

THE BARTENDING SCHOOL INC.

DBA. bartending school

2836 W 44th Ave. Denver CO. 80211

303.500.8672

SCHOOL CATALOG

Bartending 101

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Approved and Regulated by the Colorado Department of Higher Education, Private
Occupational School Board

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Introduction:

The bartending school DBA. “bartending school” offers the most current training curriculum, approved instructors and finest class room training offered.

FACULTY:

All faculty members are experienced in their field of training. All faculty members are licensed in states requiring licensing by the appropriate licensing authority.

Owner	Brad Wilson
Program Director	Brad Wilson
Instructor/Bartending	Brad Wilson
Instructor/Bartending	TBD

PROGRAM OF TRAINING:

Bartending 101 Course **40hrs**

Bartending and Mixology: The graduate should be able to acquire an entry level position as a bartender.

Course Cost:

COURSE: BARTENDING 101	40 Hours
<i>Tuition</i>	\$500.00
<i>Non- Refundable Fee</i>	\$000.00
<i>Books (NR)</i>	\$25.00
<i>Supplies “Optional” (Mixing kit & flash Cards for home use) NR</i>	\$50.00
<i>TIPS Certification “Optional””Stand Alone Course”</i>	\$50.00
<i>Bottle Service “Optional””Stand Alone Course”</i>	\$100.00

Total \$725.00

NR = Non- Refundable & subject to cost change

PROGRAM OF TRAINING:

Bartending 101 Online

28Hours

Bartending and Mixology: The graduate should be able to acquire an entry level position as a bartender.

Course Cost:

COURSE: BARTENDING 101	28 Hours
<i>Tuition</i>	\$99.00
<i>Non- Refundable Fee</i>	\$000.00
<i>Books (NR) e-book</i>	\$25.00
<i>Supplies “Optional” (Mixing kit & flash Cards for home use) NR</i>	\$50.00
<i>TIPS Certification “Optional” “Stand Alone Course”</i>	\$50.00
 <i>Total</i>	 \$224.00

NR = Non- Refundable & subject to cost change

SCHOOL HOURS AND CLASS SESSION:

“The bartending school” is open Monday thru Friday from 10:00 A.M. to 9:00 P.M. and on Saturdays & Sundays from 10:00 A.M. to 5:00 P.M. Classes are held from 10am-1pm; 2pm-5pm; 6pm-9pm and Saturday/Sunday 10am-5pm

THE SCHOOL OBSERVES THE FOLLOWING HOLIDAYS:

New Year’s Eve	New Year’s Day	MLK Day
Memorial Day	Independence Day	Labor Day
Thanksgiving Day	Christmas Eve Day	Christmas Day

Any classes scheduled to start on a holiday will begin the following day.

Instruction missed due to a holiday will be made up in a day and time designated by your instructor.

ENROLLMENT AND START DATES:

New Students may enroll at any time. New classes start at frequent intervals, usually each week. Consult an admission representative for the date of the next starting class.

ADMISSION REQUIREMENTS AND PROCEDURES:

“The bartending school” maintains an open-door policy with regard to admissions. The school reserves the right to require an interview with an applicant prior to acceptance. All applicants must be at least 18 years old and have a command of the English language. A High School diploma or GED is not required.

EQUAL OPPORTUNITY POLICY:

“The bartending school” is committed to a policy of equal opportunity and does not discriminate on the basis of age, sex, race, color, creed, national origin or disability in the administration of educational and admission policies, scholarships, employment practices or school administered programs. Any harassment by students or staff based on discrimination is strictly forbidden.

PLACEMENT ASSISTANCE:

The Bartending School Inc. offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

ATTENDANCE REQUIREMENTS:

Students are expected to be in class for the prescribed number of hours for which they have enrolled. Due to the short number of hours of the program any absences would be detrimental to accomplishing the objectives of the program. We strongly recommend that students are present for the entire program. Excessive lateness and leaving early will be counted as absences. Keeping good attendance in school will benefit you both in your training and in employment. Any day missed may be made up by attending another scheduled day for that lesson.

LEAVE OF ABSENCE:

Only one leave of absence may be granted to a student in any 12-month period. All requests for a leave of absence should be addressed to the school Administrator. There are no additional tuition charges to a student who returns from an approved leave of absence within the prescribed time.

STANDARDS OF ACADEMIC PROGRESS:

“The bartending school” conducts classes twelve months a year, with the exception of the holidays listed in the catalog. The course description section of the catalog gives the length of the program. The refund policy is according to the States standards. Please see the Refund and Cancellation Policy.

Final grades are given and permanently recorded at the end of a program. Every student will be given a Grade Report Card showing the final grade. An average grade of 80% is considered minimum progress for written and practical application examinations at “The bartending school”. In case of failure, the student will be given eight (8) hours of class time in which they shall prepare to retake the final examination. Any student terminated for unsatisfactory progress will not be accepted for re-enrollment.

GRADING SYSTEM

GRADE	POINT EQUIVALENT	GRADE EQUIVALENT
90-100	4.0	A
85-89	3.5	B+
80-84	3.0	B
75-79	2.5	C+
70-74	2.0	C
65-69	1.0	D
Below 65	Failing	F

MINIMUM STANDARDS OF ACADEMIC PROGRESS:

A student must meet the following minimum standards of academic achievement to successfully complete the program All students must attain a minimum grade point average of 2.0 grade point average at a standard midpoint of the program. By the end of the maximum program length, the student must have achieved a 3.0 grade point average.

GRADUATION:

A student must have a cumulative grade point average of at least 3.0, have completed all requirements of the course and satisfied all financial obligations before he or she is eligible to graduate. The school awards a certificate of completion for all courses.

STUDENT CONDUCT, DRESS AND RESPONSIBILITIES:

All students are expected to observe acceptable standards of conduct and to behave in a mature manner. Behavior, dress, attitude and attendance must be consistent with the student's career objectives.

WITHDRAWAL & DISMISSAL:

The school reserves the right to terminate a student for any of the following reasons:

- Unsatisfactory progress, attendance or behavior
- Noncompliance with rules & regulations of the institution
- Tuition Delinquency

In such an event, "The bartending school" will inform the student in writing of the effective date of expulsion. Tuition that results in an overpayment will be refunded within 30 days.

If a student withdraws before a module ends without appropriate documentation, then all work done during that module is lost. Course credit and grades are given only for completed modules.

RE-ADMITTANCE:

Students will be permitted to re-enter at the discretion of the School Administrator and after a review of their academic records.

FACILITIES:

The school is located at 2836 W 44th Ave Denver CO. 80211. The classroom set-up as an actual bar. Equipped with a bar, back bar, bar stool, sinks, post guns, glasses, mixing equipment, bottles, cash registers, reference books and modern equipment. The bar contains nine stations providing each student with personalized and individual learning experience.

PROGRAMS & COURSES:

BARTENDING 101 OUTLINE:

Forty Clock Hours

Your Duties and Responsibilities (.5 hour):

Our students will learn the primary responsibilities of a bartender to his/her employer.

Your Bar and its Equipment (1.5 hours):

Our students will be introduced to the bar and the equipment they will be using in the field.

Everyday Service Procedure (1 hour):

Students will learn the fundamental do's and don'ts of bartending and how to communicate with their customers.

Basis Fundamental Opening Procedures (.5 hours):

Our students will learn how to properly set up a bar.

Preparing your Garnishes & Mixes (1 hour):

Our students will learn the preparation of lemon, lime and orange garnishes, plus the preparation of different juices and mixes.

How to handle Cocktail Checks (.5hours):

Students will learn the proper procedure for handling cocktail checks and dining room checks, as well as the use of the cash register.

Mixology & Lab (27.5 hours):

Our student will be taught 250 drink recipes and will be given the opportunity during lab time to work behind the bar to practice the recipes and techniques so that they become second nature.

Serving the Customer (2 hours):

Our students will learn the do's and don'ts of dealing with their patrons. They will learn how to handle customer problems and the legalities that apply to the Bartending Profession will also be covered.

Abbreviations and Measurements (.5 hours):

Symbols, abbreviations and measurements will be encountered.

Fundamental Closing Procedures (.5 hours):

Our students will learn how to breakdown the bar, as well as closing duties and responsibilities.

The Liquor Industry (3 hours):

Our students will be acquainted with the definitions, process involving making liquors, wines and beers, and general information pertaining to the industry.

Basis Bar Management (1 hours):

Our students will be given a clearly defined and comprehensive look at making a profit for the success of any bar operation.

Bar Flair Techniques (.5 hours):

Our students will be shown the importance of keeping the guest entertained. Some Bartenders choose to learn how to perfect the art of Bar Flair.

Stand Alone Course (Optional)

TIPS Certification (4 hours):

Our students will learn the do's and don'ts of dealing with their patrons. They will learn how to handle customer problems and the legalities that apply to the Bartending Profession will also be covered.

TRANSFER CREDIT /ADVANCED STANDING:

The school does not give advanced standing or credit for previous training and the school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

REFUND AND CANCELLATION POLICY:

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended. The refund is based on the last date of recorded attendance.

Refund Table

Student is entitled to upon withdrawal/termination	<i>Refund</i>
Within first 10% of program (Lesson 0-1)	90% less cancellation charge
After 10% but within first 25% of program (Lesson 1-2)	75% less cancellation charge
After 25% but within first 50% of program (Lesson 2-3)	50% less cancellation charge
After 50% but within first 75% of program (Lesson 3-4)	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable] (Lesson 4-5)	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.

- c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy. Should any applicant/student cancel or be terminated for any reason, all refunds will be made according to the following policy and schedule.

GRIEVANCE RESOLUTION PROCEDURES:

If any student has a complaint, grievance, or dispute it must be submitted to the School Director in writing within at the local address on this document. The Director will contact the student to set up a convenient time to discuss the matter and will then act upon the complaint, grievance, or dispute, within 10 days of receipt of the complaint, grievance, or dispute. The Program Director will submit to the student in writing the course of action taken within 30 days of their meeting. The grievance process should be fully adhered to before attempting any further action.

STUDENT COMPLAINTS:

Student Complaints should be brought to the attention of the School Director to attempt resolution. The Director and student are to follow the grievance procedures according to school policy printed in the school catalog. The student may file a written complaint online with the Colorado Division of Private Occupational Schools at higherred.colorado.gov/dpos or by requesting a complaint form at (303)-862-3001. All student complaints submitted to the Division must be in writing and shall be filed within two years after the student discontinues training at the school.

Postponement of Start Date:

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in

accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.