

Admissions Policies & Procedures

Bread & Pastry Professional Training Program



Full-time Bread & Pastry Professional Training Program

18 Weeks: February 2, 2009 to June 5, 2009

This course is limited to sixteen students. Admissions are made on a rolling basis. Apply early!

1. Complete the forms in our application package.
2. Mail in your completed forms with a \$100 (non-refundable) application fee.
3. Within three weeks of acceptance to the program, a deposit of \$1,000 is required to secure your space in class.
4. Please see the Tuition Payment Schedule to learn about tuition discounts, deadlines, and financing options.
5. Be sure to review the refund and cancellation policies listed below.

Part-time Bread & Pastry Professional Training Program

24 Weeks: September 14, 2009 to March 19, 2010

This course is limited to sixteen students. Admissions are made on a rolling basis. Apply early!

1. Complete the forms in our application package.
2. Mail in your completed forms with a \$100 (non-refundable) application fee.
3. Within three weeks of acceptance to the program, a deposit of \$1,000 is required to secure your space in class.
4. Please see the Tuition Payment Schedule to learn about tuition discounts, deadlines, and financing options.
5. Be sure to review the refund and cancellation policies listed below.

Checklist for Application and Admission

Be sure to complete the following for admission to the Bread & Pastry Professional Training Program.

Application Package

- Admissions Application
- Application Fee of \$100

Admitted Student Package

- Deposit of \$1,000
- Loan Application (if applicable)
- Financial Agreement
- Refund and Cancellation Policy

Refund and Cancellation Policies

- The application fee is non-refundable.
- The deposit is refundable until three months prior to the program start date.
- The first payment is refundable until two months prior to the program start date.
- The balance of the tuition payment is non-refundable.
- Any notice of cancellation must be made in writing.

Admissions Application

Bread & Pastry Professional Training Program



Date ____/____/____
(mm/dd/yy)

I am applying for the following program: Full-time (02/02/09 - 06/05/09) Part-time (09/14/09 - 03/19/10)

Personal Information

Please enter your name as it appears on government documents, e.g., passport, driver's license.

Legal Name _____ Male Female
Last (Family) First Middle Suffix (Jr., Sr., etc.)

Preferred Name _____ Previous Last Name(s), if any _____

Date of Birth ____/____/____
(mm/dd/yy)

Permanent Address

Street Address _____ Apt. # _____

City/Town _____ State/Province _____ Country _____ Zip/Postal Code _____

Home Phone (____) _____ Business Phone (____) _____ Mobile (____) _____
Begin with country or area code for each number given

Email _____

Please give your current address for all admissions correspondence, if different from above.

Current Mailing Address

Street Address _____ Apt. # _____

City/Town _____ State/Province _____ Country _____ Zip/Postal Code _____

Current Mailing Address Phone (____) _____ Current Mailing Address, Valid from ____ to ____
Begin with country or area code (mm/dd/yy) (mm/dd/yy)

Citizenship

US Citizen Other Citizenship _____
Visa

Admissions Application

Bread & Pastry Professional Training Program



Academic Information

High School Name _____

Date of Graduation _____ School Location _____
(mm/yy) (City/State)

College/University Name _____

Date of Graduation _____ School Location _____
(mm/yy) (City/State)

College/University Name _____

Date of Graduation _____ School Location _____
(mm/yy) (City/State)

Are you currently enrolled in school? Yes No What is your expected graduation date? ____/____
(mm/yy)

Employment History

Please enter your employment history, including summer jobs, internships, or volunteer work.

Employer	Job Title	Dates of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Admissions Application

Bread & Pastry Professional Training Program



Baking Experience

Please describe any previous baking experience.

Extracurricular and Volunteer Information

Please list any significant extracurricular or community activities.

Organization	Activity	Hours/Week	Weeks/Year
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

Short Essay

Please describe why you are interested in bread and pastry, and what appeals to you about the San Francisco Baking Institute's Bread & Pastry Professional Training Program. If you need more room, please indicate this in the space below and attach your essay to the end of the application.

Admissions Application

Bread & Pastry Professional Training Program



Short Essay, continued

continued from page three

Additional Information

Please include any additional information that you would like us to know about you. If you need more space, please attach the additional information to the end of the application.

Application Fee

Please include your non-refundable application fee of \$100.

Check or Money Order Enclosed Please bill my credit card

Visa MasterCard Discover American Express

Credit Card Number _____ Authorization Code _____ Exp. Date ____ / ____

mm yy

I authorize the San Francisco Baking Institute to charge my credit card for the amount of: \$ _____

Cardholder Name _____ Signature _____
(please print)

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Tuition and Payment Schedule

Bread & Pastry Professional Training Program



Full-time Professional Training Program

18 Weeks: February 2, 2009 to June 5, 2009

Payment Option	Total Tuition Due	Application Fee (non-refundable)	Deposit (due within 3 weeks of acceptance)	First Payment (due 12/1/08)	Balance of Tuition (due 2/2/09)
Cash Plan	\$15,669 <i>(\$17,410, less 10%)</i>	\$100	\$1,000	\$4,000	\$10,669
SFBI two year loan (for 50% of tuition)*	\$17,410	\$100	\$1,000	\$4,000	\$3,705

Part-time Professional Training Program

24 Weeks: September 14, 2009 to March 19, 2010

Payment Option	Total Tuition Due	Application Fee (non-refundable)	Deposit (due within 3 weeks of acceptance)	First Payment (due 7/13/09)	Balance of Tuition (due 9/14/09)
Cash Plan	\$15,669 <i>(\$17,410, less 10%)</i>	\$100	\$1,000	\$4,000	\$10,669
SFBI two year loan (for 50% of tuition)*	\$17,410	\$100	\$1,000	\$4,000	\$3,705

Refund and Cancellation Policy:

- The application fee is non-refundable.
- The deposit is refundable until three months prior to the program start date.
- The first payment is refundable until two months prior to the program start date.
- The balance of the tuition payment is non-refundable.
- Any notice of cancellation must be made in writing.

* Loans are available for 50% of total tuition costs. Please contact SFBI for a loan application and additional information. Limited scholarships are available to students in need—please ask us for details.

Refund and Cancellation Policy

Bread & Pastry Professional Training Program



Refund and Cancellation Policy

1. The application fee is non-refundable.
2. The (\$1,000) deposit is refundable until three months prior to the program start date.
3. The first payment (\$4,000) is refundable until two months prior to the program start date.
4. The balance of the tuition payment is non-refundable.
5. Any notice of cancellation must be made in writing.

Student Agreement to Our Refund and Cancellation Policy

1. I understand that the application fee (\$100) is non-refundable. **Initial here** _____
2. I understand that the (\$1,000) deposit is refundable until three months prior to the program start date.
Initial here _____
3. I understand that if I do not provide written notice of cancellation at least three months before the program start date, I will not receive a refund on my deposit of \$1,000. **Initial here** _____
4. I understand that the first payment (\$4,000) is refundable until two months prior to the program start date.
Initial here _____
5. I understand that if I do not provide written notice of cancellation at least two months before the program start date, I will not receive a refund on my deposit of \$4,000. **Initial here** _____
6. I understand that the balance of the tuition payment is non-refundable. **Initial here** _____
7. I understand that I must provide written notice of cancellation. **Initial here** _____

Please sign after reading the above.

I have read and understand all of the information listed above. All of my questions have been answered to my satisfaction.

Student Signature _____ Date ____ / ____ / ____

Student Name (*please print*) _____