



School Policies

Attendance Policy

There is a strong correlation between class attendance/punctuality and academic success. Students are expected to attend every class for which they are registered, arrive on time, and complete all examinations related to those classes. Students who are absent are responsible for all missed class work. All course requirements must be fulfilled, and students are responsible for the entire content of the course.

To ensure good attendance, instructors will inform students of attendance/ punctuality policies during the first-class meeting of the course in which they are enrolled. The instructor will maintain the attendance roster. The attendance roster is kept at the school at all times. In the event that a substitute teacher is used, the substitute will initial the day's attendance. Attendance will be taken approximately fifteen minutes after class begins.

If absent three times in an eight-week course or five times in a fifteen-week course, that student will be contacted by email and his or her response will be recorded on the Absence/Drop Record Form.

If further absences occur, the student will be contacted via email and notified of his or her options regarding postponing the course examination. The student will have until the published opt-out date to postpone the examination or will otherwise be automatically enrolled in the exam.

If appropriate, the student will be informed that a leave of absence status is available. The student will also be informed that the tuition paid will remain valid, unless there has been a significant financial or educational change to the program, in which case, extra tuition will be charged. The school will then request that the student respond in writing and provide reasons for withdrawal. The results will be recorded in the Absent/Drop Record Form. Refunds will be issued based on the policy listed in the catalog.

Leave of Absence

A leave of absence is to be granted only in extenuating circumstances, such as an accident, prolonged illness, maternity leave, or the death of a close relative. A Leave of Absence Request Form must be submitted no later than one week after the student last attended class. The school director will review the student's request, possibly in person with the student requesting the leave. Not all leave requests will be granted. All leaves of absence must be requested in writing and approved in writing.

If the student fails to return on the agreed upon date, the student will be dismissed and a refund calculation performed. Some courses and classes are too short to make a leave of absence practical.

Student Code of Conduct

International Wine Center is a community within the larger communities of New York City, New York State and the United States. Local, state and federal laws apply to the International Wine Center community, as well as additional rules that are specific to academic environments. When students, faculty, or staff choose to associate themselves with International Wine Center, they do so freely, and implicitly confirm their commitment to a

philosophy of mutual tolerance and respect. The conduct and performance of every student in the community is evaluated on an individual basis. If the action of a student interferes with the school's functioning, International Wine Center may find it necessary to suspend or terminate that student.

No Smoking Policy

In conformity with New York City municipal codes, International Wine Center is a "no smoking" institution, and smoking is strictly prohibited. Anyone found to be in violation of these codes is subject to fines and/or other disciplinary actions.

Student Attire

Students are expected to dress in a manner that is consistent with an academic environment. Students who are dressed inappropriately may be referred by a school representative to the Director.

Student Bill of Rights

Students have rights as members of International Wine Center's community. These include the right to:

- pursue free inquiry and expression;
- receive at the start of each course: the course specification and assessment criteria;
- expect a competent presentation of the course material;
- take reasoned exception to the data or views offered in any course of study. However, students are responsible for learning the content of any course of study for which they are enrolled;
- be evaluated solely on relevant criteria as described in the course outline and be protected from arbitrary or capricious academic evaluation; and
- file a formal complaint without fear of retribution if they believe their rights have been violated.

International Wine Center is not responsible for any emails sent to the students that are not received.

Student Financial Assistance

International Wine Center does not offer financial assistance. However, students who require financial assistance are encouraged to seek it through their employers or apply for the teaching- or kitchen-assistant programs.

Teaching Assistant and Kitchen Assistant Programs

Opportunities are available for selected individuals to serve as teaching assistants for classes or kitchen assistants at the Center. Teaching assistants help set up, pour wines and clean up in a designated class and must be available for every class session. Kitchen assistants help clean and polish glasses for use in multiple classes. For their service, teaching and kitchen assistants receive a discounted tuition. These positions are limited in number and are granted at the discretion of International Wine Center staff. For more information and an application call (212) 239 - 3055 between 10:00AM and 5:00PM or email operations@internationalwinecenter.com.

Policy for Granting Credit for Previous Education and Training

At this time, International Wine Center does not grant credit for previous education and training with the exception of WSET® credentials earned elsewhere.

Non-Discrimination Policy

No person may be denied admission to, participation in, employment at, the benefits of, or be discriminated against in any service, program, course, or facility of the International Wine Center (IWC) because of the person's political affiliation, age, race, creed, religion, color, handicap (disability), marital status, parental status, sex, national origin, ancestry, sexual orientation, pregnancy, arrest record, service in the armed forces, or genetic testing. As such, all IWC services will be provided in a non-discriminatory manner and in a climate that is conducive to, and supportive of, cultural and ethnic diversity.

Enrollment Dates

Enrollment dates vary per course. For some courses, students may enroll up to the course's start date, provided space is available, while other courses have registration deadlines. The course descriptions on pages 15 to 28 indicate whether deadlines exist. International Wine Center's website carries an up-to-date schedule of courses, and registration deadlines, if any.

Entrance Requirements

Students intending to enroll in any of International Wine Center's programs must be 21 years of age by that course's start date. Additional entrance requirements apply depending on the level of the program; these additional entrance requirements are listed under specific courses in the Academic Programs section of this catalog.

Inclement Weather – School Closing Information

Should International Wine Center be forced to close due to inclement weather, a notification will be posted on its website: www.internationalwinecenter.com.

Disclaimer:

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

Complaint Procedure

International Wine Center encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question can be fairly and openly discussed.

Because students are assessed and graded solely on the basis of their examinations, appeals for feedback and/or re-grading must be made to the WSET, which is the examination authority, via the procedure outlined in the school catalog.

To assist students in resolving issues that are not grade-related, and to promote a positive environment for students, faculty, staff, and administration, International Wine Center has established the following problem-solving procedure:

1. A student wishing to report a non-grade-related issue involving a faculty member, staff member or administrator should discuss the matter first with the Student Services Coordinator. If the complaint is official rather than informal, the student should fill out the Student Complaint Form. The person with whom the student has an issue has the right to receive a copy of the complaint form and the right of rebuttal. The Student Services Coordinator may request a written response to the complaint and/or hold a meeting to clarify the facts of the case.
2. If the Student Services Coordinator does not resolve the issue to the student's satisfaction, the student should contact the Director in an attempt to resolve the problem. The Director should be provided with all the materials in the case, including the Student Complaint Form.

International Wine Center will do its best to resolve student complaints for academic and non-academic issues in a timely manner with the goal of settling a formal complaint in 30 days or less. On occasion, the process may take longer, especially if the complaint advances to the senior administration. Records of student complaints will be retained for two years. No student will be criticized or retaliated against for using this procedure in a cooperative manner.

Students' rights are explained in detail on the New York State Education Department's website at: <http://www.acces.nysed.gov/common/acces/files/bpss/studentdisclosure-rights.pdf>. Additionally, students may file a complaint directly with the New York State Education Department (NYSED) by calling (212) 643-4760 or by writing to the New York State Board of Education, Bureau of Proprietary School Supervision, 116 West 32nd Street, 5th Floor, New York, New York 10001.