



LE CORDON BLEU JAPAN, INC. SCHOOL GUIDEBOOK

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Thank you very much for your interest to Le Cordon Bleu Japan.

Please read the school guide carefully. If you have any doubts or questions, please contact your advisor.



1. Program Introduction

Le Cordon Bleu Diploma delivered in Cuisine, Pastry, and Bakery is globally recognized in the culinary and hospitality industry. Graduation from the Cuisine and the Pastry Diplomas is rewarded by Le Grand Diplôme® Le Cordon Bleu.

1.1 Diploma Course

Each Diploma of the Culinary Arts is divided in Certificate courses as per below:

The Culinary Arts CLASSIC CYCLE	CUISINE 90 sessions	PASTRY 60 sessions	BAKERY 40 sessions
<i>Initiation</i>	22	N/A	N/A
<i>Basic</i>	22	20	20
<i>Intermediate</i>	23	20	N/A
<i>Superior / Advanced *</i>	23	20	20

* Pastry and Cuisine Certificates are called “Superior”, Bakery Certificate is called “Advanced”.

Every Certificate must be validated one after the other, starting from the Initiation level in Cuisine and Basic level in Pastry and Bakery. Graduation for every Certificate is determined by the successful completion of practical evaluations at the end of each practical class, of a written test and of a final practical exam.

In the event of application to a full Diploma or to several Diplomas, invoicing of the Administration Fees will occur for the Basic or Initiation Certificate only.

In the event of application to each Certificate one by one, the Administration Fees will be invoiced each time.

Once the Basic or Initiation Certificate course has begun, request for change into a Diploma course will be accepted up to two (2) weeks prior to the certificate graduation day.

In the event of a change into a Diploma course within the period mentioned above, the Administration Fees for the following Certificate course will be waived, and the Diploma course rules shall apply.

2. Tuition Fees

2.1 Details of the Tuition Fees

Diploma Courses

The Culinary Arts Total Diploma	CUISINE JPY 3,102,250. **	PASTRY JPY 2,234,250. **	BAKERY JPY 1,402,250. **
<i>Initiation</i>	685,000.	N/A	N/A
<i>Basic</i>	710,000.	660,000.	640,000.
<i>Intermediate</i>	725,000.	690,000.	N/A
<i>Superior / Advanced *</i>	785,000.	710,000.	660,000.
<i>Administration Fees</i>	52,250.	52,250.	52,250.
<i>Le Cordon Bleu Uniform</i>	50,000.	50,000.	50,000.
<i>Equipment</i>	95,000.	72,000.	N/A



Le Grand Diplôme®

Total Grand Diplôme®	JPY 5,162,250.	
The Culinary Arts	CUISINE	PASTRY
<i>Initiation</i>	685,000.	N/A
<i>Basic</i>	710,000.	660,000.
<i>Intermediate</i>	725,000.	690,000.
<i>Superior / Advanced *</i>	785,000.	710,000.
<i>Administration Fees</i>	52,250.	
<i>Le Cordon Bleu Uniform</i>	50,000.	
<i>Equipment</i>	95,000.	

2.2 Payment Procedure

Step 1:

Submission of all documents required to apply, as well as payment of the Administration Fees must be made in order to book the seat. The receipt to confirm the payment of the Administration Fees must be sent by e-mail.

* Notice: Administration Fees are not refundable.

Step2:

Once the payment of the Administration Fees has been confirmed, the invoice and the Letter of Offer (LOO) are sent.

Application to a Diploma can be either paid through a lump sum, or by installments. In the event of a payment by installments, the uniform and tools kit must be paid along with the first Certificate.

In the event of payment by installments, from the second payment, each Certificate should be paid no later than 2 weeks prior to the completion of the current course.

Payment to a Certificate can only be made by lump sum.

2.3 Payment Method & Information

Payment can be done by bank transfer, or by Credit Card.

In the event of payment by credit card, on-line application or on-site applications are possible.

One-off payments only are accepted. Please ensure that your account has enough funds available on the payment date.

On-line application:

Step 1: please go to Le Cordon Bleu website: <http://www.cordonbleu.edu/tokyo/home-en/en>

Step 2: in the “Program & Apply” section, choose your desired diploma or certificate.

Step 3: please fill-in all the information, update the passport, and choose “Credit Card” as preferred method of payment.

Step 4: once all the documents have been received by a Le Cordon Bleu representative, and the eligibility checked, you will be informed and the Administration Fees will be withdrawn from the registered Credit Card.

Step 5: invoice(s) and the Letter of Offer (LOO) will be sent to you by e-mail, along with the school rules. On the Letter of Offer (LOO), the amount(s) and the date(s) of payment will be mentioned.

Step 6: payment will occur on the date(s) indicated by the school and written on the Letter of Offer.



On-Site application:

Step 1: please book an appointment: japan-international@cordonbleu.edu

Step 2: fill-in the application form and sign at the “date and signature of the applicant”, sign the agreement to the Terms& Conditions and give a copy of the ID page of your passport

Step 3: if all requirements are fulfilled, over the counter credit card payment is required.

The payment is composed of: Administration Fees, Uniform Fees, utensil kit fees and the amount corresponding to the process of payment (installment / lump sum).

Step 4: you will receive an invoice corresponding to the amount paid.

In the event of a payment in a lump sum, the invoice with the full payment will be issues, and the Confirmation of Enrollment (COE) will be sent by e-mail.

In the event of payment by installments, invoice with the paid amount will be issued, and the Confirmation of Enrollment (COE) will be sent by e-mail. The remaining payment shall be done by Credit Card payment over the counter.

Manual application:

Step 1: once you have decided for the program you would like to apply, fill-in the application form at the “date and signature of the applicant”, sign the agreement to the Terms& Conditions and give a copy of the ID page of your passport.

Step 2: in the application form, please write the credit card details. Only one credit card is allowed, and each payment is a one-off payment. Please note that the holder of the card must date and sign the document. Without the signature, the application will not be considered as eligible and validated.

Step 3: once all the documents have been received by a Le Cordon Bleu representative, and the eligibility checked, you will be informed and the Administration Fees will be withdrawn from the registered Credit Card.

Step 4: invoice(s) and the Letter of Offer (LOO) will be sent to you by e-mail, along with the school rules. On the Letter of Offer (LOO), the amount(s) and the date(s) of payment will be mentioned.

Step 5: after the payment of the first amount (in the case of lump sum) or the first installment, the Confirmation of Enrollment (COE) will be sent.

Payment by Bank transfer

Le Cordon Bleu Tokyo:

Bank : The Bank of Tokyo-Mitsubishi UFJ, Ltd

Branch : Ebisu

Branch Number : 136

Account : Saving account, 1359836

Account name : Le Cordon Bleu Japan, Inc.

Swift code : BOTK JP JT



Le Cordon Bleu Kobe:

Bank : Sumitomo Mitsui Banking Corporation

Branch : Kobe Main Office

Branch Number : 500

Account : Saving account, 8918057

Account name : Le Cordon Bleu Japan, Inc.

Swift code : SMBCJPJT

Note:

Please note that The Bank of Tokyo-Mitsubishi UFJ, Ltd., charges fees of JPY 2,500 to Le Cordon Bleu Japan, Inc., for international bank transfer made by you. This fee is separate from the bank fee which you may have been charged through your banking institution. We will include this fee in your invoice.

Depending on your banking institution, a transit through an intermediary bank to manage the transfer to The Bank of Tokyo-Mitsubishi UFJ, Ltd., may occur. Any fees incurred through your transactions are your responsibility.

3. Academic Terms

3.1 Academic Terms

Terms	Period
Winter	January ~ March
Spring	April ~ June
Summer	July ~ September
Autumn	October ~ December

3.2 Time Schedule

There are 4 class periods. The hours are fixed by the School and can change without prior notice. It is not possible to choose the class hours. For the Pastry and the Cuisine programs, the courses can be at any of the following:

Time Schedule	Hour
Morning	8:30 ~ 11:30
Noon	12:00 ~ 15:00
Afternoon	15:30 ~ 18:30
Evening	19:00 ~ 22:00

In Bakery, courses occur in an atelier (workshop) and last 6 hours. Breaks occur at various times during the class.

Time Schedule	Hour
Morning	8:30 ~ 14:30
Afternoon	15:30 ~ 21:30



3.3 Yearly Enrolment Planning

- Cuisine Classic Cycle: graduation on 6 months, enrolment is planned on Autumn & Spring Terms.
- Pastry Classic Cycle: graduation on 3 months, enrolment is planned for every Term.
- Bakery Classic Cycle: graduation on 3 months, enrolment is planned on Winter and Summer Terms.

4. Application Requirements

To apply to Le Cordon Bleu Japan, the following requirements must be fulfilled:

- Be 18 year old at least when classes start.
- Possess a Senior High School Diploma or equivalent at minimum. For applicants to visa support, proof of graduation may be requested (senior high school certificate, university diploma, etc.)
 - Have a sufficient level in English: Native or minimum IELTS 5.0pts, TOEFL ibt. Min 60 pts, TOEIC 580/900 pts, or equivalent.
- Fill-in the Application Form.
- Sign the Agreement to the Terms & Conditions.
- Send a copy or the scan of the ID page of the passport.
- Complete the payment of the Administration Fees to confirm the seat booking.
- Send the receipt of payment of the Administration Fees by email.

5. Visa

Le Cordon Bleu Japan can provide support to tourist or people wanting "short-term visas" when applications to stay or enter into Japan are required, as per individual request and under specific conditions. The "Temporary Visitor Visa"

Please note that Le Cordon Bleu Japan does not guarantee the successful application of these types of visas. This decision is the sole discretion of the Japanese authorities.

Please contact Deborah Latreuille (japan-international@cordonbleu.edu or dlatreuille@cordonbleu.edu) for more precisions.

6. Application Procedure

Step 1: Inquiry to Le Cordon Bleu Japan

- Read carefully the Le Cordon Bleu Japan School Guidebook and decide of the course(s) and academic Term(s).
- Read carefully the Terms & Conditions.

Step 2: Application to Le Cordon Bleu Japan

- 1- Fill-in the Application Form or the on-line Application Form.
- 2- Sign the agreement to the Terms & Conditions.
- 3- Scan the copy of the ID page of the passport. The passport must be valid.
- 4- Pay the Administration Fees.
- 5- Send the receipt of payment of the Administration Fees by email.



Step 3: Submission of the documents

Send all the documents by e-mail. In the event of an on-line Application, it is not necessary to fill-in the pdf or word Application Form.

Contact: Deborah Latreuille E-mail: dlatreuille@cordobleu.edu

Step 4: School Package e-mailing

Once the application and payment of the Administration Fees have been confirmed, a school package will be sent by e-mail:

- Letter of Offer (LOO)
- Invoice(s)

Step 5: Tools, Uniform and Tuition Fees Payment

The requested Tuitions Fees, uniform and tool kit fees must be paid once the Letter of Offer (LOO) and invoice(s) have been submitted.

In the case of an application to the upcoming term, complete payment should be made within three (3) weeks from the application

In the case of an application to another term later than the upcoming one, payment should be done no later than six (6) weeks before class begins.

In the event of no payment made within the requested period, the school has the right to consider the application void and cancel the seat booking. In that case, the administration fees will be forfeited.

Step 6: Confirmation of the Payment

Reception of the payment of all the required fees before the beginning of the course will be confirmed by Le Cordon Bleu Japan.

Once the payment of the remaining fees has been confirmed, a Confirmation of Enrolment (COE) will be issued.

You will also receive the Le Cordon Bleu Japan School Rules

No refund of the Administration Fees will be made in the event of a cancellation from the student.

Details and information about the Orientation Meeting and the beginning of course will also be sent to the e-mail address given by the student on the Application Form.

Step 7: Orientation Day

A compulsory Orientation Day is planned before the first Demonstration class. Details concerning the Orientation Day will be provided no later than 2 weeks before class start. The Orientation Day date will be provided as soon as confirmed by the school. The Orientation Day is considered as the first day of class and no-show will be marked as absence.

Note:

- 1- Denial of entry to Japan due to visa reasons must be notified it as soon as known and no later than five days before the course begins. The Tuition Fees already paid, tool kit and uniform fees, Administration Fees will be refunded by the school. However, all bank related fees will be charged to the student. A request for change to another Term is also permitted.
- 2- Denial of re-entry to Japan by the customs authorities at the airport must be notified immediately. The paid Tuition Fees for the courses or remaining course(s) to attend will be refunded. However, all bank related fees will be charged to the student. A request for change to another Term is also permitted.
- 3- In the unlikely event of class cancellation due to unforeseeable reasons, the school will inform students no later than two (2) weeks before the class begins. All fees paid by the student in advance will be refunded, and the school will be responsible for the bank-related fees.
- 4- Registration to a Certificate is only permitted if graduation from the previous level has been completed.
- 5- The maximum period between the registrations to two Certificates of the same Diploma cannot exceed 10 years.



6. Course Confirmation or Cancellation, Waiting List

6.1 Seats Availability and Waiting List

The course will open provided that the minimum of registered student has been reached.

In the event of a number of applications superior to the number of seats available, a waiting list with enrolment per cancellation option will be set-up.

6.2 Course Cancellation

In the unlikely event of a course being cancelled, all fees paid by the student in advance will be refunded in full. Information of course cancellation will be made no later than two weeks before the class starts.

In that event, the school will be responsible for the fees related to bank transfers.

7. LCB School Transfers

Le Cordon Bleu has more than 53 representative offices, schools and campuses in 27 countries.

By being a Le Cordon Bleu student in the Culinary Arts, it is possible to study the diploma of Cuisine and Pastry in several Le Cordon Bleu schools and various countries.

This Global Passport, allowing international mobility during the study of a diploma, is supported by Le Cordon Bleu foundation.

For more information about the Le Cordon Bleu international school transfer, please contact:

Ms. Deborah LATREUILLE

japan-international@cordobleu.edu

Or

deborah.latreuille@cordobleu.edu

8. Attendance & Graduation

8.1 Attendance requirements

Students admitted to Le Cordon Bleu Japan school are expected to respect the school rules.

After completion of first step of the registration, the school rules are sent to students. Students are required to read carefully, understand and sign the agreement to comply with Le Cordon Bleu Japan school rules.

The course schedule for the full Term is given in advance to all students.

Demonstration and Practical classes enable a step-by-step learning of skills and techniques, and missing classes will incur missing the learning of important skills and know-how.

Attendance is compulsory to all required class, and attendance call is made at the beginning of every class. Students are expected to arrive early enough to have the time to change into the uniform. Entry to the classroom is permitted 15 minutes before class start.

8.2 Graduation requirements

Le Cordon Bleu mission is to provide the best teaching in the Culinary Arts, Hospitality and Tourism management, through the adequate learning conditions with the best Master Chefs and lecturers, state-of-the-art facilities and equipment, the best ingredients and teaching material, in an ideal learning environment and location.

In the Culinary Arts, Master Chefs are dedicated to transmit their know-how and technical skills.

Serious attendance to every class is required to all students attending Le Cordon Bleu courses.

In the event of late arrival in class exceeding 20 minutes, entry to class will not be permitted and one (1) absence will be counted.

Students who did not attend the Demonstration class are not allowed to attend the Practical class and two (2) absences will be counted.



Three (3) late arrivals are counted as one absence. If the number of absence exceeds six (6) times, no participation to the final exam will be allowed, and graduation to the certificate or diploma will be considered as failed.

Diplomas are divided in Certificates. Successful graduation of each Certificate is necessary to be awarded a Diploma in Cuisine, Pastry or Bakery.

Graduation to each Certificate is deemed by the passing of evaluations, a written exam and a final practical exam.

9. Orientation Meeting

A compulsory Orientation Day will take place before the first Cuisine or Pastry Demonstration class or the first Bakery class.

This Orientation meeting is composed of the Orientation Meeting, the delivery of the school uniform and Cuisine / Pastry tool kit, and a class on Hygiene and Sanitation. Attendance is compulsory to all students attending the Basic Certificate, or the Diploma in any of Le Cordon Bleu Japan school in Kobe or Tokyo.

Orientation Day is the first day of Class. Therefore, no-show will be counted as two (2) absences – one (1) corresponding to the Orientation Meeting, and one (1) corresponding to the class on Hygiene & Sanitation.

The Orientation Meeting is planned only once every term, and there is no replacing meeting for those who do not attend.

10. Training and Job Placement

The best students with a career vocation or professional project may apply for internship. Le Cordon Bleu Japan can provide support, but does not guarantee internship for every student. Internship possibility varies depending on the student status, on a case-by-case situation.

For more information, please contact Ms. Deborah LATREUILLE

japan-international@cordobleu.edu Or deborah.latreuille@cordobleu.edu

11. Schools Information

Tokyo School: <http://www.cordonbleu.co.jp/tokyo/home-en/en>

Free Dial 0120-454840 (Japan national dial only).

Tel.: +81-3-5489-0141 / Fax: +81-3-5489-0145

Email: daikanyama@cordobleu.edu or japan-international@cordobleu.edu 1

(Languages: Japanese, English, French, Chinese)

Roob-1, 28-13, Sarugakucho, Shibuya-ku, Tokyo, 150-0033

Access: 2mn walk from Tokyu Toyoko Line, Daikanyama Station

Kobe School: <http://www.cordonbleu.co.jp/kobe/home/en>

Free Dial 0120-138221 (Japan national call only).

Tel.: +81-78-393-8221 / Fax: +81-78-393-8222

Email: kobe@cordobleu.edu or japan-international@cordobleu.edu

(Languages: Japanese, English, Chinese)

The 45th 6/7F, 45 Harimacho, Kobe, Hyogo, 650-0036

Access: 5mn walk from JR Motomachi station, or 10mn walk from Sannomiya station.



Contact for the Courses in English & International Programs in Japan:

Ms. Deborah Latreuille

Languages: English, Japanese, French.

Mail: dlatreuille@cordobleu.edu

Tel: +81-3-5489-0141