receipt of the school's decision. Complainants should have the opportunity to appeal within ten (10) days from receipt of the notice of the results and, in the event the parties file an appeal, they will be notified of the other party's appeal.

2. The petition for appeal may be based on one of these three options:

2.1 Irregularity in the process that has affected it.

2.2 New evidence not available at the time of the Committee meeting.

2.3 The Title IX Coordinator, investigator, or person who made the determination, was biased or had a conflict of interest.

3. The CDR is composed of a senior executive from Escuela Hotelera de San Juan and another designated employee. The decision of the CDR is final and will be notified directly to the parties involved.

Protocol for the management of domestic violence situations that affect the employees/students of Escuela Hotelera de San Juan

Domestic violence constitutes a serious social and public health problem that affects thousands of victims and families in Puerto Rico. It is one of the most critical manifestations of the effects of inequity in the relations between men and women. Domestic violence is destructive and erodes both the self-esteem and the persons' integral development. Abuse in any of its manifestations should not be a part of any relationship. In fact, Act 54 of August 15, 1989, defines domestic violence in Puerto Rico as: "A pattern of behavior of a person against his/her spouse, former spouse, or person with whom he/she cohabits or has cohabited, or with whom he/she holds or has held a consensual relationship, or with whom he/she has begotten children, and which results in physical injury to the victim, to the victim's property, or to any other person, with the intention to cause serious emotional damage to the

victim.”

Domestic violence is a pattern of behavior characterized by coercion and assault whereby a person attempts to control the thoughts, beliefs, or conduct of his/her partner or friends, or of a person meaningful to him/her. It is a cycle of abuse that includes, but is not limited to physical/sexual abuse, threats, intimidation, isolation, and economic abuse. Domestic violence is a problem that concerns us all and that transcends ethnic, cultural, social class, ideology, and sexual orientation barriers. Any person can be abused or be a victim of domestic violence. It is our duty to play a more active role in an attempt to promote equitable and mature interpersonal relations, and thus seek peace.

Purpose

As an institution that believes that the law must be faithfully complied with and whose values are inspired on the social well-being, Escuela Hotelera de San Juan is committed to just causes and determined to take the necessary measures to guarantee a safe place to study for all of its employees/students. Thus, in compliance with Act 217 of September 29, 2006, and in recognition of the need to support the public policy of zero tolerance to domestic violence in Puerto Rico, it has decided to implement this Protocol for the Management of Domestic Violence situations in our school.

This Protocol provides uniformity to the measures and procedures to be followed when a school employee/student is a victim of domestic violence. An adequate management of cases that could bring elements of danger into the study environment can be accomplished through these preventive and effective security measures.

Legal basis

2.1 Article II, Section 1 of the Constitution of the Commonwealth of Puerto Rico, provides that the dignity of the human being is inviolable, that all men are equal before the law and prohibits discrimination for reason of sex, among others.

2.2 Article II, Section 16 of the Constitution of the Commonwealth of Puerto Rico, recognizes the right of every person who works to be protected against risks to his/her health or integrity in his/her employment.

2.3 The Prevention and Intervention with Domestic Violence Act, Act No. 54 of August 15, 1989, as amended, establishes the public policy of the Commonwealth of Puerto Rico in relation with domestic violence, and recognizes that domestic violence is one of the most complex and serious problems confronted by society and strongly repudiates it. It further recognizes that domestic violence is an expression of inequity between the sexes that particularly affects women. The Act provides legal, civil, and criminal remedies for those people who are the subject of acts of domestic violence.

2.4 The Puerto Rico Act against Stalking, Act No. 284 of August 24, 1999, as amended, defines stalking as a “*conduct whereby surveillance is exercised over a particular person, unwanted verbal or written communications are sent to a particular person, acts of vandalism are performed against a particular person, the victim is repeatedly harassed by words, gestures, or actions intended to intimidate, threaten, or persecute him/her or his/her family members.*” The Act against Stalking provides a protection order similar to the order provided in Act No. 54 cited earlier. The procedure to obtain one is similar and the petition form can be obtained at the court.

2.5 Act No. 542 of September 30, 2004, amends Act No. 54, *ante*, and provides that when the Court so considers or when it enters a protection order or against stalking, the respondent will immediately be ordered to hand over to the Puerto Rico Police for custody any firearm he/she owns and on which a license to keep and possess, carry, target shooting, hunting or any kind of license has been issued, as the case may be. The order to deliver any firearm will be compulsorily enforced. In addition, the corresponding license will be suspended as a result of the judicial order, even if the arm is used as a part of respondent’s professional performance. At a minimum, said restriction will be applicable for the same time period as the order.

2.6 Federal Firearm Prohibition, 18 U.S.C. 922 (g)(8); U.S.C. 922(g)(9). The Violence against Women Act of 1994 (VAWA) is a federal law that provides legal protection for abused women. It prohibits a person against whom a protection order has been entered and any person who has been convicted of a domestic violence misdemeanor from possessing firearms and ammunition. However, there are exceptions to said prohibitions for “official use.” The federal statute is retroactive, and thus applies to convictions that took place before the act took effect.

I. Extent

This regulatory document will be in force both in Escuela Hotelera de San Juan and in every activity sponsored by the school as a part of its educational program.

II. Definitions

4.1 Couple's Relationship – Means a relationship between spouses (husband and wife), former spouses, cohabitants or former cohabitants, persons who have or have had an intimate consensual relationship, persons who have begotten children together, and people who have or have had a dating relationship.

4.2 Cohabit – Means a consensual relationship similar to a marriage relationship.

4.3 Person who incurs domestic violence: Person who employs physical force or psychological violence, intimidation, or persecution against his/her partner.

4.4 Place of study – Any space in which a student develops within an academic unit. When a building or physical structure is involved, it includes the surrounding spaces such as the gardens and the parking lot.

4.5 Persecution or persecute – Means to keep a person under constant or frequent surveillance with presence in the immediate places or places relatively close to home, residence, school, work, or other places that the person frequents, or the vehicle the person is on, that may instill fear or apprehension in the state of mind of an average person.

4.6 Serious emotional injury – Means and arises when, as a result of domestic violence, the person object of the conduct repeatedly manifests one or several of the following characteristics: paralyzing fear, insecurity feelings, helplessness, weakened self-esteem, or other similar behavior, as a result of repeated acts or omissions.

4.7 Intimidation – Means any recurrent action or word that has the effect of exerting moral pressure on the mind of a person, whom for fear to suffer any physical or emotional injury in his/her person, property, or another person, is obliged to carry out an act that is contrary to his/her will.

4.8 Protection Order – Means any written mandate issued under the seal of a court, whereby a person who incurs acts of domestic violence is ordered to abstain from doing so.

4.9 Surviving victim – Any person who has suffered acts that constitute domestic violence.

4.10 Domestic violence – The use of physical force, psychological or sexual violence, intimidation, or persecution against a person, by the person's partner, to cause physical injuries to the person, damage the person's property, cause damage to third persons, or to cause serious emotional damage to the person.

4.11 Psychologic violence – Means a continuous pattern of conduct to humiliate, discredit, or belittle the personal value, unreasonable restriction to access and management of common property, blackmail, constant surveillance, isolation, deprivation of access to food or adequate rest, threat of deprivation of the custody of children, or destruction of the person's prized objects, except those owned privately by the offender.

4.12 Student- Any person officially enrolled in the School, in courses that are a part of the academic programs.

4.13 Campus – Every one of the operational units of Escuela Hotelera de San Juan that offer academic programs.

III. Disclosure and training plan

To publicize the institutional policy in place, copies of the policy are available on petition at the Office of Human Resources, the Office of the Academic Director, and the website. The institutional policy is also delivered during the recruiting process of staff or during the admission process. In addition, trainings will be coordinated for the designated staff to manage domestic violence situations or cases at the workplace, and all employees/students will receive orientation on this matter.

VI. Institutional Security Plan

The School has institutional policies in place that will serve as a measure to support the efforts to provide a safe environment or place of study that protects in situations of possible violence. The following are some of the strategies utilized or that will be utilized on campus:

IN CAMPUS SECURITY

6.1. Keep a visitor's record.

6.2. Maintain access control at the main entrances of every campus or unit.

6.3. Keep a daily record, in every Guard shift, of incidents or situations in the "News Book."

6.4. Provide adequate lighting in the parking areas or the more secluded areas within the premises.

- 6.5. Provide security personnel in various shifts: daytime and evening.
- 6.6. Preventive rounds.
- 6.7. Preventive situation verification in dangerous areas.

IX. Case management plan - Procedure

When an employee/student voluntarily goes to the Academic Director to present a situation of domestic violence, the situation will be managed as follows:

- 9.1 The Academic Director and the person involved will sign a Confidentiality and Consent Agreement before the start of the interview.
- 9.2 An initial interview will take place and the form established for those purposes will be filled out.
- 9.3 If there is a protection order, a copy thereof should be kept on the record that will be opened on the case. This copy should be furnished to the Office of Security.
- 9.4 The case will be evaluated, and a determination will be made whether it is advisable to consult with the corresponding administrative authorities.
- 9.5 If necessary, the Director, in coordination with the Guard or his/her homologous, and the person involved will prepare a **Personal Security Plan** that should consider the following factors:
 - 9.5.1 Risk situations in which the victim is positioned
 - 9.5.2 Degree of danger posed by the aggressor
 - 9.5.3 Exposure of minors to abuse
 - 9.5.4 Economic and shelter needs of the victim and children
 - 9.5.5 Threat from the aggressor to the victim's family or friends
 - 9.5.6 Risks for the students, employees/students, or visitors of the campus
- 9.6 People in the affected areas or involved in the situation will be informed of the recommendation in the case and the safety plan prepared.
- 9.7 If there is no protection order, an order will be sought through the Office of Legal Counseling, if necessary.
- 9.8 The victim/survivor will be referred to the corresponding agencies or the organizations specialized in domestic violence to receive support services.
- 9.9 The situation will be monitored, as necessary.
- 9.10 The following forms will be used in the management of the case.

X. Personal security plan

The School, through the Director, will prepare a personal security plan for every employee/student affected by acts of domestic violence in accordance with the elements of violence and risk. Taking the available resources into account, a plan will be designed within the next 72 hours from the time the incident is reported.

Some short-term suggestions are:

- 10.1 Offer protection to the affected person to the parking area or temporarily provide him/her a place close to the security officer.
- 10.2 Locate the person in a more secure place within the school, away from doors or windows, place physical barriers that make access to the victim difficult.
- 10.3 Consider "carpooling," so that the person does not travel alone to and from home. Offer orientation about alternate routes to follow or lodging/boarding houses.
- 10.4 Identify the agencies with which they should communicate, such as the Puerto Rico Police, the courts, shelters, and others.

10.5 Obtain a photograph of the aggressor to be included on the record as a part of the Personal Security Plan and for the staff of the Security Office to be able to identify this person.

10.6 Retain evidence such as faxes, electronic mails, and letters sent to the victim, if threats are involved.

10.7 Other.

XI. Other provisions

11.1 Escuela Hotelera de San Juan is not liable for any damage, act, or omission caused by the professionals the employees/students have made reference to.

11.2 If the employee/student rejects the recommendations of the director or fails to respond to the external aid he/she has sought and as a consequence thereof exhibits a conduct that adversely affects the place of study, the employee/student will be subject to the appropriate disciplinary measures.

11.3 The Director will maintain the most stringent confidentiality rules in the assistance offered to the employee/student. A separate record will be prepared for every employee/student who receives services. Said records will be filed and kept under strict security measures. The only person who will have access to the record will be the Director or any other person whose functions so require.

11.4 The School will take the necessary measures to guarantee the confidentiality of the communications and of the information received by the employee/student during the course of the services rendered to prevent and intervene with victims of domestic violence. All the communications will be privileged and protected by the Confidentiality privilege laid down in the Rules of Evidence of Puerto Rico.

11.5 Participation of the employee/student will be voluntary and once he/she freely accepts the services he/she will sign the consent; the employee/student will choose the professional, public, or private resources available he/she deems necessary to solve the problem.

11.6 Among other resources, the School will utilize the directory of Resources provided by the Office of the Solicitor for Women to offer the assistance the employee/student needs.

11.7 The Director will obtain the employee/student's written consent to disclose or seek information in relation with the situation he/she presents, under the previously established conditions.

11.8 Escuela Hotelera de San Juan reserves the right to deviate from the steps established in this Protocol, depending on the circumstances in every case, and no cause of action originates against the Institution in connection therewith

Policy on the use of the uniform

Students must wear a white, long-sleeve Chef's Coat with the Institution's logo, a white undershirt underneath the Chef's Coat; black pants with striped pattern designated by the Institution; black, closed safety shoes, optimal to work in the kitchen; white "beanie" or toque blanche (depending on the area of studies) with Escuela Hotelera de San Juan logo; white or black apron (with no designs), and towels according to the instructions.

Hair must be clean and pulled back appropriately for food preparation, and the student must use a hairnet if he/she has long hair. Students with beards, "goatees," or moustache should cover them with a hairnet. No earrings or accessories are allowed, and nails must be clean, short, and **free of enamel**. Faux nails are not allowed either.

Non-smoking policy

To warrant everyone's good health, EHSJ prohibits smoking among the educational community (employees, visitors, students, and professors) within the School facilities and surroundings areas.

Policy to allow self-medication of asthmatic Students in the Institution

Adult students admitted to Escuela Hotelera de San Juan are entitled to use the asthma treatment medications they require, on their account, at the facilities of the institution if they suffer from said condition. The institution reserves the right to require a medical certificate that justifies using a controlled medication for this condition in the school facilities. On the other hand, if **underage** students apply for admission to the institution and suffer from said condition, the institution will require prior authorization from parents or guardians. A copy of the policy is available at the Office of Admissions.

Non-discrimination policy

Escuela Hotelera de San Juan observes a non-discrimination policy concerning the rules of admission, activities, and employment practices in compliance with the governmental provisions. The institution does not discriminate against any person for reasons of sex, sexual orientation, expression of gender, identity of gender, nationality, color, disability, religion, or political beliefs. The following person has been designated to handle inquiries about the non-discrimination policies, including the non-discrimination policies of Title IX: Title IX Coordinator, 229 Guayama, San Juan, 00917, (787)759-7599, ofcom@escuelahotelera.edu. For additional information about the nondiscrimination notice please visit <https://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm>, or call 1-800-421-3481 for address and contact number.

Copyright Violation Policy

The Copyright Act of the United States (Title 17 of the United States Code) protects authors of original works, including literary, dramatic, musical, artistic, and other intellects. The copyright of an author's work arises at the time the work is created. Publication thereof is not essential for copyright protection. In addition, the copyright symbol (©) is not required for the copyright protection to activate. Section 106 of the Copyright Act grants to the owner of the copyright the exclusive right to do and authorize others to do the following:

- Reproduce copies of the work.
- Prepare derivative works based on the copyrighted work.
- Distribute copies of the work by sale, rent, lease, or loan or by electronic means.
- Publicly represent literary, dramatic, choreographic, or musical works, pantomime, movies, and audiovisual works.
- Publicly exhibit literary, dramatic, choreographic, musical, pantomime, and pictorial works. And graphic or sculptural works, including movies or individual audiovisual images.
- Publicly represent copyrighted sound recordings through a digital audio transmission.

Works deemed within the public domain can be utilized (and copied) freely. The following publication categories are generally considered within the public domain, that is, not protected under the Copyright Act:

- Works whose author has expressed no interest in the copyright.
- Works whose copyright has expired (first publication before 1923, published with © notice and not renewed in 28 years, published with © notice, published after 2002, but created before 1978, and the author died over 70 years ago)
- Works created by the federal government.

The "fair use" doctrine, embedded in Section 107 of the Copyright Act, addresses the needs of researchers and students and allows using copyrighted material without first obtaining a use permit from the copyright owner in some limited circumstances. Fair use is expressed as guidelines rather than specific rules. To determine fair use, one should consider the following four factors, with no factor exceeding another.

1. The purpose and nature of the use, including whether the material will be copied for commercial, non-profit, or educational purposes. Personal use for non-profit or educational purposes counts as fair use.
2. The nature of the copyrighted work, with special consideration given to the distinction between creative and information work. More excellent protection is provided under the copyright law to creative works such as fiction or poetry.
3. The quantity, abundance, or portion used about the work with full copyright. This factor requires consideration of the portion of the work copied and used, as well as the significance of the copied portion. A 10% is deemed to be fair use.
4. The effect of the use upon the potential market of the copyrighted work. The user must determine whether other material is easily available for the envisioned type of use.

Authorization must be sought if the work is not in the public domain and fair use does not apply.

Civil and criminal charges may be imposed for violating an owner's software copyright. Unauthorized copying of software may be a crime even if the person who copied the software had no intention of violating the law.

This includes illegal file-sharing, which is distributing or providing access to media and/or digital files, such as listening or audiovisual material, electronic books, or computer software. While not all file-sharing is illegal, the rules already established to measure it can be followed, and the cases will be equally considered as such.

Penalties for violating the law

Suppose it is determined that a student or employee has willingly ignored the Copyright Guidelines. In that case, the institution will not defend them in case of a declaration of violation. If the work is not in the public domain, fair use will not apply, and the user should obtain authorization from the copyright owner.

- If the institution receives a formal notice of copyright infringement, given the actions of one of the system users, it will notify the user of such a violation.
- The user will be burdened to prove that the alleged violation is not infringing on the law.
- If an intentional violation is determined, the user's computer privileges may be suspended or terminated by the appropriate authority, or disciplinary action may be taken.

If a student incurs a copyright violation, the Director or Designated Director will inform the student that he/she has incurred a disciplinary fault. Proportionally, with the disciplinary fault, the Director may determine interim measures that may entail separation from school until the Committee's final determination. Reviews will be made on a case-by-case basis, and the Discipline Committee may take any of the following disciplinary actions commensurate with the facts:

- Written reprimand
- Suspension
- Permanent summary withdrawal (expulsion)

A person responsible for violating copyrights may be ordered to pay damages between \$750 and \$30,000 for infringed work. For a "deliberate" infraction, a court may grant up to \$250,000 for infringed work and criminal sanctions of up to five years in prison. For further details, see Title 17 of the United States Code, Sections 504 and 505.

Institutional Policy on Campus Security

To comply with federal regulations as a participant in the Financial Aid program, Escuela Hotelera de San Juan must publish and disseminate an annual report on the campus security policy and crime statistics. The security policy is available on our web page, www.escuelahotelera.edu.

The annual report includes all the crimes or incidents in a property controlled by Escuela Hotelera that serves an educational purpose or student organizations and the public property surrounding said property, including the parking spaces.

The Office of Compliance prepares the annual report with the information collected from the internal records of Escuela Hotelera de San Juan and the Puerto Rico Police for the previous year, in accordance with Section 485 (a) and (f) of the Higher Education Act, to be published on October 1 of the following year and distributed to the whole educational community.

Escuela Hotelera de San Juan has security personnel in place during the whole hours of operation, with the authority to request identification from any person on the School property and with the authority to arrest individuals. On the other hand, since the School has no agreements with the local or state police, it encourages the educational community to call 911 in the event of a crime or incident. However, the school lends assistance in communicating with the relevant authorities. The institution is open during the hours of operation, from 7:30 am to 10:30 pm, Monday through Friday, for the accredited programs, and from 7:30am to 1:30pm on Saturdays and Sundays for avocational courses. Outside the mentioned hours, the facilities are only available to the School personnel. The institution has no dorms for students. The institution is secular and, therefore, does not employ pastors or counselors.

In the spirit of protecting the educational community, Escuela Hotelera de San Juan encourages students, employees, witnesses, or victims to accurately, immediately, and confidentially report all crimes and incidents, either in person, by telephone, or by letter, within 48 hours from the event. Escuela Hotelera de San Juan must notify the authorities of any incident involving a victim who requires assistance. The institution makes available to the educational community a Crime or Incident Report Form that should be completed indicating the date of the incident and the declaration of the person who reports. The Crime or Incident Report will be addressed at the school Management's weekly meeting or at an emergency meeting of the institution's Management, who will make the necessary decisions to ensure that the incident does not occur again and, if necessary, to inform about it on the bulletin boards.

San Juan Campus- Director or Academic Director
226 Guayama Street, Hato Rey, PR 00917

(787) 759-7599

The School encourages the immediate reporting of any crimes related to sexual assault, rape, rape by known personnel, or other sexual offenses with or without force, domestic violence, partner violence, and harassment to the Director or the Human Resources Coordinator and the pertinent authorities. The victim can either report the incident or not report it to the competent authorities. If required, the institution's personnel will assist in communicating with the pertinent authorities. It is essential for the victim to preserve the evidence of the crime and to be aware of his/her rights regarding the protection order, no-contact orders, restraining orders, or similar orders that criminal or civil courts may enter. The School should provide a copy of this policy to anyone who reports one of the crimes mentioned in this paragraph. The School makes off-campus counseling available to students or employees at:

Physical Location: Muñoz Rivera Avenue, Río Piedras, PR. Oficina Central del Centro de Ayuda a Víctimas de Violación (CAVV)
Hours: Business days, M to F from 8:00am to 4:30pm
Telephone: 787-756-0910/ 0920
Fax: 787-765-2285
Director: Dr. María Rebecca Ward: mrward@salud.gov.pr
Evaluator: Mariana García García: marigarcia@salud.gov.pr
Coordinator: Frances Hernández Rodríguez: frhernandez@salud.gov.pr

Links to the Agencies and Support Homes for crimes related to sexual assault, rape, rape by known personnel, or other sexual offenses with or without force, domestic violence, partner violence, and harassment access the following link:

<http://www2.pr.gov/agencias/secretariado/Director/aio/Pages/Director/aioViolenciaDom%C3%A9s.aspx>

To anonymously report crimes or incidents (787) -759-7599 Ext. 104

The Puerto Rico Criminal Justice System offers information at <http://sor.cjis.pr.gov/SearchOffender.aspx> through the webpage of the Registry of Sexual Offenders.

Escuela Hotelera offers security awareness and crime prevention programs, and programs on sexual assault, rape, rape by known personnel, or other with or without force sexual offenses, dating violence, and harassment programs on an annual basis. The register of crimes and incidents on the past 60 days is available for review at the Office of the Executive Director of the Campus.

In an emergency, the campus community will be notified by the institution's intercom system and/or communications media such as radio and/or television, social networks, cellular telephone numbers provided in the admission application, and institutional mail. The Director and the Executive Director are responsible for verifying the existence of a legitimate emergency or dangerous situation. In the event they are absent, the highest-ranked person on the campus will decide, based on official and reliable sources, whether the alert system should be activated.

Both Directors will make the most convenient decision to lead the affected educational community to a safe location and determine, in conjunction with the security officers, the information to be disseminated. Lastly, the notification process begins with the entire educational community, which is composed of every one of the active students, the institution's staff, and all the members of the management team, unless the notice may jeopardize the efforts to assist the victim or contain or otherwise mitigate the emergency.

FERPA does not hinder the dissemination of information without written consent when it is intended to protect the security and health of others. The designated personnel should continue communicating with the community during the emergency. The designated personnel will determine the end of the emergency. The School performs announced and unannounced emergency training every semester to prepare for an organized evacuation in case of emergency and to become familiar with the exits and sound of the alarm.

Personnel responsible for activating the alert system or managing emergency situations:

- Director San Juan Campus

The personnel in charge will classify the type of emergency and will act according to the operational manual:

Serious Emergencies: emergencies that pose an immediate threat to the health or safety of the educational community. Include events such as earthquakes, tornadoes, flooding, hurricanes, shootings, suicide bombings, situations with hostages, terrorist attacks, bomb or terrorist threats, suspicious material found, fire, gas leaks, chemical spills, and biological threats.

Moderate Emergencies are situations that pose no immediate threat to the health or safety of the educational community. They include events such as

power outages, leaks, or pipe breakage that may cause flooding, emergencies that take place off-campus, such as fire, police activity, traffic-related situations, or hurricane or flash flood warnings.

Crime Reporting Statistical Chart -San Juan Campus						
Crimes or incident	On Campus			Public Property		
	2020	2022	2022	2020	2021	2022
Crimes						
Murder and homicide without negligence	0	0	0	0	0	0
Negligent homicide	0	0	0	0	0	0
Sexual offenses with and without force (rape, caressing, incest, statutory rape)	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Robbery with force	0	0	0	0	0	0
Robbery of motor vehicles (does not include robbery on a motor vehicle)	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Partner violence	0	0	0	0	0	0
Domestic violence	0	0	1	0	0	0
Harassment	0	0	0	0	0	0
Arrests						
Possession of arms	0	0	0	0	0	0
Violation of drug abuse law	0	0	0	0	0	0
Violation of the alcohol abuse law	0	0	0	0	0	0
Disciplinary actions						
Possession of arms	0	0	0	0	0	0
Violation of drug abuse law	0	0	0	0	0	0
Violation of the alcohol abuse law	0	0	0	0	0	0
Hate Crimes						
Murder and homicide without negligence						
• Race	0	0	0	0	0	0
• Religion	0	0	0	0	0	0
• Sexual Orientation	0	0	0	0	0	0
• Gender	0	0	0	0	0	0
• Disability	0	0	0	0	0	0
• Ethnic Group/National Origin	0	0	0	0	0	0
• Gender Identity	0	0	0	0	0	0
Negligent homicide						
• Race	0	0	0	0	0	0
• Religion	0	0	0	0	0	0
• Sexual Orientation	0	0	0	0	0	0
• Gender	0	0	0	0	0	0
• Disability	0	0	0	0	0	0
• National Origin	0	0	0	0	0	0
• Ethnic Group	0	0	0	0	0	0
• Gender Identity	0	0	0	0	0	0
Sexual offenses with and without force (rape, caressing, incest, statutory rape)						
• Race	0	0	0	0	0	0
• Religion	0	0	0	0	0	0

• Sexual Orientation	0	0	0	0	0	0
• Gender	0	0	0	0	0	0
• Disability	0	0	0	0	0	0
• National origin	0	0	0	0	0	0
• Ethnic Group	0	0	0	0	0	0
• Gender Identity	0	0	0	0	0	0
Robbery						
• Race	0	0	0	0	0	0
• Religion	0	0	0	0	0	0
• Sexual Orientation	0	0	0	0	0	0
• Gender	0	0	0	0	0	0
• Disability	0	0	0	0	0	0
• National origin	0	0	0	0	0	0
• Ethnic group	0	0	0	0	0	0
• Gender Identity	0	0	0	0	0	0
Aggravated assault						
• Race	0	0	0	0	0	0
• Religion	0	0	0	0	0	0
• Sexual Orientation	0	0	0	0	0	0
• Gender	0	0	0	0	0	0
• Disability	0	0	0	0	0	0
• National origin	0	0	0	0	0	0
• Ethnic group	0	0	0	0	0	0
• Gender Identity	0	0	0	0	0	0
Robbery with force						
• Race	0	0	0	0	0	0
• Religion	0	0	0	0	0	0
• Sexual Orientation	0	0	0	0	0	0
• Gender	0	0	0	0	0	0
• Disability	0	0	0	0	0	0
• National origin	0	0	0	0	0	0
• Ethnic Group	0	0	0	0	0	0
• Gender Identity	0	0	0	0	0	0
Robbery of motor vehicles (does not include robbery on a motor vehicle)						
• Race	0	0	0	0	0	0
• Religion	0	0	0	0	0	0
• Sexual Orientation	0	0	0	0	0	0
• Gender	0	0	0	0	0	0
• Disability	0	0	0	0	0	0
• National origin	0	0	0	0	0	0
• Ethnic Group	0	0	0	0	0	0
• Gender Identity	0	0	0	0	0	0
Arson						
• Race	0	0	0	0	0	0
• Religion	0	0	0	0	0	0
• Sexual Orientation	0	0	0	0	0	0
• Gender	0	0	0	0	0	0
• Disability	0	0	0	0	0	0
• National origin	0	0	0	0	0	0
• Ethnic Group	0	0	0	0	0	0
• Gender Identity	0	0	0	0	0	0
Assault						

• Race	0	0	0	0	0	0
• Religion	0	0	0	0	0	0
• Sexual Orientation	0	0	0	0	0	0
• Gender	0	0	0	0	0	0
• Disability	0	0	0	0	0	0
• National origin	0	0	0	0	0	0
• Ethnic Group	0	0	0	0	0	0
• Gender Identity	0	0	0	0	0	0
Theft						
• Race	0	0	0	0	0	0
• Religion	0	0	0	0	0	0
• Sexual Orientation	0	0	0	0	0	0
• Gender	0	0	0	0	0	0
• Disability	0	0	0	0	0	0
• National origin	0	0	0	0	0	0
• Ethnic Group	0	0	0	0	0	0
• Gender Identity	0	0	0	0	0	0
Intimidation						
• Race	0	0	0	0	0	0
• Religion	0	0	0	0	0	0
• Sexual Orientation	0	0	0	0	0	0
• Gender	0	0	0	0	0	0
• Disability	0	0	0	0	0	0
• National origin	0	0	0	0	0	0
• Ethnic Group	0	0	0	0	0	0
• Gender Identity	0	0	0	0	0	0
Destruction/Damage/Vandalism						
• Race	0	0	0	0	0	0
• Religion	0	0	0	0	0	0
• Sexual Orientation	0	0	0	0	0	0
• Gender	0	0	0	0	0	0
• Disability	0	0	0	0	0	0
• National origin	0	0	0	0	0	0
• Ethnic Group	0	0	0	0	0	0
• Gender Identity	0	0	0	0	0	0

The Puerto Rico Police offers the precinct's general statistics. The information source for off campus crimes and incidents is the crime log of the Institution.



— Off Campus (Public Property)
— On Campus

San Juan Campus

Policy on the Use of the Student's Social Security Number

In compliance with the Commonwealth of Puerto Rico's Act 186 of September 1, 2006, no public or private educational institution at elementary, secondary, postsecondary, university, or graduate levels should use a student's social security number as an identification number. To such effect, the School complies with the provisions of this act and assigns a single identification number to the student for all his/her information on the school records. A copy of the policy is available at the Office of Admissions Office.

Policy on Intimidation or Harassment (“BULLYING” and “CYBERBULLYING”)

Escuela Hotelera justifies this policy as the school is responsible for providing a violence-free environment so that human beings can develop and enjoy healthy and professional relations with the whole school community.

Escuela Hotelera de San Juan's objective is to prevent and eradicate in-person or cybernetic harassing behaviors (“Bullying”) from the school community.

Harassment is defined as an aggressive, unwanted behavior characterized by a real or perceived power imbalance. This behavior repeats or tends to repeat with time. It includes actions such as mockery, insults, threats, provocation, rumors, physical and verbal attacks, and the intentional exclusion of a person from a group, either personal or cybernetic.

The Institution intends to raise awareness of harassing behaviors, prevent them, and impose proportionate disciplinary actions to modify the conduct if they occur.

All those members of the educational community who are well informed on the existence of abuse can identify aggressors and victims, know where the abuse takes place, and the importance of reporting it to the Office of the Academic Director of every campus.

Prevention Strategies:

- Learn to recognize, avoid, and control situations of risk, mistreatment and/or abuse caused by their peers, which can happen to them,
- Be aware that the situations of physical, psychological, or sexual abuse that happen to them and those they observe or know about regarding any of their colleagues must be informed and publicized,
- Develop self-protection and personal safety interpersonal skills: social interaction and problem-solving abilities, ability to seek help, and assertiveness, among others,
- Get involved in an anti-bullying and anti-violence culture,
- Be aware of maintaining cordial, positive, and mutually satisfactory interpersonal relationships with peers.

Complaints of harassment are confidential and will be addressed under the School's disciplinary procedure, which is described in the institutional catalog. Complaints should be presented to the Director in writing. The institution has a database of medical resources to which the person affected by the harassment can be referred.

Policy on the Use of Drugs, Alcohol and Arms

It is the objective of Escuela Hotelera de San Juan to maintain an academic and work environment free from the use and influence of alcohol and illegal drugs and to comply with the applicable laws. Being under the influence of any illicit drug or alcoholic beverage while studying and/or working (on and off campus) poses serious risks to the health and safety of individuals. Accordingly, all students and employees are informed that the fabrication, distribution, possession, or use of a controlled substance or alcohol on the School premises is strictly prohibited. Those employees and students who breach this rule will be subject to the actions described below, including immediate termination of employment or expulsion from the school. This policy applies to employees and students.

Legal Basis:

This policy is defined under the following state and federal laws or regulations: Public Law 101-226, known as “Drug-Free Schools and Communities,” Public Law 101-690, “Drug-Free Workplace” of 1988, and the Controlled Substances Abuse Act of 1971.

General Provisions

It is established that no member of our school community will be involved in illicit activities, including, but not limited to, illegal use, possession, manufacture, and sale of drugs in our facilities or in educational activities outside our institution and/or setting where the student internships are held.

In addition, consumption of alcohol that is not related to any educational activity promoted by the school is prohibited.

Health risks associated with abuse of drugs and alcohol:

Some health risks are associated with the use of alcohol and illegal drugs. Alcohol or any other drug used excessively can lead to illness, disability, and death over time. The effects of substance abuse on your health can be immediate and unpredictable: cardiac arrest after consumption of cocaine or more subtle and long-term, such as liver impairment with the prolonged use of alcohol. In addition to health problems, there are some other problems associated with substance abuse, to wit:

- Habitual users of alcohol and other drugs often have erratic lifestyles that interfere with sleep, nutrition, and exercise
- Use and abuse of alcohol and substances can cause financial hardship, domestic violence, deterioration of injuries caused by accidents on motor vehicles, and reduced structure and job performance.
- Repeated use of alcohol can lead to dependence.

Specific health risks associated with the use of legal (medications) and illegal substances:

Cocaine: a very addictive stimulant of the central nervous system. The odorless white powder comes in various forms, with “crack” being one of the most popular. Cocaine creates a state of elation in the user, which causes a state of alertness, excitement, talkativeness, excessive confidence, and a decreased need for sleep. After the elatedness comes a period of depression, worry, anxiety, and concentration problems. Repeated cocaine use can lead to addiction and other complications that may include heart failure, deterioration of family relationships, poor performance at school, and financial problems.

Hallucinogens include LSD (lysergic acid diethylamide), DMT (dimethyltryptamine), mescaline, shrooms (psilocybin), ecstasy, angel dust, and PCP. They cause increased pulse frequency and arterial pressure, teary eyes, visual hallucinations, illusions, sensorial confusion, and altered time perception. The most common adverse effect is a panic reaction or a “bad trip.” Extreme agitation or delirium can also occur. Some people have retrospective psychopathic episodes or scenes, which may occur long after use. The greatest danger with these drugs is the impairment of judgment with hallucinations, which predisposes individuals to accidents and strange behavior that could result in death.

Marihuana: can cause psychological dependence. Produces a sense of relaxation, mild euphoria, and increased heart rate. However, altered perceptions and sensations can make a person more prone to accidents, and thus, driving is a substantial risk. An adverse effect of the drug is an acute panic reaction. High doses can cause hallucinations, paranoia, and delirium. Chronic male consumers can experience altered masculine hormones, causing breast increase and decreased sperm count. Chronic female consumers can have damaged eggs, suppressed ovulation, irregular menstrual cycles, and altered hormone levels. Tars and other gases in the smoke increase the risk of respiratory diseases and lung cancer, similar to those associated with nicotine.

Opiates: include heroin, morphine, Demerol, and Percodan, among other drugs. They produce euphoria, drowsiness, and respiratory depression. An overdose can cause coma, respiratory arrest, and death. Physiological addiction is strong; tolerance and dependence develop rapidly, and higher doses are required to produce the desired effect. Since these medications are injected, usually the use of shared needles and syringes can cause a Hepatitis B or HIV / AIDS infection, and endocarditis, an infection in the cardiac muscle, all of which can result in death.

Prescription drugs, such as tranquilizers, barbiturates, and antidepressants, are legal and can often be the first drugs abused. Even in small quantities, these are slow-reaction drugs that interfere with judgment. Consumption of alcohol significantly increases the effects of these drugs and can cause a fatal overdose when combined with prescription drugs.

Steroids: are used by some people to enhance their body’s performance. Although performance increases temporarily, the side effects are very harmful

to the body. Long-term effects include heart, kidney, and liver damage, high arterial pressure, diabetes, bad scarring after muscular and tendon injuries, and psychological problems with aggression and depression. Short-term effects include impotence, baldness, acne, decreased hormonal levels, and psychological problems such as an increase in aggressive behavior. Steroids can temporarily enlarge the muscles, but the muscles will rapidly decrease without constant use and exercise.

Tobacco: purchase of tobacco is illegal for anyone underage (under 18). Nicotine, the active ingredient in tobacco, stimulates the central nervous system and is psychologically and physically addictive. Nicotine irritates the lung tissue and increases arterial pressure. The most common cancer-related death is smoking. Smoking is the primary cause of chronic bronchitis and emphysema and can also cause pneumonia, coronary heart disease, blood vessel disease, and stomach ulcers.

Medical Cannabis and Regulation 8766:

Medical cannabis refers to the use of preparations or active principles of the Cannabis sativa plant, called cannabinoids, including tetrahydrocannabinol or THC and cannabidiol CBS, as therapy for the treatment of some diseases or to alleviate specific symptoms.

Puerto Rico Regulation 8766, approved on July 8, 2016, established specific rules and procedures to control the use, possession, cultivation, manufacture, production, fabrication, dispensation, distribution, and research regarding Medical Cannabis and its derivative products and medications to set the fees to be paid for the registration required under the Controlled Substances Act, and to regulate the scientific studies regarding the use of Medical Cannabis performed by public and private entities.

The use of cannabis under the federal law that regulates our institution is illegal. Therefore, the use of medical cannabis in our institution is not allowed.

Prevention of Alcohol and Drug Abuse:

Escuela Hotelera de San Juan is committed to assisting members of our school community in addressing the challenges related to alcohol and drug abuse through educational programs and encouraging them to seek professional assistance and/or treatment to manage the addiction.

We also encourage all the employees and students to visit the following websites to obtain valuable information on the dangers of alcohol and drug abuse and the availability of treatments:

<https://www.assmca.pr.gov/Servicios/prevencion/Pages/default.aspx>

Treatment (pr.gov)

Assistance / Available programs:

The individual is responsible for seeking help or intervention for alcohol or drug dependency or abuse. The following are only some of the local agencies that help employees and students address problems associated with the abuse of drugs and alcohol.

Administración de Servicios de Salud Mental y contra la Adicción (Mental Health and Addiction Services Administration):

A. ASSMCA

414 Barbosa Avenue

Hato Rey, P.R.

787-763-7575

Guarantees the provision of prevention, treatment, and rehabilitation services in the mental health area, including substance abuse, which are accessible, cost-effective, and of optimal quality in an environment of respect and confidentiality.

PAS Line 1(800) 981-0023

ASSMCA's PAS Line is available 24 hours a day, the 365 days of the year. It offers relief sessions, counseling in crisis situations and emotional support, preliminary psychological screening, psychiatric and psychological evaluation coordination, tele-links, and referrals.

B. Alcoholics Anonymous

J-11B Betances Street

Urb. Hermanas Dávila

Bayamón, PR 00959

787-786-8287

Alcoholics Anonymous is a community of individuals who share their individual experiences, strength, and hope in the solution of their shared problem and help others recover from alcoholism. The only requirement to be an A.A. member is the desire to quit drinking. There are no fees.

C. Hogar CREA

Contact number by region:

CREA Line: 787-761-0715 Main Office / Bayamón 787-798-8840 / Cayey-Ponce 787-738-7268 / Juncos 787-734-1767 / San Juan-Trujillo Alto 787-756-5211 / Mayagüez-Aguadilla 787- 832-8226

It is intended to offer services for the prevention and treatment of drug and alcohol addiction. In addition, treatment is provided to ambulatory patients, people with HIV / AIDS, inmate adults or teenagers, and mothers with children.

The afore-described agencies are available for drug-related educational programs and detailed information on:

- 1) The dangers of drug and alcohol abuse
- 2) Aid with the counseling on drug and alcohol abuse
- 3) Sanctions for alcohol and drug abuse
- 4) Rehabilitation programs

Drug, Alcohol, and Arms Prevention Program

Activities

Distribute the drug, alcohol, and arms policy on an annual basis.

Distribute informative material among students and employees annually.

Offer a prevention lecture annually.

Make referrals to professional help services available in the community.

Conduct a Biennial to evaluate and determine the community's needs and the prevention program's effectiveness.

Disclosure means

Educational materials, brochures, e-mail, and websites, among other means, will be used for dissemination.

Rules to Inform – Conviction for violation of the law

Employees, students, or third parties must notify Escuela Hotelera de San Juan (Academic Dean) in writing of any conviction due to violating the criminal drug statute no later than five (5) calendar days after such conviction. Within ten (10) days thereafter, the school will send written notice of the sentence to the United States Department of Education, and within thirty (30) days should apply the appropriate disciplinary measures against the employee or student.

Disciplinary measures will be applied based on the following:

A. Offense:

A drunk student or employee, or a student or employee under the effects of drugs at the Institution or any activity hosted by the Institution.

First Sanction:

Written notice of disciplinary action will be provided to the student or employee, and it will be a part of the student or employee's record.

Second Sanction:

The student will be expelled, or the employee terminated from employment in the Institution, through the appropriate procedure.

B. Offense:

A student or employee is caught in possession of, use, administration, or distribution of alcoholic beverages or any other drug in the Institution or any activity hosted by the Institution.

First Sanction:

Written notice of disciplinary action will be provided to the student or employee, and it will be a part of the student or employee's record.

Second Sanction:

The student will be expelled, or the employee terminated from employment in the Institution, through the appropriate procedure.

Any student subject to expulsion may seek a change of sanction if he/she undergoes detoxification treatment and presents evidence thereof. If so, the student might be admitted after completion of the treatment. In the case of an employee, proof of completion of a detoxification program will be requested.

Legal sanctions:

Aside from the School actions, criminal sanctions for the possession and/or use of controlled substances and alcohol abuse may vary depending on the jurisdiction and are at the judge's discretion. The School reserves the right to report the violation to the Police.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life.
II	Cocaine Base		Cocaine Base	
IV	Fentanyl	Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Fentanyl	Fine of not more than \$10 million if an individual, \$50 million if not an individual.
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue	
I	Heroin		Heroin	
I	LSD	Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	LSD	Second Offense: Not less than 20 yrs., and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
Substance/Quantity		Penalty		
Any Amount of Other Schedule I & II Substances		First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount of Other Schedule III Drugs		First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.		
		Second Offense: Not more than 20 yrs. If death or severe injury, not more than 30 yrs. Fine not		

Any Amount of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount Of All Schedule V Drugs	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual.

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50 million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture,	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than an individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

Arms

The Institution prohibits the manufacture, sale, purchase, transportation, possession, concealment, or use of arms, cutting instruments, explosives, incendiary devices, or lethal weapons.

First Sanction:

The student will be expelled, or the employee terminated from employment in the Institution, through the appropriate procedure.

Number of students per classroom

The institution deems it important to offer individualized assistance to its students to help them in the skills and knowledge acquisition process. The theory and practical courses are offered in classrooms/laboratories.

The capacity of students per classroom is as follows:

San Juan Campus

Classroom/ Laboratory	101	102	103	104	105	106	107	108	109	110	111
Capacity	25	25	25	29	20	20	30	25	20	40	30

Internship Requisites

Students are required to comply with the academic requisites, the necessary documentation, and the pay-off of any debt with the Institution before they go to their internship areas.

1. **Academic requisites** – Approve every one of the courses and have an average of 2.00 points. Those students who have failed in a course must repeat the class before initiating their internship.
2. **Document requirements** – Provide the Internship Coordinator with a current health certificate, criminal record certificate, and any other specific documents required by the selected Internship center, a throat culture, and a rectal culture, if the latter is required.
3. **Financial requirements** – Be up to date in the payment of study-related debt. Payment of the graduation fee. Students should sign and faithfully comply with the stipulations of the internship agreement.

Graduation Requirements

Students should meet the following requirements to be able obtain the graduation certificate: approve every one of the courses of their study program, obtain an accrued minimum average of 2.0 in the time stipulated in the academic progress policy, and fulfill the obligations with the institution (either financial or documentary, including those with the Job Placement Office). Students who complete the graduation requirements will receive a certificate in accordance with their major.

Conferred Honors

Escuela Hotelera de San Juan has the following honor scale: Summa Cum

Laude 4.00 - 3.85

Magna Cum Laude 3.84 – 3.70

Cum Laude 3.69 – 3.50

Valedictorian Highest General Average of the graduating class

Chef Award Acknowledgement awarded to an outstanding student in the Specialist in Culinary Arts course who embodies the values of integrity, honesty, enthusiasm, and discipline, and is best recommended by the faculty of said program.

Pastry Award Acknowledgement awarded to an outstanding student in the Baking and International Pastry course who embodies the values of integrity, honesty, enthusiasm, and discipline, and is best recommended by the faculty of said program.

Delivery of certificates, credit transcripts, and other official documents

A Diploma is delivered upon conclusion of the study program, after the graduation ceremony. Any additional copy has a cost of \$20. The certificates and credit transcripts may be requested once the student has complied with every one of the academic requirements (accrued average of 2.0), and after the payment of the corresponding fee and of the financial obligations with the institution.

Student's Rules of Conduct

The following section has information concerning the students' rights and duties as members of our institution and the rules they should abide by. It provides the rules that enable the best daily coexistence and the best relations between students and with the faculty and staff.

Students' rights

1. Students will assume responsibility for their learning.
2. Will respect the laws and regulations of the institution, and the rules established by the internship centers.
3. Will regularly and punctually attend classes. Students will be responsible for the material discussed in class. The in and out schedule should be faithfully complied with. Any student who arrives ten (10) minutes after the beginning of the class should excuse with the professor. In the case of an absence, the students will be responsible for the material discussed in the class.
4. Will observe an optimal conduct in the classroom, the school surroundings, and any activity in which students participate representing the institution.
5. Will follow the instructions of professors in the educational process, will make clever use of the time, and will collaborate in the assigned tasks.
6. Will preserve, safeguard, and protect the School property, and will not cause damages to it. If a student causes any damage to the School property, the student will replace the damaged property for another of the same kind and quality.
7. Use of the uniform is required in the institution in accordance with the institutional rules.
8. Students will abstain:
 - From interfering with the systematic and orderly development of the classes and other school activities.
 - From violating the right of the other students to dissent from their point of view.
 - From coercing other students.
 - From intervening in the decisions and/or administrative procedures of the institution.
9. Students will respect the rights of others.
10. Students may not do any work in the classrooms other than the work assigned by the institution and under the institution's supervision.
11. Students are forbidden from possessing, carrying, utilizing, or bringing arms, drugs, alcoholic beverages, or any forbidden or illegal object or substance.

12. Smoking is not allowed in the school facilities and its surroundings.
13. Students will not use the cellular telephone during class hours.
14. Students will stay in the class except during breaks.
15. Pursuant to Act No. 267, students should not visit pornographic sites on the internet. Doing so may result in a summary withdrawal from the Institution.
16. Students may only be in the campus premises 30 minutes before the start of their shift unless they need to use the library for class work. Time limitations may vary depending on the circumstances.

Indiscipline situations and disciplinary measures

The institution has established disciplinary measures for instances in which the student fails to comply with the institutional policies. The imposition of sanctions will depend on the situation and on any attenuating or aggravating circumstances.

The following attenuating circumstances will be considered:

- When the author shows he/she incurred the infraction led by deceit or error.
- The author had no intention to cause the resulting effects.
- The author displays repentance at a hearing held before the Campus Director.

The following aggravating circumstances will be considered:

- Premeditation or malice to commit an act that constitutes a violation of the rules of the institution or the practice center, or co-curricular or extra-curricular activity on or off the Institution premises.
- Inducing or inciting one or more people to commit an act that constitutes a violation of the rules of the institution or practice center practice, or extracurricular or co-curricular activity, on or off the institution premises.
- Incidence of acts of indiscipline incurred by the student.
- Violation of federal and state laws.

The faults listed below are subject to review by the discipline committee and to the disciplinary action imposed by this organism. Students are responsible for disciplinary faults incurred in any of the campuses, the practice centers, and co-curricular and extra-curricular activities.

List of Disciplinary Faults

1. Failure to comply with the school policies.
2. Failure to comply with the assignments or tasks to be done during the class or at home.
3. Use of drugs or alcohol.
4. Misbehavior in the classroom or co-curricular or extra-curricular activity.
5. Default in the economic obligations (tuition, charges, fees, etc.).
6. Breach of the enrollment contract.
7. Fighting or attempts to cause physical damages to other students or to the property.
8. Breach of peace.
9. Instigate or participate in any act of rebellion against the School or its students.
10. Commission of a crime.
11. Commit a crime in attempted degree against bodily integrity.
12. Commission of any obscene, indecent, lascivious, or defamatory act in the school facilities or practice centers.
13. Breach of the dress or uniform code.
14. Breach of the Copyright policy,
15. Commission of dishonest acts, such as theft, plagiarism, document tampering, fraud, or other criminal acts.
16. Incur Academic Dishonesty (plagiarism, copy exams, unauthorized collaborations, forgery).
17. Threaten to commit physical injury, coercion, or other conduct that jeopardizes the health or safety of one student, various students, or the school personnel. This fault entails immediate expulsion.
18. Harassing a person through an unwanted conduct that causes fear for the personal safety and that is serious, persistent, and penetrating enough to interfere with the ability of the person to participate and benefit from a program, or to work at Escuela Hotelera de San Juan.
19. Robbery or attempted robbery of material or property of the Institution or of a student or employee.
20. Possession of property the student knows is stolen.
21. Use, possession, sample, storage of weapon, dangerous instrument, explosive, firecracker, or dangerous chemical unless authorized.

22. Provide false testimony to the Institution officers.
23. Commission of any offense prohibited by the state, local, or federal law.
24. Engage in any sexual conduct prohibited by the policies of the institution.
25. Failure to follow the indications of the security or administrative officers of the institution.
26. Present a complaint knowing that it is based on false accusations.
27. Failure to respond to a request for information on a disciplinary issue.
28. Failure to obey the disciplinary sanctions imposed by the Committee.

The Discipline Committee may take any of the following disciplinary actions commensurate with the facts:

1. Verbal admonishment
2. Written admonishment
3. Temporary expulsion
4. Permanent expulsion

Process

1. Communications: Any communication with the employee and the student during the disciplinary process will be sent via the institutional e-mail.
2. Initiation of the disciplinary proceedings: Any student or employee may and should report to the Director or Executive Director, as early as possible, the commission of any fault subject to disciplinary action listed in this catalog.
3. Members of the Discipline Committee: Director or Executive Director, a Staff member, and a member of the Faculty.
4. Members of the Discipline Committee: Director or Executive Director, a Staff member, and a member of the Faculty.
5. Preventive measures: Any action taken by the school that warrants security and compliance with the policies through the disciplinary process.
6. Process:
 - a. Initiation of the disciplinary process.
 - b. The Director or Executive Director will inform the student of the charges against him/her and the preventive measures within the two (2) business days following initiation of the disciplinary process. The student will have a term of five (5) business day to present a written position.
 - c. The Committee will subpoena the student and pertinent witnesses to appear before the Discipline Committee. The parties are not entitled to be represented by counsel or any other third party during the process. No recordings or other electronic record of the committee meeting will be allowed.
 - d. Constitution of the Discipline Committee, evaluation of the evidence and statements of the students and pertinent witnesses.
 - e. Findings based on the facts.
7. Resolution: The determination of the Discipline Committee will be communicated to the student by electronic mail, no later than five (5) days from the date the Committee renders its Resolution.
8. Appeal: The student has five (5) days from the date of receipt of the electronic mail to appeal from the decision. The written appeal should be sent to the same address from which the resolution was received. In the appeal, the student must state why the Discipline Committee should change its resolution and present new evidence, if any.

Sanctions

- a. Verbal admonishment.
- b. Written admonishment.
- c. Temporary expulsion.
- d. Permanent expulsion.

Claims Procedure

We encourage students, at all times, to verbally communicate their concerns to members of the faculty and administration so that we can find amicable solutions. If students encounter problems, difficulties or have problems, they should bring the complaint first to the instructor. If the instructor is unable to resolve the situation, the instructor may refer the situation to the Office of Retention and Student Affairs. Finally, if said office has not resolved the situation, the President can go to them.

If the situation has not been resolved, the formal internal complaint process is as follows: a complaint must be submitted within two (2) business days of the incident occurring, using the form available at the reception, the Office of Student Affairs and Retention and the Academic Office. The Student Affairs Officer will verify if there has been an attempted verbal resolution prior to the complaint with the instructor or administrative staff. If the student has followed the entire procedure, the Student Affairs Officer will call for the establishment of a committee to resolve the complaint so that it can be

resolved within seven (7) business days.

All documentation must be submitted prior to the Grievance Committee meeting and must be signed and dated. The Complaint Committee is made up of a representative from the Office of Student Affairs, Financial Aid, the Academy and any other member that the school considers necessary. During the formal complaint hearing, all personnel involved in the complaint must appear, as ordered by the Committee. If the student is a minor, he or she can be assisted by his or her legal guardians. The Complaint Committee will give all parties called the opportunity to express themselves and be heard. After that, those on the Committee will meet behind closed doors and vote on the decision on the complaint based on the evidence presented. The committee's decision will be communicated to the student within five (5) days of the decision being made.

If the decision made by the Grievance Committee is not acceptable to the student, the student must submit, within two (2) business days, the appeal to the President with a letter explaining the reasons why he or she does not agree with the decision and the relevant evidence. All appeals of complaint decisions will be heard within thirty (30) business days from receipt of the appeal in the Office of the President.

This process does not apply to complaints about sexual harassment or sexual violence, for the specific procedure go to the "Policy against sexual harassment and sexual violence" section.

Complaints and conflict resolution process for JIP

If you have followed the complaint process that appears here in the catalog and you are still dissatisfied because you understand that the School has not properly addressed your case, you can file a complaint with the following licensing and accrediting agencies:

Board of Postsecondary Institutions (JIP)
PO Box 9023271
San Juan, PR 00902-3271

Complaint process and conflict resolution for the ACCSC

Student Complaint Process

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and policy for handling complaints from students. If a student feels that the school has not adequately handled the internal complaint process, then the student may consider contacting the Accrediting Commission.

If a student believes that the school has not adequately addressed a complaint or concern, she may consider contacting the Commission on Accreditation. All complaints reviewed by the Commission must be submitted in writing and must provide permission for the Commission to send a copy of the complaint to the school for a response. This can be achieved by submitting the ACCSC Complaint Form. The complainant will be kept informed about the status of the complaint, as well as the Commission's final resolution. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302 Arlington, VA 22201
(703) 247-4212

www.accsc.org | complaints@accsc.org

A copy of the ACCSC complaint form is available at the Institution in the Office of the Campus Director complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx>

The persons responsible for any grievance procedure or complaints to the Institution, the Board of Postsecondary Institutions or ACCSC:

- Student Affairs Office

Yahiara Sanchez

- Campus Director

Henry Diaz

- Academic director

Victor Tricoche

The school must comply with the policy and procedure to fairly and consistently handle and address student complaints and inform students in writing of the policy and procedure.

The school's complaints policy and procedure are:

- 1-Published in the school catalog; and
- 2- Include a reference to the school official responsible for the grievance policy and procedure;
- 3- The School undertakes to review the complaint completely and fairly; and
- 4- Communicate the status of the complaint to the student in writing.

The School does not:

- 1- Retaliate against a student for filing a complaint;

- 2- Require the complainant to complete the school's complaint process before filing a complaint with ACCSC or any other regulatory or oversight entity;
either
- 3- Attempt to prevent a student from filing a complaint with ACCSC or any other regulatory or supervisory entity.

CANCELLATION AND REFUND POLICY

Right to Cancel

Cancellation

The School has and enforces a fair and equitable cancellation policy in compliance with state or third-party requirements that states:

a. An applicant who has not visited the school prior to enrollment may cancel without penalty by requesting cancellation within three business days following regularly scheduled orientation procedures or after a tour of the school facilities and inspection of the equipment where training and services are provided.

b. An applicant who requests cancellation within three days of signing an enrollment agreement and making an initial payment is entitled to a refund of all monies paid by the applicant.

c. An applicant who requests cancellation more than three days after signing an enrollment agreement and making an initial payment, but before entering the school, is entitled to a refund of all monies paid less a 15% enrollment fee. program contract price. but in no case may the school withhold more than \$150.

In no case should refunds due to cancellation exceed 90 days.

Institutional Refund Policy

Students are entitled to withdraw from school at any time and are entitled to receive a pro rata refund if they have completed sixty per cent (60%) of the program or less. The total refund will be prorated according to the part of the program not completed, less the admission fee of fifty dollars (\$50), if applicable. If a student withdraws from an educational program after the term allowed for the cancellation of the Agreement, the School should remit a refund within the forty-five (45) days following the student's withdrawal.

Students who wish to officially withdraw from the school should so notify to the Office of Retention and Student Affairs. Notice can be provided to the office either by mail, telephone, fax, or electronic mail.

Any of the following situations will be considered for a withdrawal from an instructional program for purposes of determine the sum a student owes:

- (1)) The student notifies the School of his/her withdrawal as student or the date of the student's withdrawal, whichever comes last.
- (2) The School terminates the student's enrollment in accordance with the provisions of the agreement.
- (3) The student failed to attend classes for fourteen (14) consecutive days.
- (4) The student cannot return after a leave of absence. In this case, the date of withdrawal will be considered the last date of recorded attendance.

Withdrawal Date/Determination Date

For purposes of calculating the refund, the withdrawal date is the student's last day of attendance. The determination date is the date on which the student officially withdraws, the date on which a cancellation notice is provided, or the date on which the student violates the academic policy, whichever comes first. If the student stops attendance without providing any notice, the determination date will be no more than fourteen (14) consecutive days from the student's last day of attendance.

Students who withdraw from their program up and including the sixty per cent (60%) of their payment period will be eligible to receive recalculated aid for purposes of the completed payment period. The Title IV aid and the other aids are seen as a hundred per cent (100%) earned after that point in time.

Every sum paid by the student, regardless of how it is denominated, will be deemed to have been paid for instruction, unless the student has paid a specific fee for the equipment established in the instruction program agreement.

Title IV Federal Funds Refund Policy

This policy will apply to students who receive financial aid from the Title IV funds and withdraw, abandon, or take a non-approved leave of absence, do not return from an approved leave of absence, or are terminated from their programs.

The term "Title IV Funds" makes reference to the federal financial aid program under the Higher Education Act of 1965 (as amended), and includes the following programs:

Non-subsidized direct loans, Subsidized direct loans, Direct PLUS loans, and Federal Pell Grants.

Refunds of the Title IV Funds: when a student officially withdraws before completion of at least sixty percent (60%) of the payment period, and the student has not “earned” the full amount of the federal financial aid a computation must be made for the Refund of Title IV Funds. If the refund creates an outstanding balance in the student’s account, the student will be responsible for paying off the account.

Students who withdraw from their programs until and including the sixty percent (60%) of a payment period, will be eligible to receive recalculated financial aid for purposes of the completed payment period. The Title IV aid and the other aids are seen as a hundred per cent (100%) earned after this point in time.

The sum to be refunded will be calculated utilizing the number of days on which the student attended classes in the specific payment period and the total days in the payment period. The Title IV aid percentage earned will be calculated as follows:

- The number of days completed by the student divided by the total days in the payment period is equal to the percentage of the completed payment period.
- The total number of days in the payment period *
- The percentage of the completed payment period is equal to the percentage Title IV aid earned by the student.

*The total number of calendar days in a payment period will exclude any scheduled breaks of more than five days and any approved leave of absence.

The unearned percentage of Title IV aid (that is, to be returned to the appropriate program) should be one hundred per cent (100%) of the aid disbursed less the earned percentage.

The unearned aid to be returned by the Institution will be the lesser of:

- A. The Title IV aid disbursed less the Title IV aid earned by the student during the payment period; or
- B. The total charges applied by the institution multiplied by the percentage of the earned aid.

The refunds to the Title IV programs are made in the following order, within forty-five (45) calendar days from the date the School determines that the student is withdrawn:

- (1) Non-Subsidized Stafford Direct Loans (others to PLUS loans); (2) Subsidized Stafford Direct Loans; (3) Federal Loans (PLUS) for Parents; (4) PLUS Direct Loans; and (5) Federal Pell Grants.

If the student did not receive all the funds earned, the student may receive a disbursement after the withdrawal. If the verification process has not been completed at the time of the withdrawal, this can affect the student’s eligibility for a disbursement after the withdrawal. If a post-withdrawal disbursement includes funds from loans, the School will seek the student’s authorization to disburse those funds within the next thirty (30) calendar days.

Students may be responsible to return the unearned federal aid. The loan amount is repaid under the terms of the promissory note. The total amount of federal government grant funds that the student is responsible to return are reduced by fifty percent (50%). The student will be notified of the amount to be returned and will receive instructions on where to make these payments.

Pell Grant Recalculation Policy

The U.S. Department of Education requires all post-secondary schools to establish the recalculation date(s) of the Pell grant. The policy of Escuela Hotelera de San Juan is to revise or recalculate the eligibility on the first day of the first week of every module. A Pell grant can be reduced or increased depending on the changes in tuition. If the student’s tuition has changed, the amount of the Pell grant will be adjusted accordingly. If a student is enrolled in full semester courses, eligibility will not be revised, and the academic load enrolled in at the beginning of the semester will be applied. The Pell grant recalculation date is only activated if the student attends the module in question. For students who do not attend the module, the institution will use the last Pell recalculation date.

CERTIFICATE PROGRAMS

These programs are intended to provide knowledge and skills to individuals interested in studying a short career in the Culinary Arts and Bakery and Pastry fields. The institution offers the following programs:

- Specialist in Culinary Arts-On-Site
- Baking and International Pastry-On-Site

Programs leading to certificates are offered in credit hours and credit units in day, afternoon, and evening sections. Classes in the day section are offered Monday through Friday in the morning and the afternoon. The evening section operates from Monday through Thursday.

In an aim to provide the best learning environment as an opportunity for students to acquire the necessary skills and competencies, and an assessment and certification measure for the curricula of the academic offer, Escuela Hotelera de San Juan discloses the academic credits and credit units in accordance with:

- A. Act No. 85 of 2018, to establish that the educational requirements in Puerto Rico be measured, accredited, licensed, and approved in credits and hours, by any regulatory or accrediting entity or organism of the different professions and trades.**

Clock hours	Identifier	Academic Credit
15	THEORY	1
30	LABORATORY	1
45	INTERNSHIP	1
7.5	FIELD WORK	0

- Specialist in Culinary Arts Program: 59 academic credits
- Baking and International Pastry Program: 58 academic credits

B. National Accreditation Agency: Accrediting Commission of Career Schools and Colleges (ACCSC)

ACCSC measures the credit at Escuela Hotelera de San Juan by program in credits per semester. One Semester in credits = 45 units consisting of the following academic activities:

- 1 clock hour theory: 1 unit
- 1 clock hour in the Laboratory: 1,5 units
- 1 practice hour: 1 unit
- 1-hour work off class: 0,5 units

All Escuela Hotelera de San Juan students must comply with the credit requirements per semester (as shown in the chart below); in addition, for graduation purposes, they should accrue 43.5 credits for the Specialist in Culinary Arts Program and 45.5 credits for the Baking and International Pastry Program.

Specialist in Culinary Arts Program-On-Site	
SEMESTER	CREDIT UNITS
First Semester	12.5
Second Semester	12.5
Third Semester	12.5
Fourth Semester	6
TOTAL	43.5

Baking and International Pastry Program-On-Site	
SEMESTER	CREDIT UNITS
First Semester	12
Second Semester	12.5
Third Semester	13
Fourth Semester	8
TOTAL	45.5

ENROLLMENT COSTS AND RATES

Tuition and enrollment costs should be paid in advance unless a written agreement is made with the Institution. The Institution reserves the right to adjust the cost of the program every semester and agrees to notify the student thirty (30) days in advance via electronic mail.

Program Name	Tuition total	Admission Fee Non-refundable	Fee First Semester	Fee Second Semester	Fee Third Semester	Fee Fourth Semester	Total Cost
Specialist in Culinary Arts	\$13,765.00	\$50.00	\$400.00	\$400.00	\$400.00	\$200.00	\$15,215.00
Baking and International Pastry	\$13,960.00	\$50.00	\$450.00	\$450.00	\$450.00	\$200.00	\$15,560.00

*The average price of a theory class is 165 dollars. The average price of a laboratory class is 375 dollars. *Students are responsible for this amount. If student loans are obtained, the student is responsible to pay the loan amount and the interest rate, less the amount of the refund. If the student has received financial aid funds, he/she is entitled to a refund of the unpaid money coming from federal funds. The student is responsible to defray the cost of uniforms, books, and tools, in accordance with the itemization on the following pages. The graduation fee is charged to the student's account and the student must pay it off once he/she is certified to attend the internship. Any debt with the institution should be paid off before the student is referred to the practice centers. For information on the tuition, fees, and program duration comparable with other programs, please contact ACCSC at (703) 247-4212, or by regular mail to: ACCSC; 2101 Wilson Blvd., Suite 302, Arlington, VA 22201.

Other costs

Credit transcript	\$5.00
Duplicate diploma	\$20.00 plus shipping, which can be between \$8 to \$20
Certifications	\$3.00
Replacement ID Card	\$5.00
Readmission	\$10.00
Withdrawal	\$100.00**
Regular course validation rate	\$375.00
SCA Internship validation rate	\$1200.00
PRI Internship validation rate	\$2000.00

**The charge will not be applied if the withdrawal is due to unavailability of classes. The Institution has the power to forgive the withdrawal and readmission fees when the supervisor so determines in the event of attenuating circumstances.

Estimated charge payment calendar in each attendance period

Program Name	Charges for the first attendance period	Fee First Semester	Charges for the second semester	Fee Second Semester	Charges for the third semester	Fee Third Semester	Charges for the fourth semester	Fee Fourth Semester
Specialist in Culinary Arts	\$4,060.00	\$400.00	\$4,225.00	\$400.00	\$4,280.00	\$400.00	\$ 1,200.00	\$ 200.00
Baking and International Pastry	\$3,960.00	\$450.00	\$4,040.00	\$450.00	\$3,960.00	\$450.00	\$,2000.00	\$200.00

Charges do not include semester fees if refundable.

Taxes are excluded from the costs of the program and materials.

The fourth semester fee is non-refundable.

Cost of the Specialist in Culinary Arts Program

(59 Credits)

Cost of the Course	\$13,765.00
Admission Fee	50.00
Fee First Semester	400.00
Fee Second Semester	400.00
Fee Third Semester	400.00
Fee Fourth Semester	200.00
	<hr/>
	\$15,215.00

Additional costs

**The costs of uniforms, tools, and books may change due to market costs. **

	<p style="text-align: center;">**Uniforms \$236.00</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2 Chef Coat with logo \$ 37.00 ea (S-1XL) \$ 6.00 additional for sizes 2XL-6XL. <input type="checkbox"/> 1 Beanie \$ 16.00 ea <input type="checkbox"/> 3 Handkerchiefs \$ 10.00 ea (Red, White, and Blue) <input type="checkbox"/> 2 Chef Pants \$ 35.00 c/u (S-1XL) \$ 6.00 additional for sizes 2XL-6XL. <input type="checkbox"/> 2 Black Aprons \$ 12.00 ea <input type="checkbox"/> 2 White Aprons \$11.00 ea
<p style="text-align: center;">* Course includes</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 Chef Coat with logo <input type="checkbox"/> 1 Chef Pant <input type="checkbox"/> 1 beanie <input type="checkbox"/> 1 Handkerchief (White) <input type="checkbox"/> Professional Cooking Book DIGITAL <input type="checkbox"/> ID Card \$ 5.00 <p>**1 ID Card \$ 5.00 (per lost card)</p>	<p style="text-align: center;">**Tools \$ 160.00</p> <ul style="list-style-type: none"> <input type="checkbox"/> Knife Set with Carrying Case includes: <ul style="list-style-type: none"> 7" Santoku <ul style="list-style-type: none"> • 10" STEEL-GENESIS-BULK • 3½ PARING KNIFE-BULK MILL • 6" BONING KNIFE-BULK MILL • 1½" OVAL MELON BALLER • 1" & ¾ DOUBLE MEMON BALLER • CITRUIS ZESTER • 8" CHEF'S KNIFE-BULK-MILLENNIA • 8" OFFSET WAY BULK-MILL • DIGITAL THERMOMETER • Y PEELER WHITE HANDLE BULK • KNIFE ROLL-7 POCKETS W/MERCER LOGO

** THE TOTAL COST OF THE SPECIALIST IN CULINARY ARTS PROGRAMS IS \$15,611.00

Fieldwork is not included in the price of the course and should be defrayed by the student.

The materials included in the course will be provided by the Institution.

**Some materials are available at the Institution for your convenience and are not included.

These costs are effective prospectively, after 30 days from the date of publication.


Costs of the Baking and International Pastry Program

(58 Credits)

Cost of the Course	\$13,960.00
Admission Fee	50.00
Fee First Semester	450.00
Fee Second Semester	450.00
Fee Third Semester	450.00
Fee Fourth Semester	<u>200.00</u>
	\$15,560.00

Additional costs

** The costs of uniforms, tools, and books may be subject to change due to market costs **

	<p style="text-align: right;">**Uniforms \$235.00</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2 Chef Coats with \$37.00 ea (S-1XL) \$6.00 additional for sizes 2XL-6XL. <input type="checkbox"/> 1 Toque \$15.00 ea <input type="checkbox"/> 3 Handkerchiefs \$10.00 ea (White, Blue, or Red) <input type="checkbox"/> 2 Chef Pants \$35.00 ea \$6.00 additional for sizes 2XL-6XL <input type="checkbox"/> 2 Black Aprons \$ 12.00 ea <input type="checkbox"/> 2 White Aprons \$11.00 ea
<p style="text-align: center;">*Course Includes</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 Chef Coat with logo <input type="checkbox"/> 1 Chef Pant <input type="checkbox"/> 1 Toque <input type="checkbox"/> 1 Handkerchief (White) <input type="checkbox"/> Professional Baking Book DIGITAL <input type="checkbox"/> 1 ID Card \$5.00 **ID Card \$5.00 (for lost card) 	<p style="text-align: right;">**Tools \$192.00</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rubber Spatula 9.5" \$ 4.00 <input type="checkbox"/> Rubber scraper \$ 2.00 <input type="checkbox"/> Baking tray 13x18" \$14.00 <input type="checkbox"/> Metal scraper \$ 6.00 <input type="checkbox"/> Cake pan 8x3" \$15.00 <input type="checkbox"/> 5 Pastry Sleeves \$ 5.00 <input type="checkbox"/> Set measuring spoons \$ 3.50 <input type="checkbox"/> Wood rolling pin \$13.00 <input type="checkbox"/> Set measuring cups \$ 7.00 <input type="checkbox"/> Timer/Thermometer \$22.00 <input type="checkbox"/> Whisk 10" \$10.00 <input type="checkbox"/> Offset spatula 8" \$10.00 <input type="checkbox"/> Paring Knife 3" \$10.00 <input type="checkbox"/> Bread knife 9" \$18.00 <input type="checkbox"/> Pastry brush 2" \$ 6.00 <input type="checkbox"/> Silpat (½ tray size) \$16.00 <input type="checkbox"/> Turntable \$24.00 <input type="checkbox"/> Dummy 8x3 \$6.50
<p style="text-align: center;">**Tools \$160.00</p>	
<p>Set of Pastry knives includes:</p>	
<p>8" Chef's Kinfe-Bulk-Millenia</p>	
<p>Mil 3"Paring-slim-black-bulk</p>	
<p>10" White Bread Knife-Mill-Bulk</p>	
<p>Sil Bake Mat Half Size Bulk Orange</p>	
<p>8" offset Spatula-Bulk</p>	
<p>Hell's tools sil scraper 10" Bulk</p>	
<p>Kitchen Shears Packaged</p>	
<p>Mercergrates Fine Zster-Narrow-Bulk</p>	
<p>Bench Scraper- Bulk</p>	
<p>Apple Corer</p>	
<p>Single Zip Case-12 pockets</p>	

**** THE TOTAL COST OF THE BAKING AND INTERNATIONAL PASTRY SPECIALIST PROGRAM IS \$16,147.00**

Fieldwork is not included in the price of the course and should be defrayed by the student.

The materials included in the course will be provided by the Institution. ** Costs do not include the Method Cards of the book Professional Baking Edition. Some materials are available in the Institution for your convenience and are not included.

These costs are effective prospectively, after 30 days from the date of publication.

SPECIALIST IN CULINARY ARTS PROGRAM

On-Site

General description of the program

The Specialist in Culinary Arts program prepares the students to work as entry-level cooks in hotels and restaurants. They may also establish their own business. Students acquire knowledge on hygiene and sanitation, nutrition, and menu planning, professional cooking basic skills, international and creole cuisine, cutting techniques and preparation of poultry, meat, and seafood, *Garde manger*, *buffet* preparation techniques, table service and protocol, breakfast preparation and *delicatessen*, pastry, beverage service, and others. The laboratory experience in the institution contributes to the development of skills in the areas of study. Students also learn kitchen administration and personnel supervision techniques. The practice experience takes place in real work settings.

Occupational objectives:

The common work title or any in relation thereto can be found in the Dictionary of Occupational Titles of the United States Department of Labor, Codes D.O.T.: 305.281-010, 313.361-014, 315.361-010, 313.131-018, 313.361-030, 313.687.010, 313.374-010, 313.374-014, 313.381-018, 313.381-022, 313.381-026, 313.381-030, 313.687-010, 523.685-030. The "Standards Occupational Classification" for this job title can be found in the O*NET section of the U.S. Department of Labor: 35-2013.00, 35-2014.00, 35-2012.00, 51-9051.00, 35-1011.00, 35-2011.00, 35-2015.00, 35-1011.00, 35-2021.00, 51-3093 and any other related code.

General objectives

Over the course of the Specialist in Culinary Arts program the student:

1. Will identify the more significant events in the culinary history and the cultural influences that contributed to its development.
2. Will recognize the importance of hygiene and sanitation in the culinary industry.
3. Will apply mathematical operations in the solution of problems related to food preparation.
4. Will apply the basic nutrition concepts in the planning and preparation of menus with balanced dishes.
5. Will develop the fundamental techniques of professional cooking.
6. Will apply appropriate techniques in the preparation of sauces, creams, soups, vegetables, rice, and pasta.
7. Will show proficiency in the techniques for the preparation of different cuts using poultry, meat, and seafood, and cooking methods.
8. Will put into practice the learned *garde manger* techniques.
9. Will develop abilities in the preparation of *buffets*, table service, and protocol.
10. Will apply the correct breakfast preparation techniques.
11. Will develop appropriate techniques of employment search and employment interviews.
12. Will apply the knowledge and skills developed in practice experiences in a simulated business of his/her own.

General Equivalences

The following equivalences apply to calculate the number of hours per academic credit and the credit units.

Clock hours	Identifier	Credit unit
1	Theory	2
1	Laboratory	1.5
1	Internship	1
1	Fieldwork	0.5

Clock hours	Identifier	Credit unit
15	Theory	1
30	Laboratory	1
45	Internship	1
7.5	Fieldwork	

TOTAL PROGRAM HOURS: 1,620 Hours
(Including fieldwork hours)

TOTAL INSTRUCTION HOURS: 1,350 Hours

TOTAL ACADEMIC CREDITS: 59 Academic Credits

TOTAL CREDIT UNITS: 43.5 Credit Units

*fieldwork

MODEL SPECIALIST IN CULINARY ARTS PROGRAM ON-SITE

I SEMESTER: 20 academic credits, 12.50 credit units

Daytime Section: 72 days, 15 weeks, 5 daily hours, 360 hours +fw*

Evening Section: 80 evenings, 21 weeks, 4.5 daily hours, 360 hours +fw*

First session

CODE	COURSE	Academic Credits	Credit Units
CUL-100	Culinary history and terminology	2 credits (30 instruction hours and 7.5 fw)	1.00
HIG-100	Hygiene and sanitation	2 credits (30 instruction hours and 7.5 fw)	1.00
MAT-110	Culinary Mathematics	4 credits (60 instruction hours and 15 fw)	2.50
	Sub-total	8 credits (120 instruction hours and 30 fw)	4.50

Second session

CODE	COURSE	Academic Credits	Credit Units
CUL-110	Principles of nutrition and menu planning	2 credits (30 instruction hours and 7.5 fw)	1.00
CUL-120	Basic professional cooking skills, materials, equipment, and tools	2 credits (30 instruction hours and 7.5 fw)	1.00
CUL-121	Basic professional cooking skills, materials, equipment, and tools laboratory	2 credits (60 instruction hours and 15 fw)	2.00
	Sub-total	6 credits (120 instruction hours and 30 fw)	4.00

Third session

CODE	COURSE	Academic Credits	Credit Units
ETC 100	Ethics, employment, and labor maturity	2 credits (30 instruction hours and 7.5 fw)	1.00
CUL-130	Soups, creams, sauces, vegetables, pasta, and rice	2 credits (30 instruction hours and 7.5 fw)	1.00
CUL-131	Soups, creams, sauces, vegetables, pasta, and rice laboratory	2 credits (60 instruction hours and 15 fw)	2.00
	Sub-total	6 credits (120 instruction hours and 30 fw)	4.00

II SEMESTER **17 academic credits 12.50 credit units**

Daytime Section: **72 days, 15 weeks, 5 daily hours, 360 hours +fw***

Evening Section : **80 evenings, 21 weeks, 4.5 daily hours, 360 hours +fw***

First session

CODE	COURSE	Academic Credits	Credit Units
CUL-140	Poultry, meat, fish, and seafood cutting and preparation techniques	2 credits (30 instruction hours and 7.5 fw)	1.00
CUL-141	Poultry, meat, fish, and seafood cutting and preparation techniques laboratory	3 credits (90 instruction hours and 22.5 fw)	3.00
	Sub-total	5 credits (120 instruction hours and 30 fw)	4.00

Second session

CODE	COURSE	Academic Credits	Credit Units
CUL-150	<i>Garde Manger</i>	2 credits (30 instruction hours and 7.5 fw)	1.00
CUL-151	<i>Garde Manger</i> Laboratory	2 credits (60 instruction hours and 15 fw)	2.00
	Sub-total	4 credits (90 instruction hours and 22.5 fw)	3.00

Third session

CODE	COURSE	Academic Credits	Credit Units
SAB-100	Food and beverage service	4 credits (60 instruction hours and 15 fw)	2.50
CUL-181	Breakfast preparation and <i>Delicatessen</i> techniques laboratory	2 credits (60 instruction hours and 15 fw)	2.00
CUL-180	Breakfast preparation and <i>Delicatessen</i> techniques	2 credits (30 instruction hours and 7.5 fw)	1.00
	Sub-total	8 credits (150 instruction hours and 37.5 fw)	5.50

III SEMESTER **16 academic credits 12.50 credit units**

Daytime Section: **72 days, 15 weeks, 5 daily hours, 360 hours +fw***

Evening Section: **80 evenings, 21 weeks, 4.5 daily hours, 360 hours +fw***

First session

CODE	COURSE	Academic Credits	Credit Units
SAB 200	Food and beverage service laboratory	2 credits (60 instruction hours and 15 fw)	2.00
	Sub-total	2 credit (60 instruction hours and 15 fw)	2.00

Second session

CODE	COURSE	Academic Credits	Credit Units
PAN-155	Pastry	2 credits (30 instruction hours and 7.5 fw)	1.00
PAN-156	Pastry Laboratory	2 credits (60 instruction hours and 15 fw)	2.00
	Sub-total	4 credits (90 instruction hours and 22.5 fw)	3.00

Third session

CODE	COURSE	Academic Credits	Credit Units
CUL-190	Fusion and International Cuisine	4 credits (60 instruction hours and 15 fw)	2.50
CUL-191	Fusion and international cuisine laboratory	4 credits (120 instruction hours and 30 fw)	4.00
CUL-195	Kitchen administration and supervision of personnel	2 credits (30 instruction hours and 7.5 fw)	1.00
	Sub-total	10 credits (210 instruction hours and 52.5 fw)	7.50

IV Semester**6 internship credits**

Daytime section: 54 days, 15 weeks, 270 hours, 5 hours, 4 days a week.

Evening section: 60 days, 15 weeks, 270 hours, 4.5 hours, 4 days a week.

CODE	COURSE	Academic Credits	Credit Units
CUL -200	Internship	6 credits (270 hours)	6.00
	Subtotal	6 credits (270 hours)	6.00

ACADEMIC CREDIT	IDENTIFIER	HOURS	CREDIT UNIT
34	THEORY	510	18.50
6	INTERNSHIP	270	6.00
0	FIELDWORK	270	0.00
59		1,620	43.50

COURSE DESCRIPTION – PROGRAMS LEADING TO CERTIFICATES

SPECIALIST IN CULINARY ARTS PROGRAM – ON-SITE

CUL – 100	Culinary history and terminology	2 credits-30 hours-1.0 cu
	In this course the students study culinary history and the cultural influences that greatly contributed to the development of the culinary industry. The class focuses on the gastronomy of the great chefs, and the relation between food and culture socially speaking.	
HIG – 100	Hygiene and sanitation	2 credits-30 hours-1.0 cu
	This is an introduction to food management and safety in the work areas. It discusses diseases caused by food contamination, methods to prevent contamination, and the government agencies responsible for controlling hygiene and sanitation.	
MAT – 110	Culinary Mathematics	4 credits-60 hours-2.5 cu
	Review of fundamental mathematics applied to the culinary field. The course covers multiplication, division, fractions, and percentages. Students learn about yield, costs of recipes, the weights and measures system, budget, and recipe conversion.	
ETC-100	Ethics, employment, and labor maturity	2 credits-30 hours-1.0 cu
	This course covers the core fundamentals of Ethics, including its historical background and evolution in direct relation with the employment world. Behavior defines the person's identity and success in the hospitality industry greatly depends on the service attitude of the employee.	
	In this course we discuss and itemize the 24 virtues as work tools.	
	In addition, students prepare presentation letters, resumes, and portfolios, and discuss labor laws. The student receives training on effective employment interviews.	
CUL – 110	Nutrition and menu planning	2 credits-30 hours-1.0 cu
	This course exposes students to the basic concepts of nutrition: proteins, fats, carbohydrates, vitamins, minerals, and water. Students learn to plan and prepare menus with balanced dishes based on the food pyramid. Nutritional analyses and discussions are performed on the different healthy diets in accordance with the client's health.	
CUL – 120	Basic professional cooking skills, materials, equipment, and tools	2 credits-30 hours-1.0 cu
	This course introduces 105 terms, concepts, techniques, and basic skills of the culinary arts. Students will become familiar with the materials, equipment, and tools. They identify the ingredients utilized in the kitchen: vegetables, fruit, spices, and aromatic herbs. They will examine the history, terms, and preparation of the dishes that shape the classic traditional food. Students will also discuss the importance of dish presentation and cooking methods.	
CUL – 121	Basic professional cooking skills, materials, equipment, and tools laboratory	2 credits-60 hours-2.0 cu
	Fundamental cooking techniques are developed through recipe preparation exercises. Students practice all the cooking methods: sauté, braise, fry, roast, and others. Students have the opportunity to put into practice the concepts and practices learned in class. Emphasis is given to the use of the knife, equipment, and professional kitchen tools.	
CUL – 130	Soups, creams, sauces, vegetables, pasta, and rice	2 credits-30 hours-1.0 cu
	This course studies the composition of mother sauces and their derivatives. It identifies the techniques utilized in the preparation of sauces, creams, and soups. Students are trained in the identification, selection, and application of cooking methods for vegetables, rice, and pasta.	

CUL – 131	Soups, creams, sauces, vegetables, pasta, and rice laboratory	2 credits-60 hours-2.0 cu
	Students acquire laboratory experience in which they develop the skills to prepare sauces, creams, and soups. They will prepare vegetables, rice, and pasta utilizing the different cooking techniques.	
CUL – 140	Poultry, meat, and seafood cutting and preparation techniques	2 credits-30 hours-1.0 cu
	In this course students learn the cut fabrication techniques utilized in the industry. They identify aspects to be considered in the selection of poultry, meat, and seafood according to the inspections and grades in relation to every category. Food yield is calculated before and after cooking. It discusses the diseases related to the subject.	
CUL – 141	Poultry, meat, and seafood cutting and preparation techniques laboratory	3 credits-90 hours-3.0 cu
	Students have the opportunity to develop butchery techniques by preparing different cuts, utilizing poultry, meats, and seafood. Practice exercises are provided with cooking methods for the preparation of basic recipes.	
CUL – 150	<i>Garde Manger</i>	2 credits-30 hours-1.0 cu
	Students familiarize with the <i>Garde Manger</i> or cold food department. They discuss the preservation methods, smoking techniques, charcuterie, salads, cold sauces, dressings, and a variety of hors d'oeuvres. They also discuss various banquet styles and the components to be considered in banquet planning. Garnishing skills are analyzed for the preparation of edible decorations.	
CUL – 151	<i>Garde Manger</i> Laboratory	2 credits-60 hours-2.0 cu
	In this laboratory students practice the techniques introduced in relation with the <i>Garde Manger</i> department. Students prepare canapés, hors d'oeuvres, pâtés, galantines, terrines, salads, dressings, fine sauces, and edible decorations.	
CUL – 180	Breakfast preparation and <i>Delicatessen</i> techniques	2 credits-30 hours-1.0 cu
	This course introduces the skills necessary for the preparation of breakfasts in restaurants. It discusses the cooking methods utilized in the preparation of eggs, grains, cereals, potatoes, and others. It analyzes the techniques used in the preparation of breads, muffins, biscuits, and puff pastry turnovers.	
CUL – 181	Breakfast preparation and <i>Delicatessen</i> techniques laboratory	2 credits-60 hours-2.0 cu
	Students practice the techniques presented in the theory course. Different breakfast dishes are prepared with the traditional accompaniments. Students practice the different methods to cook omelets, pancakes, muffins, breads, and puff pastry turnovers.	
SAB-100	Food and beverage service	4 credits-60 hours-2.5 cu
	Students acquire the necessary knowledge to be able to serve food to clients in restaurants, bars, and banquets of any kind.	
SAB-200	Food and beverage service laboratory	2 credits-60 hours-2.0 cu
	Practice the concepts of service and table set-up with respect to preparation, props, sequences, parades, and etiquette of elegant and contemporary service based on current service traditions and hierarchy. The student will also learn the basic skills necessary to perform the duties of a mixologist and barista. Students will develop the knowledge to practice the techniques to make different cocktails, bitters, infusions, and emulsifications, as well as the techniques to grind, brew, and serve diverse types of hot and cold coffee.	
PAN – 155	Pastry	2 credits-30 hours-1.0 cu
	In this course students discuss the concepts necessary to prepare rolled fondant, cakes, frostings, pastries, tarts, pies, chocolate, sweets, sweet buffets, custards, and others. The techniques and methods utilized in the industry with respect to pastry are thoroughly studied in this course. It also covers the history of various regional and international desserts.	

PAN – 156	Pastry laboratory	2 credits-60 hours-2.0 cu
	<p>In the pastry laboratory students practice the techniques and methods utilized in the preparation of sweets, desserts, and cakes. Students make use of the pastry bag and practice cake design.</p>	
CUL - 190	Fusion and International Cuisine	4 credits-60 hours-2.5 cu
	<p>In this course students learn about the development of fusion and international cuisines, their history, geography, agriculture, and eating habits in the main countries of the European, American, Asian, and African continents. The student will thoroughly study the country's gastronomy and its impact on other cultures.</p>	
CUL – 191	Fusion and International Cuisine Laboratory	4 credits-120 hours-4.0 cu
	<p>Students develop skills related to fusion and international cuisines through demonstrations, recipe production, and application of the techniques, ingredients, and spices utilized in this field.</p>	
CUL - 195	Kitchen administration and supervision of personnel	2 credits-30 hours-1.0 cu
	<p>The course helps students acquire a basic knowledge on kitchen administration and supervision of personnel. It discusses procedures for the effective management of human resources, supervision techniques, and labor laws. Students are trained on the interpretation of financial statements, acquisition procedures, inventory, marketing, operational strategies, payroll, money flow, use and maintenance of equipment, client satisfaction, and others.</p>	
CUL – 200	Internship	6 credits-270 hours-6.0 cu
	<p>Pre-requisite: Students should have approved all the courses before the commencement of the Internship. Pre-requisite: Offers the student the opportunity to acquire hands-on experience through internships in the various places of the hotel and services industry, already approved by the institution. Students are guided through written task evaluations with individualized objectives that complement and enhance the education provided in the baking and pastry laboratories. This experience makes the student a better candidate to work in the food, hotel, and services industry, while through this system, the student forges the tools to create a bridge between the worker and the employment.</p>	

BAKING AND INTERNATIONAL PASTRY PROGRAM

On-Site

General description of the program

The Baking and International Pastry program prepares students to obtain entry-level employment as bakers and/or pastry chefs in the hotel and service industry in commercial bakeries, pastry shops, hotels, and restaurants and/or to establish their businesses. Students acquire knowledge on hygiene and sanitation, nutrition, and menu planning. The curriculum includes theoretical and practical laboratory components and field experience under the supervision of a master *chef* or *pastry chef*. Particular emphasis is given to the safety standards and procedures and the acquisition and handling of materials, utensils, and equipment characteristic of the trade, including adaptation and preparation of recipes, bread-making, European pastries, cakes, chocolate, and classic and modern sugar decoration styles.

Occupational objectives

The standard work title or any about it can be found in the Dictionary of Occupational Titles of the United States Department of Labor, Codes D.O.T.: 313.131-022; 313.381-018; 313.381-026; 313.687-010; 315.131-014. The "Standards Occupational Classification" 51-3011, 35-2011, 35-2012, 35-2014 for this job title can be found in the O*NET section of the U.S. Department of Labor and any other related code.

General objectives:

Throughout the Baking and International Pastry program, the student:

- a. Will identify the more noteworthy events in culinary history, emphasizing bakery and pastry.
- b. Will acknowledge the importance of hygiene and sanitation in the baking and international pastry field.
- c. We will apply mathematical processes to solve problems.
- d. Will utilize the correct bread-making techniques.
- e. Will apply the knowledge acquired in the preparation of cakes and their varieties.
- f. Will correctly use the methods and tools necessary for cake decoration in varied styles.
- g. Will develop the ability to work with chocolate and sugar.
- h. Will apply advanced techniques in the preparation of a wide variety of European pastry products.
- i. Will develop appropriate techniques to master the search and retention of employment, interpersonal relations, and effective communication skills.
- j. Will apply the knowledge and skills acquired in practice experiences in real work settings.

GENERAL equivalences

The following equivalences apply to calculate the number of hours per credit:

Clock hours	Identifier	Academic Credit
15	THEORY	1
30	LABORATORY	1
45	INTERNSHIP	1
7.5	FIELDWORK	0

Clock hours	Identifier	Credit Unit
1	THEORY	2
1	LABORATORY	1.5
1	INTERNSHIP	1
7.5	FIELDWORK	0

TOTAL PROGRAM HOURS:	1,710	Hours
(Including fieldwork):		
TOTAL INSTRUCTION HOURS:	1,440	Hours
TOTAL ACADEMIC CREDIT:	58	Academic Credits
TOTAL CREDIT UNITS:	43.5	Credit Units

*fieldwork

Model Program

Baking and International Pastry Program – On-Site

I SEMESTER 18 academic credits 12.0 credit units

Daytime Section: 72 days, 15 weeks, 5 daily hours, 360 hours + fw*

Evening section: 80 evenings, 21 weeks, 4.5 daily hours, 360 hours + fw*

First session

CODE	COURSE	Academic Credits	Credit Units
HIG-100	Hygiene and sanitation	2 credits (30 instruction hours and 7.5 fw)	1.00
MAT-100	Pastry Mathematics	2 credits (30 instruction hours and 7.5 fw)	1.00
NUT-100	Nutrition	2 credits (30 instruction hours and 7.5 fw)	1.00
PAN-100	History of baking and pastry	2 credits (30 instruction hours and 7.5 fw)	1.00
	Sub-total	8 credits (120 instruction hours and 30 fw)	4.00

Second Session

CÓDIGO	ASIGNATURA	Créditos Académicos	Unidad Crédito
PRI-110	Bread-making	2 créditos (30 horas instruccionales y 7.5 tc)	1.00
PRI-111	Bread-making laboratory	3 créditos (90 horas instruccionales y 22.5 tc)	3.00
	Sub-total	5 créditos (120 horas instruccionales y 30 tc)	4.00

Third Session

CÓDIGO	ASIGNATURA	Créditos Académicos	Unidad Crédito
PRI-114	Commercial Pastry	2 créditos (30 horas instruccionales y 7.5 tc)	1.00
PRI-115	Commercial Pastry laboratory	3 créditos (90 horas instruccionales y 22.5 tc)	3.00

	Sub-total	5 créditos (120 horas instruccionales y 30 tc)	4.00
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II SEMESTER **14 academic credits** **12.50 credit units**

Daytime section: **72 days, 15 weeks, 5 daily hours, 360 hours +fw***

Evening section: **80 evenings, 21 weeks, 4.5 daily hours, 360 hours +fw***

First session:

CODE	COURSE	Academic Credits	Credit Units
PRI-120	Preparation of cakes and their varieties	2 credits (30 instruction hours and 7.5 fw)	1.00
PRI-121	Preparation of cakes and their varieties laboratory	3 credits (90 instruction hours and 22.5 fw)	3.00
	Sub-total	5 credits (120 instruction hours and 30 fw)	4.00

Second session

CODE	COURSE	Academic Credits	Credit Units
PRI-130	Cake decorating	2 credits (30 instruction hours and 7.5 fw)	1.00
PRI-131	Cake decorating laboratory	7 credits (210 instruction hours and 52.5 fw)	7.50
	Sub-total	9 credits (240 instruction hours and 60 fw)	8.50

III SEMESTER 18 academic credits 13.00 credit units

Daytime section: 72 days, 15 weeks, 5 daily hours, 360 hours +fw*

Evening section: 80 evenings, 21 weeks, 4.5 daily hours, 360 hours +fw*

First session:

CODE	COURSE	Academic Credits	Credit Units
PRI-132	Chocolate and sugar	2 credits (30 instruction hours and 7.5 fw)	1.00
PRI-133	Chocolate and sugar laboratory	3 credits (90 instruction hours and 22.5 fw)	3.00
	Sub-total	5 credits (120 instruction hours and 30 fw)	4.00

Second session

CODE	COURSE	Academic Credits	Credit Units
PRI-140	European pastry	2 credits (30 instruction hours and 7.5 fw)	1.00
PRI-141	European pastry laboratory	3 credits (90 instruction hours and 22.5 fw)	3.00
	Sub-total	5 credits (120 instruction hours and 30 fw)	4.00

Third session

CODE	COURSE	Academic Credits	Credit Units
EMO-110	Ethics and Moral in the Occupational Context and pre-employment and labor maturity	4 credits (60 instruction hours and 15 fw)	2.50
PRI-200	Food and beverage service	4 credits (60 instruction hours and 15 fw)	2.50
	Sub-total	8 credits (120 instruction hours and 30 fw)	5.00

IV SEMESTER**8 internship credits****Daytime section: 72 days, 15 weeks, 360 hours, 5 hours, 5 days a week.****Evening section: 80 days, 20 weeks, 360 hours, 4.5 hours, 4 days a week.**

CODE	COURSE	Academic Credits	Credit Units
PAN-160	Internship	8 credits (360 hours)	8.00
	Sub-total	8 credits (360 hours)	8.00

ACADEMIC CREDITS	IDENTIFIER	HOURS	CREDIT UNIT
28	THEORY	420	15.00
22	LABORATORY	660	22.50
8	INTERNSHIP	360	8.00
0	FIELDWORK	270	0.00
58		1,710	45.50

COURSE DESCRIPTION – PROGRAMS LEADING TO CERTIFICATE

BAKING AND INTERNATIONAL PASTRY PROGRAM – ON-SITE

PAN – 100	History of bread and pastry	2 credits-30 hours-1.00 cu
	In this course, students learn about culinary evolution, emphasizing bakery and pastry and their influence on human culture. It allows students to understand the basic food production principles, the contribution of recognized figures in the culinary field, and a greater understanding of the techniques employed in modern industry.	
HIG – 100	Hygiene and sanitation	2 credits-30 hours-1.00 cu
	In this course, students learn the fundamentals of hygiene, sanitation, and safety in food service and their vital importance for the adequate operation of this industry.	
MAT – 100	Pastry Mathematics	2 credits-30 hours-1.00 cu
	Study of the basic mathematical operations applied to the pastry field. Students get acquainted with using bakers' percentages, yields, recipe conversion, cost analysis, budget, weights, and measures.	
NUT – 100	Basic Principles of Nutrition	2 credits-30 hours- 1.00 cu
	In this course, students are exposed to the basic concepts of nutrition that are applied to the food service industry. The six types of nutrients are analyzed, as well as the regulations established by government agencies and health organizations. Students learn and train on substituting ingredients so that the nutritional value of the recipes can be adapted to specific needs. Students are exposed to the basic concepts of nutrition: proteins, fats, carbohydrates, vitamins, minerals, and water. The substitution of ingredients is analyzed to adapt the nutritional value of the recipes to the client's needs.	
PRI – 110	Bread-making	2 credits - 30 hours-1.00 cu
	The study of the fundamentals and scientific principles of bread making, including terminology, equipment, ingredients, bread preparation methods, dough, and diverse baked products.	
PRI – 111	Bread-making laboratory	3 credits-90 hours-3.00 cu
	Application of the techniques presented in the theory course. Hands-on experience using tools and stationary bakery laboratory equipment and making yeast dough, decorative bread, rolled dough, fillings, and couverture. Students are guided to evaluate the products created using different techniques and ingredients.	
PRI-114	Commercial pastry	2 credits-30 hours-1.00 cu
	In this course, students are exposed to the design of the business concept, evaluation of the elements it is composed of, and research on market feasibility. Students recognize the terminology of the industry, the raw material, and those products that offer greater probability based on cost and effectiveness.	
PRI-115	Commercial pastry laboratory	3 credits-90 hours-3.00 cu
	The laboratory provides the student with skills for organizing and preparing commercial production. Students prepare native desserts and diversify partially prepared products by adapting their presentation, incorporating flavor elements, and complementing diverse products. They utilize decoration implements to create designs and apply practical decorations to the finished product.	
PRI – 120	Preparation of cakes and their varieties	2 credits -30 hours-1.0 cu
	This course gives students an in-depth understanding of the ingredients' functions and the techniques and procedures to prepare a wide range of cakes, tarts, pies, fillings, and couverture.	

PRI – 121	Preparation of cakes and their varieties laboratory	3 credits-90 hours-3.00 cu
	The practice of the different cake mixing techniques, from the basic to the most complex, are employed in the confection of a wide variety of sponge, high-fat, layered, classic, and modern cakes, as well as tortes and pies. It also includes preparing, using, and adequately handling fillings and couvertures.	
PRI – 130	Cake decorating	2 credits-30 hours-1.00 cu
	This course teaches students to recognize the theoretical concepts of color and design in decorating cakes and analogous products. The course reviews the trends and their contrasts with classical currents and acknowledges the characteristics and uses of the raw materials, terminology, and decoration implements.	
PRI- 131	Cake decorating laboratory	7 credits-210 hours-7.50 cu
	In this course, the student develops the skills to create and apply decorations to pastries. It merges trends and techniques to achieve total unity of design and promotes the arrangement of different tools and mediums to create original works or serial production.	
PRI – 132	Chocolate and sugar	2 credits-30 hours-1.00 cu
	This course opens the fascinating world of chocolate and sugar creations. It presents and analyzes the history and manufacturing of chocolate from the cocoa crop, the theoretic aspect of tempering, and the fundamental techniques to handle chocolate adequately. It also helps the student learn and become familiar with the qualities of sugar in different states and the methods to work with it, as well as the uses given to the additives and sugar-based products in confectionery sugar.	
PRI- 133	Chocolate and sugar laboratory	3 credits-30 hours-3.00 cu
	Students are exposed to the creation of structures composed of diverse sugar elements or shapes. They also employ diverse ways to work with chocolate to create decorative pieces or complementary decoration elements. The laboratory includes the production of classic confectionery, sugar decorations, and modeling using chocolate and sugar-based paste.	
PRI – 140	European Pastry	2 credits-90 hours-1.00 cu
	Students are introduced to the theory essential to proficiency in fundamental techniques in European pastry making. The qualities and functions of the ingredients are analyzed and discussed, as are the methods and procedures for obtaining high-quality desserts.	
PRI – 141	European pastry laboratory	3 credits-30 hours-3.00 cu
	In this course, students develop the practical aspect of European pastry by preparing custards, tarts, soufflés, petit fours, delicate cookies, mousses, and frozen desserts, among other things. The desserts are presented using individual plating and tray techniques, emphasizing contemporary styles for the different pastry service areas.	
EMO-110	Ethics and Moral in the Occupational Context and Pre-employment and labor maturity	4 credits – 90 hours-2.50 cu
	This course covers the core principles of Ethics, including its historical background and evolution, directly related to the labor world. Values and virtues are discussed and broken down as work tools. The course promotes the development of a supportive atmosphere, peace, attitudes, and significant values for citizens and workers, which are fundamental for social coexistence and labor progress. In addition, it provides the students with the tools to manage their careers through job search and retention techniques, verification of skills and areas of improvement, and design of professional documents. Students acquire knowledge to market themselves effectively in the labor world.	
PRI – 200	Food and beverage service	4 credits-60 hours-2.50 cu

Students acquire the knowledge necessary to serve food correctly to customers in any restaurant, bar, or banquet.

PRI – 160

INTERNSHIP

8 credits - 360 hours-8.00 uc

Pre-requisite: Students should have approved all the courses before they go on to their internship. Students are offered the opportunity to acquire hands-on experience through internships in various hotel and service industry places, which the institution has already approved. They are guided through written task evaluations with individualized objectives that complement and enhance the instruction given in the baking and pastry laboratories. This experience makes the student a better candidate for employment in the food, hotel, and services industry, while the system is one by which the student forges the tools to create a bridge between the worker and the job.

Modern Gastronomy and Molecular Cuisine

Topics on Molecular Cuisine—which combines physics and chemistry to transform the flavors and textures of food—are offered in the Modern Gastronomy classrooms. Molecular gastronomy or molecular cooking is a cooking style in which the culinary arts and pastry are combined with tools from the science laboratory and ingredients from the food industry.

Our students learn the physical and chemical processes that take place during cooking and can explain the reasons behind the chemical transformation of the ingredients and the social, artistic, and technical components of culinary and gastronomical phenomena.

You will learn about molecular cuisine in the different classes:

- Equipment and tools,
- Heat and food,
- Cooking methods,
- Molecular gastronomy,
- Food storage,
- Molecular gastronomy recipes,
- Modern sauces,
- Vacuum – Freezing storage procedures,
- Recipes in the introduction process,
- Modern cuisine techniques and their application to *garde manger*,
- Modern cuisine techniques and their application to breakfasts,
- Modern cuisine techniques and their application to pastry,
- Recipe introduction process of French, Spanish, North American, and Caribbean Fusion cuisines.

Disclosure

By 34 C.F.R. Sec. 668.6, the institution should provide the following information: SOC Name and Code, O*NET links, costs of the program, debt average, program graduation percentage, program job placement percentage:

Program	Occupational Information (Title of SOC Code and SOC Code)	O*NET links	Cost*	Debt average**	Number of students who complete the program	Job placement percentage reported to ACCSC
Especialista en Artes Culinarias	35-0000 Food Preparation and Serving Related Occupations	http://www.onetonline.org/link/summary/35-2014.00	15,235.00	0	131	75%
Panadería y Repostería Internacional	51-3011 Bakers	http://www.onetonline.org/link/summary/51-3011.00	15,560.00	0	40	77%

	Program	Program Start Date and Timeframe	Total Number of graduates (Graduates at 150% of the program)	Percentage of employability (Graduates employed in the area of study Total number of students available for employment)
San Juan	Specialist in Culinary Arts-Daytime Groups	8/20 - 5/21	119	80%
San Juan	Specialist in Culinary Arts- Evening Groups	1/20 – 8/20	12	75%
San Juan	Baking and International Pastry-Daytime Groups	5/20 - 8/20	34	69%
San Juan	Baking and International Pastry-Evening Groups	1/20	6	80%

	Program	Program Start Date and Timeframe	Total Number of graduates (Graduates at 150% of the program)	Graduation percentage (Graduates at 150% of the program /Total number of students available for graduation)
San Juan	Specialist in Culinary Arts-Daytime Groups	8/20 - 5/21	119	65%
San Juan	Specialist in Culinary Arts- Evening Groups	1/20 – 8/20	12	57%
San Juan	Baking and International Pastry-Daytime Groups	5/20 - 8/20	34	71%
San Juan	Baking and International Pastry-Evening Groups	1/20	6	46%

AVOCATIONAL COURSES AND CONTINUED EDUCATION COURSES

Short courses, seminars, and continued education.

The School offers avocational courses (which include short courses and seminars) and continued education courses approved by the Accrediting Commission of Career Schools and Colleges (ACCSC), but these are not accredited programs. Avocational courses are designed for amateurs and do not lead to entry-level employment. The continued education courses are designed to offer education to industry members who wish to keep abreast of the latest trends in their employment. The continued education courses do not lead to entry-level employment. The school does not offer job placement services for students taking avocational courses and continuing education. The Office of Admissions manages the avocational and continued education courses. The avocational and continued education courses do not lead to a certificate or title. Escuela Hotelera de San Juan offers a diploma as proof of attendance to an avocational course or a continued education course.

Payment conditions

All avocational and continued education courses must be paid for in full before the course starts. The school offers the possibility of paying installments for some courses. For more information, please contact the Office of Admissions.

Return Policy

The School has and enforces a fair and equitable cancellation policy in compliance with state or third-party requirements that states: to. An applicant who has not visited the school prior to enrollment may cancel without penalty by requesting cancellation within three business days following regularly scheduled orientation procedures or after a tour of the school facilities and inspection of the equipment where training and services are provided.

b. An applicant who requests cancellation within three days of signing an enrollment agreement and making an initial payment is entitled to a refund of all monies paid by the applicant.

c. An applicant who requests cancellation more than three days after signing an enrollment agreement and making an initial payment, but before entering the school, is entitled to a refund of all monies paid less a 15% enrollment fee. program contract price. but in no case may the school withhold more than \$150.

In no case should refunds due to cancellation exceed 90 days.

Course description

The avocational or continued education course is not a pre-requisite for any Escuela Hotelera de San Juan programs. The avocational course or the Continued Education course does not grant credits for validation or transfer to any of Escuela Hotelera de San Juan programs. * Cost is subject to change.

Continued Education courses:

Course	Category	Instruction Hours	Course Description	Costs*
Modern Mixology	Continued Education	60h	Students will learn the skills necessary to perform as mixologists, such as knowing and practicing the techniques to make bitters, infusions, emulsions, spherifications, carbonation, freezing, and other molecular mixology techniques. They will also learn the methods of construction and deconstruct of cocktails and of pairing cocktails and <i>tapas</i> .	\$1500
	Continued Education	50h	In this course students will learn the techniques to grind, prepare, and serve diverse types of cold and hot coffees, to prepare and serve diverse types of tea, and to prepare shakes and energetic drinks. They will also learn how to serve the product with personalized attention to each customer.	\$900

Avocational Courses:

Course	Category	Instructional Hours	Course Description	Costs*
International Cuisine	Short course	75	Students develop skills in international cuisine through demonstrations and the production of recipes applying the techniques, ingredients, and spices utilized in this specialty.	\$1300.00
International Cuisine II	Short course	75	Students will further develop skills in international cuisine through demonstrations and the production of recipes applying the techniques, ingredients, and spices utilized therein.	\$1300.00
High Gastronomy	Short course	75	In this course students will have the opportunity to develop high quality recipes. The course takes gastronomy to a higher level by distinguishing the classic cooking procedures.	\$900.00
“Garde Manger” and Beverage Pairing	Short course	40	In this laboratory students practice the introduced “ <i>Garde Manger</i> ” techniques. Students prepare canapés, “ <i>hors d’oeuvre</i> ,” pâtés, galantines, terrines, salads, dressings, fine sauces, and edible decorations. They will also learn how to combine alcoholic and non-alcoholic beverages with the prepared food.	\$1,000.00
Commercial Pastry	Short course	75	Students are exposed to the preparation and production of commercial bakery products, the organization of the workshop, and to semi-prepared products. They learn to recognize the industry’s particular terminology, the raw material, and those products that offer greater probability based on cost and effectiveness.	\$1300.00
European Pastry	Short course	50	In this course students develop the practical aspect of European pastry by preparing custards, tarts, “ <i>soufflés</i> ,” “ <i>petit fours</i> ,” fine cookies, “ <i>mousses</i> ,” and frozen desserts, among others. Presentation of the desserts focuses on the individual plating and tray techniques, with emphasis on contemporary styles for the diverse pastry service areas.	\$1300.00
Bartender	Short course	50	All the knowledge acquired to serve drinks and cocktails to guests is put into practice.	\$1100.00
“Finger Foods”	Seminar	7.5	In this course students will employ their skills in the set-up and presentation of a cocktail-type buffet. It will include the production of different cold appetizers, focusing on presentation and decoration.	\$100.00
“Finger Foods II”	Seminar	5.0	In this course students will employ their skills in the set-up and presentation of a cocktail-type buffet. It will include the production of different cold appetizers, focusing on presentation and decoration.	\$100.00
Marinates and Roasts	Seminar	5.0	In this course students will practice diverse marinades that will be used in the laboratory for the different recipes. Students will have the opportunity to roast already marinated meat cuts and will present them to show the work done	\$125.00
Chocolate	Seminar	6.5	Students are exposed to the creation of structures composed of diverse elements or sugar forms. They will also employ diverse ways to work with chocolate to create decorative pieces and complementary decoration elements. Includes the production of classic confectionery, sugar decorations, and modeling using chocolate and sugar-based paste.	\$100.00
Oriental and Bento Cuisine	Seminar	5.5	In this course students will prepare Asian recipes that display the Asian culture and its presentation forms. Students will practice the bento assembly and its selling forms.	\$125.00
Weight control cooking	Seminar	6	With the practice of recipes for weight control, students in this course will learn how to lead a healthy eating life. Practical experience on the use of different foods and their behavior in the cooking process.	\$100.00
Bread I	Seminar	5.5	Application of the techniques presented in the theory course. Hands-on experience in the use of tools and stationary bakery laboratory equipment, and the making of yeast dough, decorative breads, rolled dough, fillings, and couvertures. Students are guided to evaluate the products created with the different techniques and ingredients.	\$100.00
Peruvian Cuisine	Seminar	5.5	Students will practice classic Peruvian recipes and the use of ingredients distinctive of Perú. They will learn the techniques most used in that cuisine and how the cooking and presentation processes are performed.	\$100.00
Paella and International Rice	Seminar	8.5	Students acquire laboratory experience in which they develop rice cooking skills. Different cooking techniques are used to prepare rice.	\$125.00
Cake Decorating	Seminar	5.5	In this course students develop the skills needed to create and apply cake decorations. The course merges trends and techniques necessary for unity of design. It promotes the arrangement of different tools and mediums to create original works or serial production.	\$100.00
Mother sauces and derivatives	Seminar	5.5	This course studies the composition of mother sauces and their derivatives. It identifies the techniques utilized to prepare sauces. Through this course students learn to identify, select, and apply the cooking methods of the different sauces.	\$100.00

Meat Cuts and Cooking Methods	Seminar	6.5	Students have the opportunity to develop butchery techniques by preparing different cuts using poultry, meat, fish, and seafood. Practice exercises on cooking methods to prepare basic recipes are provided.	\$100.00
All about fish	Seminar	5.5	Students have the opportunity to develop butchery techniques by preparing different cuts using fish and seafood. Practice exercises on cooking methods to prepare basic recipes are provided.	\$125.00
Italian Cuisine	Seminar	6	Students will practice classic Italian recipes and the use of ingredients particular of that country. They will learn the most used techniques in Italian cuisine and how the cooking and presentation processes are performed.	\$100.00
Puddings and "Cheesecake"	Seminar	5.5	In this course students will be able to experience the development of different varieties of puddings and cheesecakes in their shapes and sizes, in simple and commercial production.	\$100.00
Healthy cooking	Seminar	6	Students will have examples of healthy menus, which will be practiced according to the different cooking methods. They will learn how many calories a person should consume according to the person's body weight.	\$100.00
Argentinian Cuisine	Seminar	7	Students will develop skills in the Argentinian cuisine and its main dishes. Practice exercises with the recipes to be prepared are provided.	\$100.00
Variety of Cakes	Seminar	5.5	Practice different cake mixing techniques, from the basic to the more complex, used in the preparation of a variety of cakes, to wit: high and low-fat cakes, layered, classic, and modern cakes, tortes, and pies. The course includes the preparation, use, and adequate handling of fillings and couvertures.	\$100.00
Parrilladas (Barbecue)	Seminar	5.5	In this course students become familiar with the grill, griddle, and BBQ. Students will practice the lighting of vegetable charcoal and will learn about heat distribution and how to keep it. They will handle the "brine, larding, barding and basting techniques and how to seal meats on the grill. Students will also practice the doneness degrees.	\$125.00
Breads II	Seminar	6.5	Practical experience in the use of tools and stationary baking laboratory equipment and the preparation of yeast dough, such as decorative breads, rolled dough, fillings, and couvertures. Students are guided to evaluate the products created with different presentation techniques and ingredients.	\$100.00
Varieties of Hamburgers	Seminar	5.5	Students will prepare and assemble hamburgers. They will learn the different ingredients utilized to combine with the meat. They will also practice different spreads and will present the final product.	\$100.00
Cooking for Beginners	Seminar	8.5	Students will be able to learn how to get organized to make any recipe they want to. It is important to have a guide to make any recipe. The guide will allow them to follow established procedures to correctly practice any recipe.	\$100.00
"Cupcakes"	Seminar	6	Students will apply the methodology to develop various cupcake batters. They will prepare various fillings and couvertures for decoration.	\$100.00
"Candy Bar Goodies"	Seminar	5.5	Various methods to prepare and decorate "Candy Bar Goodies" stations are presented and diverse pastry techniques are applied to produce a variety of products using different fillings and couvertures to enhance their qualities and textures.	\$100.00
Pizza varieties	Seminar	6.5	In the course students will have the opportunity to practice the whole pizza dough making process, sauce varieties, and presentation forms.	\$100.00
Tapas and Sangria	Seminar	6.5	In this course students will prepare appetizers for two or more people characteristic of <i>tapas</i> . In the distribution of the work the student can perform the correct assembly and decorate each product. Students will practice the whole <i>sangria</i> preparation procedure to pair with the <i>tapas</i> .	\$125.00
Cooking for Thanksgiving	Seminar	6.5	Traditional recipes alluding to the subject will be prepared in the Thanksgiving kitchen. With these recipes the students will set up a full table for the day's celebration, will decorate the table with products in accordance with the theme, and will practice diverse cooking methods.	\$100.00
Christmas Cooking	Seminar	7.5	In the Christmas cooking course students will prepare traditional recipes alluding to the subject. With these recipes the students will set up a full table for the day's celebration, will decorate the table with products in accordance with the theme, and will practice diverse cooking methods.	\$100.00
Sushi	Seminar	6	In the sushi course, students will display the products and the appropriate equipment and tools that will be used, will practice classic recipes, and will learn the assembly forms, proper temperatures, and the decoration of plates and presentation trays. They will practice different dressings to accompany the sushi and will determine the fish recommended therefor.	\$100.00
Desserts for Mothers' Day	Seminar	6	The course presents different preparation and decoration methods. Various pastry techniques are applied to produce a variety of products and different fillings and couvertures are used to enhance the qualities and textures of the product.	\$100.00
Desserts for Thanksgiving	Seminar	5.5	The course presents different preparation and decoration methods. Various pastry techniques are applied to produce a variety of products and different fillings and couvertures are used to enhance the qualities and textures of the product.	\$100.00
Holiday Desserts	Seminar	6	The course presents different preparation and decoration methods. Various pastry techniques are applied to produce a variety of products and different fillings and couvertures are used to enhance the qualities and textures of the product.	\$100.00
Vegetarian Cooking	Seminar	6	In the vegetarian cuisine course students will learn the diversity of vegetarians there are and the food they can consume. This helps in the selection of recipes to be prepared and the adequate food cooking methods.	\$100.00
Gluten-free baked goods	Seminar	6	Adapt the pastry preparation methods and techniques in accordance with how the ingredients operate and the qualities of the product to reduce or eliminate fat, sugar, gluten, or dairy ingredients from a recipe.	\$125.00
Lasagnas and Casseroles (Pastelones)	Seminar	6	Lasagnas and casseroles (<i>pastelones</i>) will be prepared so that students can practice the production processes, packaging, and sale. Students will prepare the adequate fillings and will combine them with sauces and cheeses.	\$100.00
Enriched Dough	Seminar	6	Yeast doughs processing techniques are modified to develop flavor and texture in doughs with a high proportion of sugar and fat. Different modeling methods are applied to present the product and coatings and fillings are produced to enhance the finished product.	\$90.00
Christmas Desserts and Coconut Drinks (Coquitos)	Seminar	7	The course presents different preparation and decoration methods. Various pastry techniques are applied to produce a variety of products and different fillings and couvertures are used to enhance the qualities and textures of the product.	\$100.00

Mexican Cuisine	Seminar	7	Students will practice classic Mexican recipes and the use of ingredients distinctive of that country. They will learn the most used techniques in said cuisine and how the cooking and presentation processes are performed.	\$100.00
Preparation of fresh pasta and Italian sauces	Seminar	8	In this course students will practice the process of making fresh pasta and Italian sauces. They will prepare the different pasta cuts and will combine them with the sauces to be made. The process of drying and cooking the pasta will be explained during the pasta making process. Storage both of pasta and sauce will also be explained.	\$100.00
All about Ceviche	Seminar	7	The handling process of the fish or seafood used to make <i>ceviche</i> is explained in this course. <i>Ceviche</i> is prepared considering the right temperatures, storage, and shelf life. Students will be able to make the <i>ceviches</i> and learn the different combinations that can be utilized, particularly the appropriate fish.	\$125.00
Puff Pastry	Seminar	6	Students will practice the techniques to produce rolled dough and the molding and cooking procedures for puff pastry products.	\$100.00
Sweet Dough	Seminar	6	Students will learn the characteristics and uses of sweet dough. The sponge technique is implemented so that the fermentation begins before the sugar is added, and diverse modeling methods, couvertures, and fillings are applied to diversify the product.	\$100.00
Modern Sauces	Seminar	5.5	In this course students learn the composition of the mother sauces and their derivatives. Different techniques utilized in the preparation of sauces are identified. Students are taught to identify, select, and apply the sauce cooking methods.	\$100.00
Creole Fancies (Antojitos Criollos)	Seminar	7	In this course recipes inspired by Puerto Rican dishes will be selected for students to prepare them. Appetizers will be prepared and presented according to the occasion.	\$100.00
Varieties of Macaroons	Seminar	7	Students will learn the causes for the crisp, moist finish of Macaroons. They will practice the techniques to beat and bake the meringue, and to incorporate elements of flavor and employ different fillings to enhance the qualities of taste and texture in the finish product.	\$100.00
Children and parents in the kitchen	Seminar	6	This course is intended to get children focused when making a recipe both for themselves and their parents. It is important to keep the child's attention and to identify which task catches their attention the most. The children will be supervised while they practice the recipe to ensure that the procedure is executed correctly so that they obtain a quality final product.	\$100.00
Puff Pastry 2	Seminar	6	The product is diversified through different modeling methods, fillings, and couvertures. Students practice diverse cuts and presentations of the finished product.	\$100.00
French Cuisine	Seminar	7	Students will practice classic French recipes and the use of ingredients distinctive of that country. They will learn the most used techniques in French cuisine and how the cooking and presentation processes are performed.	\$100.00
Fish and Shellfish	Seminar	7	Students have the opportunity to develop butchery techniques in preparing different cuts using fish and seafood. The course provides practical exercises with cooking methods to prepare basic recipes.	\$125.00
Only Risotto	Seminar	7	Students will have the opportunity to practice the risotto technique from start to finish and will end up with the most popular combinations found in the industry. Participants will work with the risotto to show what the final product should look like when it is served.	\$100.00
Oriental Food	Seminar	6	Students will practice classic Asian recipes and the use of ingredients distinctive of those countries. They will learn the most used techniques in Asian cuisine and how the cooking and presentation processes are performed.	\$100.00
Artisanal Breads	Seminar	6.5	The product is diversified through different modeling methods, fillings, and couvertures. Students practice diverse cuts and presentations.	\$100.00
Pasta, Salads, and Wine	Seminar	6.5	In this course students will practice the fresh pasta making process and will then combine the pasta with popular sauces. Different pasta cuts will be prepared and accompanied by matching salads. The wines the dishes can be paired with to make the food to the palate's liking will be explained.	\$100.00
Cookies	Seminar	6.5	Students will produce cookies using a variety of techniques. They will practice cookie modeling, baking, and presentation. Students will also work with decorations and fillings to enhance the finish product.	\$100.00
Salads, Vinaigrettes, and Dressings	Seminar	7.5	Students get acquainted with the <i>Garde Manger</i> or cold food department. Preservation methods, smoking techniques, charcuterie, salads, cold sauces, dressings, and a variety of <i>hors d'oeuvres</i> are discussed. Also discussed are various banquet styles and the components to be considered in banquet planning. Garnishing skills to prepare edible decorations are studied.	\$100.00
Cakes	Seminar	6.5	Practice of the different cake mixing techniques, from the basic to the more complex, used in the preparation of a variety of cakes, to wit: high and low-fat cakes, layered, classic, and modern cakes, tortes, and pies. The course includes the preparation, use, and adequate handling of fillings and couvertures.	\$100.00
Fondant and its varieties	Seminar	7.5	The course develops the appropriate skills to create fondant decorations and to apply them. It merges trends and techniques for a total unity of the design and promotes arrangement of different tools and mediums to create original works or serial production.	\$125.00
"Cake Pops"	Seminar	6	The course presents diverse preparation and decoration methods. Different pastry techniques are applied to make a variety of products and different fillings and couvertures are used to enhance their qualities and textures.	\$100.00
Pastry for Diabetics	Seminar	8	Adapt the pastry preparation methods and techniques in accordance with how the ingredients operate and the qualities of the product to reduce or eliminate fat, sugar, gluten, or dairy ingredient from a recipe.	\$125.00
Soups and Creams	Seminar	8	Students acquire laboratory experience in which they develop skills to prepare sauces, creams, and soups. Different cooking techniques are used to prepare vegetables, pasta, and rice.	\$100.00
Artisanal Ice Cream	Seminar	7	Students practice different techniques during the seminar to produce ice cream. They make and assemble frozen desserts and produce sauces, couvertures, and crunchy elements to enhance the product's texture and taste.	\$125.00
Tarts	Seminar	7.5	The seminar develops the skills the student needs to make tarts. It combines the trends and techniques to produce fruit and cream-based tarts.	\$125.00
Cooking Workshop for	Seminar	6.5	This course is intended to get children focused when making a recipe both for themselves and any other person. It is important to keep the child's attention and to identify which task catches their attention the most. The children will be	\$100.00

Children 8-12 years			supervised while they practice the recipe to ensure that the procedure is executed correctly so that they obtain a quality final product.	
Food and Beverage Service	Advanced Seminar	7	Students will apply knowledge on restaurant administration and how the system will develop in a restaurant day by day.	\$300
HACCP	Advanced Seminar	8	In this course students will learn the daily tasks that must be performed to prevent mismanagement situations. Management of a monitoring system is vital to be able to detect any hazards.	\$300
Ice Carving	Advanced Seminar	7.5	In this course students will apply the ice block carving skills. They will apply knowledge on the temperatures at which they work and will practice the use of equipment and tools necessary to make ice figures.	\$300
“Sous Vide”	Advanced Seminar	8	This course is intended to develop new culinary methodology to place the person who practices it at a higher level. This knowledge helps shape new culinary trends and technological advances that speed up the process in a kitchen.	\$300
Gastronomy and Tourism	Advanced Seminar	8	Students will learn about the Food Industry and Gastronomy to be able to develop skills in tourism on the island. They will learn about tourism on the island and how it works.	\$300
Wines	Advanced Seminar	16	In this course students will be able to differentiate the diverse flavors by tasting different wines. Students will be able to compare the quality of the wines to be presented and what other products they can be paired with. This experience will lead the student to make a better wine selection at the time of the purchase.	\$500

Days and Hours

The avocational and continued education courses described in the charts are all approved by the Accrediting Agency of Career Schools and Colleges (ACCSC). The institution selects some courses to be offered during that period every semester.

Avocational Courses

Seminars and Son, the webpage's bi-annual calendar days are published in the bi-annual calendar on the webpage.

Continued Education Courses

Seminars and Short Courses are offered at the times and days published on the webpage's bi-annual calendar.

Claims procedure for Avocational and Continued Education courses

We encourage participants to verbally communicate their concerns to members of the faculty and administration at all times so that we can find amicable solutions. If participants encounter problems or difficulties, they should first bring to the instructor. If the instructor is unable to resolve the situation, the instructor may refer the situation to the Office of Retention and Affairs. Finally, if said office has not resolved the situation, the President can go to them. If the situation has not been resolved, the formal internal complaint process is as follows: a complaint must be submitted within two (2) business days of the incident occurring, using the form available at the reception, the Office of Student Affairs and Retention and the Academic Office. The participants Affairs Officer will verify if there has been an attempted verbal resolution prior to the complaint with the instructor or administrative staff. If the participant has followed the entire procedure, the Student Affairs Officer will call for the establishment of a committee to resolve the complaint so that it can be resolved within seven (7) business days.

All documentation must be submitted prior to the Grievance Committee meeting and must be signed and dated. The Complaint Committee is made up of a representative from the Office of Student Affairs, Financial Aid, the Academy and any other member that the school considers necessary. During the formal complaint hearing, all personnel involved in the complaint must appear, as ordered by the Committee. If the participant is a minor, he or she can be assisted by his or her legal guardians. The Complaint Committee will give all parties called the opportunity to express themselves and be heard. After that, those on the Committee will meet behind closed doors and vote on the decision on the complaint based on the evidence presented. The committee's decision will be communicated to the participant within five (5) days of the decision being made.

If the decision made by the Grievance Committee is not acceptable to the participant, the participant must submit, within two (2) business days, the appeal to the President with a letter explaining the reasons why he or she does not agree with the decision and the relevant evidence. All appeals of complaint decisions will be heard within thirty (30) business days from receipt of the appeal in the Office of the President.

This process does not apply to complaints about sexual harassment or sexual violence, for the specific procedure go to the "Policy against sexual harassment and sexual violence" section.

Complaints and conflict resolution process for JIP

If you have followed the complaint process that appears here in the catalog and you are still dissatisfied because you understand that the School has not properly addressed your case, you can file a complaint with the following licensing and accrediting agencies:

Board of Postsecondary Institutions (JIP) Accrediting Commission of Educational Institutions
PO Box 9023271
San Juan, PR 00902-3271

Complaint process and conflict resolution for the ACCSC

Student Complaint Process

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and policy for handling complaints from students. If a student feels that the school has not adequately handled the internal complaint process, then the student may consider contacting the Accrediting Commission.

If a student believes that the school has not adequately addressed a complaint or concern, she may consider contacting the Commission on Accreditation. All complaints reviewed by the Commission must be submitted in writing and must provide permission for the Commission to send a copy of the complaint to the school for a response. This can be achieved by submitting the ACCSC Complaint Form. The complainant will be kept informed about the status of the complaint, as well as the Commission's final resolution. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302 Arlington, VA 22201
(703) 247-4212

www.accsc.org | complaints@accsc.org

A copy of the ACCSC complaint form is available at the Institution in the Office of the Campus Director complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx>

The persons responsible for any grievance procedure or complaints to the Institution, the Board of Postsecondary Institutions or ACCSC:

- Student Affairs Office
Yahira Sanchez
- Campus Director
Henry Diaz

•Academic director
Victor Tricoche

The school must comply with the policy and procedure to fairly and consistently handle and address student complaints and inform students in writing of the policy and procedure.

The school's complaints policy and procedure are:

- 1-Published in the school catalog; and
- 2- Include a reference to the school official responsible for the grievance policy and procedure;
- 3- The School undertakes to review the complaint completely and fairly; and
- 4- Communicate the status of the complaint to the student in writing.

The School does not:

- 1- Retaliate against a student for filing a complaint;
- 2- Require the complainant to complete the school's complaint process before filing a complaint with ACCSC or any other regulatory or oversight entity; either
- 3- Attempt to prevent a participant from filing a complaint with ACCSC or any other regulatory or supervisory entity.