



# INTERNATIONAL WINE GUILD COURSE CATALOG

**CATALOG 3  
VOLUME NUMBER 1  
2006-2008**

APPROVED AND REGULATED BY THE COLORADO DEPARTMENT OF  
HIGHER EDUCATION, PRIVATE OCCUPATIONAL SCHOOL BOARD





# INTERNATIONAL WINE GUILD

*At The Metropolitan State College of Denver*

## **TEACHING FACILITY ADDRESSES:**

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Campus Box 60, PO Box 173362  
Denver, CO 80217-3362

The Art Institute of Colorado  
Culinary Department  
675 S. Broadway  
Denver, CO 80209

## **BUSINESS OFFICE:**

International Wine Guild  
12138 W. Brittany Avenue  
Littleton, CO 80127

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## **I.0 INTRODUCTION**

### **I.1 MISSION AND GOALS**

The International Wine Guild (hereafter referred to as the “Guild”) is a professional organization, in the best ancient traditions of a Guild, dedicated to providing the world’s foremost professional wine education and member services.

Professionalism, excellence, leadership, and respect for diversity are core values that guide our educational goals and everyday business decisions.

We teach our students the wine knowledge and professional skills to lead successful lives and grow into positions of influence and leadership in their chosen field of endeavor. We believe in developing both the intellectual and sensory skills of our students to be a better wine professional.

We also recognize that wine enthusiasts are an important part of the Guild and respect their right to join and fully participate in entry level and advanced Guild programs.

The International Wine Guild was established to encourage study to develop technical and professional understanding and increased knowledge of wine throughout all areas of the wine and food service industry.

Whether you work in the industry or are an individual with a passion for wine there are certification and advanced diploma programs designed specifically for you. For the professional there are also master level programs, leading to the respected and coveted GUILD WINE MASTER (GWM) diploma. In addition, if you are a wine educator, or would like to develop the skills to teach others about wine, there is also a certification and advanced programs leading to a GUILD WINE MASTER EDUCATOR (GWME) diploma.

We are dedicated to the concept that the Guild provides

*“A Lifetime Of Wine Education”.*

It is our goal to provide wine education from entry through Master level diploma programs to those willing to dedicate themselves to develop the skills and knowledge base to be the best.

### **I.2 PROFESSIONAL TRADE ORGANIZATION**

In addition to being a licensed and accredited vocational school, the International Wine Guild is a professional trade association with close to 2000 members located throughout the United States and in other countries.

When you complete our LEVEL I CERTIFICATION you automatically become a member of the Guild and can maintain your certification by maintaining your membership. Contact the Guild Business Office for details and benefits of membership.

### **I.3 HOW TO CONTACT THE GUILD**

The Guild has both a school location and a separate business office. The Guild can be reached at the following addresses and telephone numbers:

#### **TEACHING FACILITY ADDRESSES:**

Metropolitan State College of Denver  
Plaza Building, Room 124  
Campus Box 60, PO Box 173362  
Denver, CO 80217-3362

The Art Institute of Colorado  
Culinary Department  
675 S. Broadway  
Denver, CO 80209

#### **BUSINESS OFFICE:**

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#### **ON THE INTERNET:**

[www.internationalwineguild.com](http://www.internationalwineguild.com)  
[info@internationalwineguild.com](mailto:info@internationalwineguild.com)

303.296.3966 (v)

303.904.3245 (f)

866.946.3338 (866-WINE-EDU)

Questions about courses, admissions, grades and schedules should be directed to the Business Office. The Business Office is open from 9:00 am to 5:00 pm Mountain Time, Monday through Friday. You can call at anytime to leave a message.

All classes, class schedules and fees are listed on the internet.

### **I.4 OWNERSHIP**

The Guild is owned by International Wine Guild Corporation of Colorado. The officers of the Guild are Claude Robbins, President and Director of the School and Sheryl Robbins, Corporate Secretary and Guild Corporate Executive Chef. Other stockholders are Jan Kinkade, Director of Public Education, and Kathleen Bowen, Director of Benefits.

## 2.0 FACULTY MEMBERS

The Guild has very experienced faculty that have years of wine teaching experience in addition to their education and practical experience. All Guild instructors have completed a technical diploma program of the Guild as well as an Education diploma program of the Guild.

The faculty consists of:

- Claude Robbins, DIRECTOR OF THE SCHOOL, Guild Wine Master, Guild Master Educator (teaches professional and recreational classes)
- Sherrie Robbins, GUILD EXECUTIVE CHEF, Executive Chef of Wine Arts, Senior Wine Instructor (teaches professional and recreational classes)
- Kathleen Bowen, BOARD OF DIRECTORS, Executive Wine Sommelier, Certified Chef of Wine Arts, Certified Wine Judge, Certified Wine Instructor, (teaches recreational classes)
- Jan Kinkade, BOARD OF DIRECTORS, Executive Wine Sommelier, Senior Wine Instructor, Certified Senior Wine Judge, (teaches professional and recreational classes)
- Stephanie McManus, Executive Wine Sommelier, Senior Wine Instructor, Certified Wine Judge (teaches recreational classes)
- Lee Riggs, Executive Wine Sommelier, Certified Wine Instructor, Certified Wine Judge (teaches professional and recreational classes)
- Nicole Robbins, Executive Wine Sommelier, Senior Wine Instructor (teaches professional and recreational classes)
- Tim Heaton, Executive Wine Sommelier, Certified Wine Instructor, Certified Wine Judge (teaches professional and recreational classes)
- Gordon Dickenson, Executive Wine Sommelier, Certified Wine Instructor (teaches professional and recreational classes)
- Chris Silveri, Executive Wine Sommelier, Certified Wine Instructor, Certified Wine Judge (teaches professional and recreational classes)
- Cardene Otsuka, Executive Wine Sommelier, Certified Wine Instructor (teaches professional and recreational classes)
- Elizabeth Ngo, Executive Wine Sommelier, Certified Wine Instructor (teaches professional and recreational classes)
- Jennifer Koslosky, Executive Wine Sommelier, Certified Wine Instructor (teaches professional and recreational classes)
- Scott Smith, Executive Wine Sommelier, Certified Wine Instructor (teaches professional and recreational classes)
- Kristin Short, Executive Wine Sommelier, Certified Wine Instructor, Certified Wine Judge (teaches recreational classes)
- Marilyn Kakudo, Executive Wine Sommelier Certified Chef of Wine Arts, Certified Wine Instructor (teaches professional and recreational classes)

Faculty members also act as Mentors. All students are assigned a mentor when they enroll in a LEVEL III CERTIFICATION program.

### **3.0 ACADEMIC CALENDAR**

Each Program of study (Level I through IV Certification) can be started during any academic term. The Guild operates, non-stop, twelve months a year and offers courses throughout the year. The academic year begins in October.

The general start and end of each term is as follows:

- **Fall term:** October through December
- **Winter term:** January through March
- **Spring term:** April through June
- **Summer term:** July through September

Each term is 11 weeks long, with a one-week break between terms. There is a three-week break between the spring and summer term in June.

All Level II, III and IV Certification diploma programs are offered in both term (11-week) and intensive study (1-week) formats. Specific start dates vary each academic year, call the Guild Business Office or check the website for specific dates, times and location for each seminar, class or course.

Intensive study courses have been specifically designed for the student who does not live in the Denver metro area and cannot attend a term long course. However, intensive study courses are open to all students.

Guild classes are offered in the evenings and weekends at the Metropolitan State College of Denver and in the daytime at the Art Institute of Colorado.

### **4.0 PROFESSIONAL PROGRAMS**

#### **4.1 PROGRAM OVERVIEW**

The Guild has State approved certification and diploma programs for enthusiasts and professionals. Specific programs have been developed for people in the industry, those preparing for the industry or those who are “serious enthusiasts” and want to learn about wine as part of an accredited program and in an academic environment.

Professionals and enthusiast take the same classes and go through a very rigorous program of professional training at each level of certification.

The Guild has four levels of technical certification (Certification Level I through IV) as well as other specialized diploma programs. An overview of each certification is presented below with more detailed explanations in the remainder of this section.

Level I Certification (Basic Certification)

- Requires successful completion of a 12 contact hour Seminar, the Guild Certification Seminar

- Certification options:
  - Certified Chef of Wine Arts
  - Certified Wine Sommelier
  - Certified Wine Merchant
  - Certified Wine Manager
  - Certified Cellar Manager (for the non-professional)

#### Level II Certification (Executive Certification)

- Requires successful completion of a 60 contact hour course, the Advanced Wine Course
- Certification options:
  - Certified Executive Chef of Wine Arts
  - Certified Executive Wine Sommelier
  - Certified Senior Wine Merchant
  - Certified Senior Wine Manager
  - Certified Senior Cellar Manager (for the non-professional)

#### Level III Certification (Guild Master Certification)

- Successful completion of Level II Certification
- Requires successful completion of the following professional courses:
  - Advanced Wine and Food Pairing (44 contact hours)
  - Advanced Regional France (44 contact hours)
  - Advanced Regional Italy (44 contact hours)
  - Advanced Regional New World (44 contact hours)
  - Wine Business (44 contact hours)
  - Blind Tasting (44 contact hours)
  - Masters Entrance Exam
  - Master Exams
- Certification options:
  - Guild Wine Master
  - Guild Master Cellar Manager (for the non-professional)

#### Level IV Certification (Master Educator Program)

- Successful completion of Level III Certification
- Requires successful completion of the following professional courses:
  - Vinification Chemistry (44 contact hours)
  - Cellar Design and Management (44 contact hours)
  - Viticulture (44 contact hours)
  - History of Wine: Ancient World (44 contact hours)
  - History of Wine: Medieval and Renaissance Period (44 contact hours)
  - History of Wine: Modern Europe (44 contact hours)
  - History of Wine: Modern New World
  - Thesis
  - Master Exams
- Certification: Guild Master Wine Educator

In addition to the above technical certifications the Guild also offers these professional certifications:

- Certified Wine Instructor
- Certified Senior Wine Instructor
- Certified Wine Judge
- Certified Senior Wine Judge

See SECTION 19 for a detailed description of each course.

## **4.2 LEVEL I CERTIFICATION**

All programs of professional study begin with the Guild Certification Seminar. This seminar is offered six times a year in Denver during the following months: January, March, May, July, September and November. For other dates and locations check the website or call the business office.

This is an introductory course of study designed for individuals who desire to learn about wine. The focus is to develop a basic knowledge of wine, wine evaluation, wine description and wine and food pairing. It is a foundation course for all subsequent Certifications offered by the Guild.

- Prerequisites
  - THERE ARE NO EDUCATION OR EXPERIENCE PREREQUISITES TO TAKE THIS SEMINAR.
  - You may bypass this course if you meet any of the following:
    - One year of industry experience (see experience requirements in SECTION 9 of this Catalog), OR
    - Student or graduate of a appropriate Culinary or Hotel and Restaurant program and have taken a wine course (see education requirements in SECTION 9 of this Catalog)
  - If you feel you need additional preparation before taking the seminar we recommend you take the following Guild courses before taking the Certification Seminar.
    - Intro to Wine 101 and 102
    - Components I, II, III
- Exams:
  - Successfully complete the Guild Certification Seminar with a score of 70% or higher on the Certification exam.
    - A score of 85% or higher is suggested to go on to a Level II certification.
    - *If you do not score a 70% on the exam you are allowed to retake it. Contact your Seminar Instructor or the Business Office for details*

Upon successful completion of the Certification Seminar and depending upon your background and professional needs, the Guild offers the option of earning one of

five different diplomas upon successful completion of the certification seminar. These are:

- Certified Wine Sommelier
- Certified Chef of Wine Arts
- Certified Wine Merchant
- Certified Wine Manager
- Certified Cellar Manager (for the enthusiast)

### **4.3 LEVEL II CERTIFICATION – THE ADVANCED WINE COURSE**

The Level II certification builds upon the foundation established in the Level I Certification Seminar. This is an advanced certification. This level of certification is our minimum recommendation if you are interested in a career in the industry.

- Prerequisites
  - Level I Certification or equivalent (see education and experience options in SECTION 8 of this Catalog).
    - A score of 85% or higher on the Certification Seminar exam is suggested to go on to a Level II certification from the Level I Certification Seminar
- Education requirements:
  - Successful completion of the 60 contact hour Advanced Wine Course
    - This course is offered in both 11-week and 1-week intensive study formats each academic term.
- Exams:
  - Written exams on the following topics:
    - A separate exam on each country studied
    - Wine making
  - A practical sommelier exam
  - Maintain a cumulative GPA of 3.0 (an 85% average) to receive the professional certification
- Other requirements:
  - A personal tasting notebook with a minimum of 150 written technical evaluations of wines.
    - *Note: Wines tasted in the Certification Seminar and Advanced Wine Course count towards this total.*

Upon successful completion of the Advanced Wine Course and depending upon your background and professional needs, the Guild offers the option of earning one of five different diplomas. These diploma options are:

- Executive Chef of Wine Arts
- Executive Wine Sommelier
- Senior Wine Merchant
- Senior Wine Manager
- Senior Cellar Manager (for the enthusiast)

#### **4.4 LEVEL III CERTIFICATION – THE GUILD MASTER**

There are two Level III Master Certification programs: Guild Wine Master and Guild Master Cellar Manager. This is an expert level certification.

Level III Courses are open to anyone who has completed the Certification Seminar, to be accepted into a Guild Master program you must successfully complete a five wine double-blind tasting exam. You can complete this entrance exam at any time during or after the completion of the coursework for the diploma.

- Prerequisites
  - Level II Certification
    - Recommended cumulative GPA of 3.5 (90% average), or higher, or have the approval of your Mentor to take Level III courses
  - Pass the Master Level Double-Blind Tasting Entrance Exam
    - A 75% or higher grade is required to pass this exam
- Education requirements:
  - Advanced Wine and Food Pairing (44 contact hours)
  - Advanced Regional France (44 contact hours)
  - Advanced Regional Italy (44 contact hours)
  - Advanced Regional New World (44 contact hours)
  - Wine Business (44 contact hours)
  - Blind Tasting (44 contact hours)
  - Masters Entrance Exam
  - Master Exams
    - Maintain a Cum GPA of 3.5 (90% ).
- Other requirements:
  - Three (3) trips to wine producing areas
  - Personal tasting notebook with a minimum of 500 written technical evaluations of wines
    - *Note: Wines tasted in all professional courses count towards this total.*

Diploma Options:

- Guild Wine Master
- Guild Master Cellar Manager

#### **4.5 LEVEL IV CERTIFICATION - GUILD MASTER WINE EDUCATOR**

The **Guild Master Wine Educator** diploma is a prestigious professional diploma recognized throughout the industry.

Level IV Certification

- Prerequisites
  - Level III Certification

- Education requirements
  - Vinification Chemistry (44 contact hours)
  - Cellar Design and Management (44 contact hours)
  - Viticulture (44 contact hours)
  - History of Wine: Ancient World (44 contact hours)
  - History of Wine: Medieval and Renaissance Period (44 contact hours)
  - History of Wine: Modern Europe (44 contact hours)
  - History of Wine: Modern New World (44 contact hours)
  - Thesis
  - Master Exams
  - Maintain a Cum GPA of 3.8 (95% ).
- Other requirements
  - Travel to wine producing areas
  - Personal tasting notebook with a minimum of 1000 written technical evaluations of wines
    - *Note: Wines tasted in all professional courses count towards this total.*

Diploma:

- Guild Master Wine Educator

#### **4.6 CERTIFIED WINE INSTRUCTOR**

The International Wine Guild prepares individuals to teach wine class for the public or profession. To teach classes for the Guild we expect you to complete at least the Senior Wine Instructor course.

Certified Wine Instructor Diploma requirements:

- Prerequisites
  - Level II Certification (60 contact hours)
  - Advanced Wine and Food Pairing Course (44 contact hours)
- Education requirements
  - Certified Wine Instructor Diploma Course (12 contact hours)
- Other requirements
  - Student teaching for the Guild for 3 months

Diploma:

- Certified Wine Instructor

#### **4.7 CERTIFIED SENIOR WINE INSTRUCTOR**

To teach classes for the Guild we expect you to complete at least the Senior Wine Instructor course.

Certified Wine Instructor Diploma requirements:

- Prerequisites
  - Level II Certification (60 contact hours)
  - Advanced Wine and Food Pairing Course (44 contact hours)
  - Certified Wine Instructor Course (12 hours)

- Education requirements
  - Certified Senior Wine Instructor Diploma Course (12 contact hours)
- Other requirements
  - Student teaching for the Guild for 6 months

Diploma:

- Certified Wine Instructor

#### **4.8 CERTIFIED WINE JUDGE**

The International Wine Guild prepares individuals to be wine judges at all levels of competition.

Certified Wine Instructor Diploma requirements:

- Prerequisites
  - Level II Certification (60 contact hours)
  - Advanced Wine and Food Pairing Course (44 contact hours)
- Education requirements
  - Certified Wine Judge Diploma Course (12 contact hours)
- Other requirements
  - Be a wine judge in three (3) competitions at the State level or higher to be certified

Diploma:

- Certified Wine Judge

#### **4.9 CERTIFIED SENIOR WINE JUDGE**

The Senior Wine Judge is certified to judge Sommelier service as well as wine and food pairing competitions .

Certified Wine Instructor Diploma requirements:

- Prerequisites
  - Level II Certification (60 contact hours)
  - Advanced Wine and Food Pairing Course (44 contact hours)
  - Certified Wine Judge Course (12 contact hours)
- Education requirements
  - Certified Senior Wine Judge Diploma Course (12 contact hours)

#### **5.0 POSTPONEMENT OF START DATE**

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

1. Whether the postponement is for the convenience of the school or the student and;
2. 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 Guild's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## **6.0 CLASS CANCELLATION POLICY**

### **6.1 INDIVIDUAL CLASS OF A COURSE**

If for any reason an individual class is cancelled we will phone or e-mail you 48 hours prior to the start of the class. If a class is cancelled at the last minute due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or radio, and/or TV who provide closure information as a public service.

The Guild rarely cancels classes.

### **6.2 COURSE CANCELLATION**

If there are insufficient student enrollments to form a course or seminar it may be cancelled at the discretion of the Director of the School. Course cancellations will be announced to students enrolled in a course at least 72 hours before the start of an 11-week course, or 5 business days in advance of a 1-week intensive study course.

### **6.3 SCHOOL HOLIDAYS**

Classes are not held on the following holidays:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day

Classes will be held on all other days, even if they are Federal or State holidays.

### **6.4 SNOW AND BAD WEATHER DAYS**

The Guild will cancel evening and weekend classes due to extraordinary conditions following the closure schedule of Metropolitan State College of Denver, where our classes are taught.

The Guild will cancel weekday classes due to extraordinary conditions following the closure schedule of the Art Institute of Colorado, where these classes are taught.

## 7.0 TUITION AND FEES

### 7.1 COURSE FEES

The Guild charges tuition, book materials fees as well as a registration fee for each seminar or course. The four tables, below, show each certification program and the associated fees. All class fees are paid in advance of you attending classes.

Program	Course	Tuition	Books & Materials	Registration	Total Fees
LEVEL I	Certification Seminar	\$325	\$100	\$50	\$475
LEVEL II 11-week or 1-week	Advanced Wine Course	\$1150	\$600	\$50	\$1800

**TABLE 1: LEVEL I AND II PROGRAMS**

Program	Course	Tuition	Books & Materials	Registration	Total Fees
LEVEL III 11-week/1-wk	Adv. Wine & Food Pairing	\$1150	\$600	\$50	\$1800
LEVEL III 11-week/1-wk	Adv. Regional: France	\$1150	\$600	\$50	\$1800
LEVEL III 11-week/1-wk	Adv. Regional: Italy	\$1150	\$600	\$50	\$1800
LEVEL III 11-week/1-wk	Adv. Regional: New World	\$1150	\$600	\$50	\$1800
LEVEL III 11-week/1-wk	The Wine Business	\$1050	\$100	\$50	\$1200
LEVEL III 11-week/1-wk	Blind Tasting	\$1150	\$600	\$50	\$1800
LEVEL III	Master Exams	\$1350	\$1000	\$50	\$2400

**TABLE 2: LEVEL III CERTIFICATION**

(Total Cost - \$12,600 paid as you take classes)

Program	Course	Tuition	Books & Materials	Registration	Total Fees
Wine Instructor	Certified Wine Instructor	\$350	\$100	\$50	\$500
Wine Instructor	Certified Sr. Wine Inst.	\$450	\$100	\$50	\$600
Wine Instructor	Master Wine Educator	See LEVEL IV Certification			
Wine Judge	Certified Wine Judge	\$300	\$100	\$50	\$450
Wine Judge	Certified Sr. Wine Judge	\$450	\$100	\$50	\$600

**Table 3: Wine Instructor and Wine Judge Programs**

Program	Course	Tuition	Books & Materials	Registration	Total Fees
LEVEL IV 11-week or 1-week	Vinification Chemistry	\$1150	\$600	\$50	\$1800
LEVEL IV 11-week or 1-week	Cellar Design & Mgt.	\$1050	\$100	\$50	\$1200
LEVEL IV 11-week or 1-week	Viniculture	\$1050	\$100	\$50	\$1200
LEVEL IV 11-week or 1-week	Wine History I	\$1050	\$100	\$50	\$1200
LEVEL IV 11-week or 1-week	Wine History II	\$1050	\$100	\$50	\$1200
LEVEL IV 11-week or 1-week	Wine History III	\$1050	\$100	\$50	\$1200
LEVEL IV 11-week or 1-week	Wine History IV	\$1050	\$100	\$50	\$1200
LEVEL IV	Thesis	\$600			\$600
LEVEL IV	Master Exams	\$1350	\$1000	\$50	\$2400

**TABLE 4: LEVEL IV CERTIFICATION**  
(Total Cost - \$12,000 paid as you take classes)

## 7.2 ADMISSIONS FEES

An applicable fee is required of an applicant for admission to the Guild. This fee is nonrefundable and will not be applied to tuition. See SECTION 9 to determine when this fee is applicable.

- Application for admission fee - \$25

## 7.3 SPECIAL FEES

The following special fees apply

- Returned check charge - \$20
- Removal of a charge, crediting back a credit card – 3% of the charge on Visa and Master Card charges, 4% on American Express.

## 7.4 PROGRAM RE-EXAM FEES

Students that need to retake Senior or Master level Program Exams are charged fees as follows:

- Individual exams during the course of a class – no fee if the exam is made up during the same academic term.
- **ADVANCED WINE COURSE** - \$75 Vinification exam, \$100 Practical Sommelier Exam

- **MASTER LEVEL ENTRANCE EXAM** - \$150 per tasting exam
- **MASTER LEVEL PROGRAM EXAMS** - \$200 per written exam, \$300 per practical and tasting exam

## **7.5 PAYMENT OF FEES**

The Guild prefers payment via credit card for all fees. Credit cards will not be run for any course until five (5) business days before the commencement of the course or seminar.

If a student is paying via check, cashiers check or money order, the payment must be received not less than ten (10) working days before the commencement of the course or seminar. A credit card number may be required to hold the registration until the check is received and has cleared the bank.

## **7.6 PAYMENT SCHEDULE**

The Guild will allow you to set up a payment schedule, however, all applicable fees must be paid prior to the start of any course or seminar. Contact the Guild Business Office for details and to arrange a payment schedule.

See the refund policy in SECTION 21 for refunds when you withdraw from a class.

## **7.7 STUDENT LOANS**

Any Guild student that registers for a class taught at Metro State or the Art Institute of Colorado, and registers through the Art Institute can apply for student loans. Contact the Art Institute Continuing Education Office for details.

A minimum amount for a student loan is \$1000, therefore you would have to bundle a Level I Certification Seminar and Level II Advanced Wine Course into a single loan if you need or are planning on taking the Level I certification before beginning a Level II program. The loan total would be \$2275. Otherwise, for any Level II, III or IV Certification course you can apply for a student loan on a course by course basis.

## **8.0 ENTRANCE REQUIREMENTS**

### **8.1 GENERAL REQUIREMENTS**

The Guild does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students must have a high school diploma or equivalency diploma (GED) to be accepted for enrollment. If applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test approved by the Colorado Department of Higher Education. The Guild does not administer the test, but will provide information on availability when requested.

Although the legal drinking age in Colorado is twenty-one (21), State law allows a student, enrolled in an alcohol related professional education program, to be eighteen (18) years of age and taste wine. There is no allowance for tasting beer or spirits. Therefore, all students enrolled in a Guild professional diploma program, who are 18 years old or older can taste wine. We will accept any of the following VALID ID'S: driver's license (from any state, as well as Canada and Mexico), International drivers license, passport, Military ID or birth certificate as proof of your age.

On your first day of your first professional class we will make an imprint of your valid ID for our permanent records.

## **8.2 NO EXPERIENCE IN THE INDUSTRY**

If you have no experience in the wine or hospitality industry we highly recommend taking Wine 101, Wine 102 and Components I, II and III before commencing a program of professional study. These courses are not part of the professional program, they are considered preparatory for the program. Upon completion of these classes you begin with the LEVEL I Certification – the Guild Certification Seminar.

With approval of your Advanced Wine Course instructor you may enroll in that course with no previous experience in the industry.

## **8.3 IN SCHOOL OR LESS THAN 2 YEARS OF INDUSTRY EXPERIENCE**

If you have less than two (2) years of professional experience or are currently in a college or vocational school offering a related degree than you can begin with the LEVEL I CERTIFICATION – the Guild Certification Seminar presuming you meet the criteria listed below.

Education criteria if you have not graduated from a college or vocational school:

- If you are currently attending, or have attended in the past five (5) years, but have not graduated from a hotel and restaurant management degree program or a culinary degree program AND have completed a wine course that is one term (quarter or semester) in length you can receive credit for the level I certification seminar and immediately began studying in an advanced program (level II certification).
  - Must be able to prove you have maintained a C average (70%) by submitting a transcript.

With approval of your Advanced Wine Course instructor you may enroll in that course with no previous experience in the industry.

## **8.4 RELATED EDUCATION OR 2 YEARS OF INDUSTRY EXPERIENCE**

If you have two (2) or more years of professional experience or specific college, vocational school, or wine organization education you can begin with a LEVEL II CERTIFICATION program. Necessary education or work experience are described below.

Previous education options:

- If you are a graduate of a hotel and restaurant management degree program or a culinary degree program then you can bypass the level I certification seminar and immediately began studying a Level II certification program.
  - Must be able to prove you have maintained a C average (70%) by submitting a transcript
- If you have successfully completed the level I or level II certification of the Court of Master Sommeliers you can bypass the level I certification seminar and immediately began studying in an advanced program.
- If you have successfully completed the Diploma offered by the Wine and Spirit Education Trust you can bypass the level I certification seminar and immediately began studying in an advanced program.
- Others who are not sure if their education qualifies to begin at the advanced diploma level may contact the Guild Business Office for clarification.
  - If you have attended an accredited vocational school, college or university you must be able to prove that in your wine related education you have maintained a C average (70%) by submitting a transcript or some other form of proof.

Previous work experience options:

- If you have a minimum of two years full-time (4,000 hours) of experience in the hospitality, hotel or wine industry you can bypass the level I certification seminar and immediately began a Level II certification program.
  - Must have worked in the industry during the past five (5) years.
  - Must have worked at each location for a minimum of six (6) months (1000 hours), full time or nine (9) months part-time (1000 hours).
  - Must submit letters from each employer stating the length and dates of your employment.

## **8.5 VETERANS**

Students applying for or receiving Veterans' educational benefits must have all previous college credit evaluated by the International Wine Guild. You will need to submit transcripts and an application.

## **8.6 OTHER EDUCATION OR WORK OPTIONS**

If none of above education or work experience options seem to apply to you and you believe you have education or work experience that would apply, then call the Guild Business Office to discuss your specific case.

## **9.0 ENROLLMENT**

### **9.1 GENERAL INFORMATION**

Prospective students may enroll anytime, up to 24 hours before the commencement of a specific seminar or course of study. Late enrollees may not be guaranteed a seat in a course.

There is no late enrollment allowed for the Certification Seminar as it is only a day and a half long. Late enrollment deadline for all Level II, III and IV courses is the end of the second week (end of the second class). For intensive study Advanced Courses late enrollment is not allowed after the first day (end of the second class). All missed work must be made up.

Applicants will be admitted upon indicating on the application for admissions that they have graduated from high school or that they have received a GED certificate. The ACT or SAT is not required.

By signing the application, diploma-seeking applicants are certifying that they will request that either a high school transcript with date of graduation or GED scores be sent directly to the Guild. Once enrolled, students will not be permitted to register for a second semester until these official credentials are received.

## **9.2 LEVEL I AND II CERTIFICATION**

If you are enrolling for a level I or level II certification than the only enrollment document you must submit is the ENROLLMENT AGREEMENT which will be given to you at the start of the seminar or course to fill-out.

## **9.3 LEVEL III CERTIFICATION OR HIGHER**

Submit the completed application with the \$25 nonrefundable application fee when you enroll for the Master Exams.

Applicants will be admitted upon indicating on the application that they have graduated from high school or that they have received a GED certificate. The ACT or SAT is not required.

By signing the application, diploma-seeking applicants are certifying that they will request that either a high school transcript with date of graduation or GED scores be sent directly to the Guild. Once enrolled, students will not be permitted to register for a second semester until these official credentials are received.

Applicants who have completed at least 30 semester hours (or 45 quarter hours) of transferable work with a “C” or better need not submit a high school transcript or GED scores, but do need to submit a transcript from the college or vocational school

When a student signs up for their initial professional class it will be assumed that they meet the requirement that they have graduated from high school or that they have received a GED certificate. An application for admissions will be given to all students at the beginning of their Blind Tasting Course. It must be completed and returned prior to the end of the term for inclusion in their permanent record.

## **9.4 PREVIOUS CREDIT**

Credits from another institution will be evaluated on a case-by-case basis. We do not guarantee transferability of our credits to another institution without written agreement between that institution and ourselves.

## **10.0 VETERANS SERVICES**

The Guild Business Office acts as the liaison between the U.S. Department of Veteran Affairs and the veteran student. The Guild Business Office certifies and tracks the academic progress of entitled veterans. If there are any questions or problems regarding eligibility, payment, tutoring, etc., please speak with a representative by calling 303-296-3966.

## **11.0 PLACEMENT ASSISTANCE**

The International Wine Guild 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.

## **12.0 ATTENDANCE REQUIREMENT**

Students are expected to arrive on time for class with proper materials and properly attired for a wine course. An overall attendance rate of at least 85% (9 classes in an 11-week course) is required. Instructors may request your withdrawal from a program if absences or tardiness exceed the allowed attendance rate.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

## **13.0 PROGRESS REPORT**

### **13.1 GENERAL INFORMATION**

Students must pass the Certification Seminar Exam with a minimum score of 70%. Exams for the Level II Certification, or higher, must be retaken if the individual score is below 70%. Students must pass all Certified Wine Instructor and Certified Senior Wine Instructor exams with an average score of 85%.

LEVEL I CERTIFICATION: Certification Seminar students who fail the exam will be admitted to the Guild as a Friend of The Guild (Associate Membership). They may retake the exam during any regular Certification Course examination period for the following year. The student must arrange the exam with the Guild Business Office (303-296-3966). Should the student fail the exam after three attempts then they must retake the Seminar to become a full member of the Guild.

LEVEL II CERTIFICATION: Advanced Wine Course students who fail exams must retake that exam during the remaining timeframe of the course. Contact the course instructor for an exam schedule.

LEVEL III CERTIFICATION: Students who fail all or part of the Master Exams must retake only the failed exams. Students may retake any exam to improve their average score for the diploma.

LEVEL IV CERTIFICATION: Students who fail all or part of the Master Exams must retake the failed exams. Students may retake any exam to improve their average score for the diploma.

Wine Instructor, students who fail exams may retake each failed exam during the remaining timeframe of the course.

### **13.2 EXAM GRADING SYSTEM**

Individual exams in courses, as well as the Certification Seminar Exam, will be graded on the following scale:

95 – 100	= A	Excellent
85 – 94	= B	Above Average
75 – 84	= C	Average
65 – 74	= D	Below Average
< 65	= U	Unsatisfactory

Students in the Certification Seminar will be issued their grade at the end of the seminar. Other students will be issued grades in a timely manner upon the completion of each exam.

Certification Seminar exams are the property of the Guild and must remain with the student's official records.

### **13.3 COMPUTING GRADE POINT AVERAGE**

Courses that offer multiple exams will average the individual exams into a term Grade Point Average (GPA). The GPA uses the same grading system as that shown in 13.2, above.

The number of term GPA points awarded for a course is determined by multiplying the number of credit hours for that course by the term point value of the grade received. The cumulative GPA is calculated by dividing the total number of points by the number of credit hours attempted.

4.0 GPA	= A	Excellent
3.0 GPA	= B	Above Average
2.0 GPA	= C	Average
1.0 GPA	= D	Below Average
< 1.0 GPA	= U	Unsatisfactory

### **13.4 CUMULATIVE GPA TO RECEIVE A DIPLOMA**

Eligibility for a diploma is as follows:

- Level I Certification (Guild Certification Seminar) – 75% on Certification Exam
  - To be eligible for entrance into a Level II Program – 85% on the Certification Exam.
- Level II Certification – GPA of 3.0
  - To be eligible for entrance into a Level III Certification program – GPA of 3.5 in the Level II Certification program
  - A score a 75% on the Master Program blind tasting entrance exam.
- Level III Certification – GPA of 3.80
  - And score an 85% on the blind tasting exams.
- Level IV Certification – GPA of 3.80
  - And score a 90% on the blind tasting exams.

### **13.5 PASS-FAIL OPTION**

The International Wine Guild currently has no pass-fail seminars or courses.

Students may choose to take the Guild Certification Seminar without taking the Certification exam. In such cases they become Friends of the Guild (Associate membership).

### **13.6 REPEATED COURSES (LAST GRADE STANDS)**

A student may repeat any course taken at the International Wine Guild regardless of the original grade earned. Only the credit and the grade for the last attempt of the course will remain on the student's official academic record. The grade(s) for all prior attempts will be changed to the "NC" notation unless a permanent F has been assigned. Repeated courses must carry the same title, course number(s) and term hours. To effect the grade change, the student must re-register and pay the full tuition for the class in question, complete the class earning a letter grade. A FAILING COURSE GRADE ASSIGNED AS A RESULT OF ACADEMIC DISHONESTY IS CONSIDERED A PERMANENT "F" AND CANNOT BE CONSIDERED UNDER THIS POLICY. A student may not repeat a course and request "last grade stands" after the completion of an International Wine Guild diploma program that includes the course in question. Specifically:

1. In all cases except for grades assigned for academic dishonesty the grades of all but the last entry of the particular course will be changed to an "NC" (no credit, withdrawal) notation. The NC notation does not affect the credit total and GPA.
2. The determination of course equivalency will be made by the Business Office.
3. The Last Grade Stands Policy cannot be used after the student graduates from the

School for courses taken prior to the date the diploma is awarded.

4. The Last Grade Stands policy applies only to International Wine Guild courses.
5. Courses repeated prior to the summer quarter of 2003 are not affected by this Last Grade Stands policy. A grade in a course taken prior to the summer quarter, 2003 and repeated after summer, 2003 may be changed to an “NC” notation.

### **13.7 STUDENT GRADE APPEAL PROCEDURE**

If students have reason to question the validity of a grade received in a course, they must make their request for a change before the end of the fourth week of the term following the completion of the course. It is the responsibility of the student to initiate a grade appeal within the time limit. The Director will make the final decision on grade appeals. All decisions of the Director are final.

## **14.0 WARNING/PROBATION/SUSPENSION POLICY**

### **14.1 ACADEMIC SATISFACTORY PROGRESS/GOOD STANDING**

A student is deemed to be making satisfactory progress toward his or her academic goal if the student maintains a cumulative GPA as required at each Certification level. This student is deemed to be in **academic good standing** with the institution.

Academic good standing is defined as follows:

- Level I Certification (Guild Certification Seminar) – 70% or higher
- Level II Certification – GPA of 3.00 or higher
- Level III Certification – GPA of 3.50 or higher
- Level IV Certification – GPA of 3.80 or higher

### **14.2 ACADEMIC WARNING STATUS**

A student in good standing whose cumulative GPA falls below that required for that level of certification will be placed on **academic warning status** with the institution during his or her next term. A student will be removed from this warning status and returned to good standing if he or she achieves a cumulative GPA equal to that required for the level of certification by the end of his or her term on warning status.

### **14.3 ACADEMIC PROBATION**

A student who fails to achieve a cumulative GPA of that required for a given level of certification by the end of his or her semester on warning status will be put on **academic probation** with the School during his or her next semester at the International Wine Guild. A student will be on academic probation as long as he or she has a cumulative GPA below that required, but is making progress toward good standing as explained below and has not been on academic probation for more than two terms.

While on academic probation, a student may pre-register for the first term following the academic warning status semester, but is prohibited from pre-registering any other term.

#### **14.4 ACADEMIC SUSPENSION**

A student on academic probation not making progress toward good standing will be prohibited from registering for one term from the date of suspension. Appeal of suspension for this reason will be submitted to the director of the School. A student may appeal a suspension only two times in his or her academic career at the School.

#### **14.5 NON-ACADEMIC DISMISSAL**

Any student may be dismissed for violations of rules and regulations of the Guild, as set forth in Guild publications. A student may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director may temporarily suspend a student whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to the Guild standards of conduct, may be allowed to resume attendance. The Director will review each case and decide upon re-admittance.

#### **15.0 WITHDRAWAL/EMERGENCY**

Students who must withdraw from all classes during a term due to a serious personal or medical emergency should contact the Guild Business Office, 303-296-3966 for assistance and information on emergency withdrawal procedures. Students who must withdraw from classes during a term due to a military or state call to action should also contact the Business Office for assistance.

#### **16.0 CONDUCT POLICY**

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons and illegal drugs are not allowed at any time on the campus of Metropolitan State College of Denver, the Art Institute of Colorado, or in any Guild classes.

Alcohol consumption is only allowed in Guild classes under the direct supervision of a Guild instructor. It is illegal for any student to remove open bottles from the premises unless they have a valid Federal Import, State Import or State Wholesale license or be a broker to sell alcoholic beverages. Students that have any of these licenses must provide the Guild with a copy of the license prior to the start of any educational program.

Students that cannot show a professional tasters attitude toward the consumption of alcoholic products may be asked to leave a class, be dismissed from a class or dismissed from the School.

Any violation of Guild policies may result in permanent dismissal from the course and possible loss of Guild membership.

## **17.0 STUDENT COMPLAINTS**

Student complaints should be brought to the attention of the Director in order to be resolved. If a student complaint cannot be resolved between the student and the Guild, a student may contact the Colorado Division of Private Occupational Schools, 1380 Lawrence Street, Suite 1200, Denver, CO 80204, (303) 894-2960. All student complaints to be received by the Division must be in writing. There is a two-year limitation of Division action on student complaints.

## **18.0 FACILITIES**

The Guild is located at The Metropolitan State College of Denver, Room 124, 1201 5<sup>th</sup> Street, Denver, CO 80204. Our classrooms are furnished with modern equipment including access to a large commercial kitchen to prepare food for classes. The Guild currently teaches evening and weekend classes on the Metro State campus.

The Guild also teaches daytime classes, on weekdays, at the Art Institute of Colorado, Culinary campus, located at 675 S. Broadway, Denver, CO. Classrooms are furnished with modern equipment including access to several large commercial kitchens to prepare food for classes.

## **19.0 PROFESSIONAL EDUCATIONAL SERVICES**

The Guild currently offers four technical certification programs as well as Wine Instructor and Wine Judge certifications.

### **19.1 GUILD CERTIFICATION SEMINAR – LEVEL I CERTIFICATION**

Course Objectives: The day-and-a-half seminar is an introductory course of study designed for individuals that desire to learn about wine. The focus is to develop a basic knowledge of wine, wine evaluation, wine description, and wine and food pairing.

Occupational Objective: To prepare a person for an entry-level job in the wine and food service industries providing wine service.

Tuition: \$435

Prerequisites: None

Length of Course: 1 1/2 days (12 contact hours)

Type of Instruction: Lecture (7 hr) and lab (5 hr)

### **19.2 ADVANCED WINE COURSE – LEVEL II CERTIFICATION**

Course Objectives: This 11-week course is designed to introduce the student to wine law as well as styles and key types of wine from 16 major wine producing countries. The course also presents the student sommelier service, event planning and cellar management concepts. Tastings focus on descriptive, comparative and blind tasting techniques.

Occupational Objective: To prepare a person for a first level management position as a wine buyer in food service, as a head sommelier, or a sales person with a distributor or importer.

Total Tuition and Fees: \$1800

Prerequisites: (1) Guild Certification Seminar or (2) one year's experience in the wine, food service or hospitality industries.

Length of Course: 12 weeks (60 contact hours)

Type of Instruction: Lecture (40 hr) and lab/tasting (20 hr)

### **19.3 ADVANCED WINE AND FOOD PAIRING COURSE – LEVEL III COURSE**

Course Objectives: This 11-week course is designed to introduce the student to traditional and modern techniques of wine and food pairing. The focus is on understanding pairing wines from old- and new-world wine producing countries to cuisine from any country. The course will also present techniques for designing wine lists and planning for large events. This class is open to non-degree seeking students.

Occupational Objective: To prepare a person for a mid-level management position as a wine buyer in food service, as a head sommelier, or a sales person with a distributor or importer.

Total Tuition and Fees: \$1800

Prerequisites: (1) Advanced Wine Course.

Length of Course: 11 weeks (48 contact hours)

Type of Instruction: Lecture (30 hr) and lab/tasting (18 hr)

### **19.3 ADVANCED REGIONAL: FRANCE – LEVEL III COURSE**

Course Objectives: This 11-week course is a master preparatory course for those desiring to develop and expertise on French Wine. The focus is on understanding regional wine types and styles based on climate, geology, production techniques and terroir. The course will also present techniques for estimating maturation and aging in wine. This class is open to non-degree seeking students.

Occupational Objective: To prepare a person for a mid-level management position as a wine buyer in food service, as a head sommelier, a taster, manager or country specialist with a distributor or importer.

Total Tuition and Fees: \$1800

Prerequisites: (1) Advanced Wine Course.

Length of Course: 11 weeks (48 contact hours)

Type of Instruction: Lecture (30 hr) and lab/tasting (18 hr)

### **19.4 ADVANCED REGIONAL: ITALY – LEVEL III COURSE**

Course Objectives: This 11-week course is a master preparatory course for those desiring to develop and expertise on Italian Wine. The focus is on understanding regional wine types and styles based on climate, geology, production techniques and terroir. The course will also present techniques for estimating maturation and aging in wine. This class is open to non-degree seeking students.

Occupational Objective: To prepare a person for a mid-level management position as a wine buyer in food service, as a head sommelier, a taster, manager or country specialist with a distributor or importer.

Total Tuition and Fees: \$1800

Prerequisites: (1) Advanced Wine Course.

Length of Course: 11 weeks (48 contact hours)

Type of Instruction: Lecture (30 hr) and lab/tasting (18 hr)

### **19.5 ADVANCED REGIONAL: NEW WORLD – LEVEL III COURSE**

Course Objectives: This 11-week course is a master preparatory course for those desiring to develop and expertise on New World wines. The focus is on understanding regional wine types and styles based on climate, geology, production techniques and terroir. The course will also present techniques for estimating maturation and aging in wine. This class is open to non-degree seeking students.

Occupational Objective: To prepare a person for a mid-level management position as a wine buyer in food service, as a head sommelier, a taster, manager or country specialist with a distributor or importer.

Total Tuition and Fees: \$1800

Prerequisites: (1) Advanced Wine Course.

Length of Course: 11 weeks (48 contact hours)

Type of Instruction: Lecture (30 hr) and lab/tasting (18 hr)

### **19.6 THE WINE BUSINESS – LEVEL III COURSE**

Course Objectives: This 11-week course is a master preparatory course for those desiring to learn about the wine business. The focus is on understanding the three-tier system and business models at each level. Students must write a business plan as part of this course. This class is open to non-degree seeking students.

Occupational Objective: To prepare a person for a mid-level management position as a wine buyer in food service, as a head sommelier, a taster, manager or country specialist with a distributor or importer. To prepare a person to start their own business.

Total Tuition and Fees: \$1200

Prerequisites: (1) Advanced Wine Course.

Length of Course: 11 weeks (48 contact hours)

Type of Instruction: Lecture (36 hr) and lab (12 hr)

### **19.7 BLIND TASTING – LEVEL III COURSE**

Course Objectives: This 11-week course is a master preparatory course for those desiring to develop their skills at deductive evaluation (blind tasting). The focus is on developing the skills to pass the Entrance Exam for the Master Exam Program.

Occupational Objective: To prepare a person for a mid-level management position as a wine buyer in food service, as a head sommelier, a taster, manager or country specialist with a distributor or importer.

Total Tuition and Fees: \$1800 + \$100 exam fee (part of master exam fees)

Prerequisites: (1) any two (2) of the Advanced Regional courses

Length of Course: 11 weeks (48 contact hours)

Type of Instruction: Lecture (18 hr) and lab/tasting (30 hr)

### **19.8 MASTER EXAMS – LEVEL III CERTIFICATION**

Course Objectives: This is a series of exams to determine if you receive the Guild Wine Master diploma. It includes written and tasting exams.

Occupational Objective: To prepare a person for a mid-level management position as a wine buyer in food service, as a head sommelier, a taster, manager or country specialist with a distributor or importer.

Total Tuition and Fees: \$2400

Prerequisites: (1) Blind Tasting course and Master level entrance exams (5-wine double blind tasting)

Length of Course: by appointment

Type of Instruction: exams

### **19.9 GUILD CERTIFIED WINE INSTRUCTOR COURSE**

Course Objectives: This three-month course is designed to introduce the student to the techniques used by the Guild to teach wine classes to the general public. It requires the student to learn to teach 2 classes as well as assist an instructor and present the classes they have learned under supervision

Occupational Objective: To prepare a person to teach classes on their own or for the Guild for the general public, as well as do home tastings and classes.

Total Tuition and Fees: \$500

Prerequisites: (1) Advanced Wine Course and (2) Advanced Wine and Food Pairing Course.

Length of Course: 3 months, including practice teaching

Type of Instruction: Lecture (12 hr) and lab/tasting (30 hr) including working with Guild instructors and practice teaching.

### **19.10 GUILD CERTIFIED SENIOR WINE INSTRUCTOR COURSE**

Course Objectives: This six-month course is designed to introduce the student to the techniques used by the Guild to teach wine classes to professionals. It requires the student to learn to teach Level I and II classes as well as assist an instructor and present the classes they have learned under supervision

Occupational Objective: To prepare a person to teach classes on behalf of the Guild to Level I and II professional students.

Total Tuition and Fees: \$600

Prerequisites: (1) Certified Wine Instructor Course

Length of Course: 6 months, including practice teaching

Type of Instruction: Lecture (12 hr) and lab/tasting (60 hr) including working with Guild instructors and practice teaching

### **19.11 GUILD CERTIFIED WINE JUDGE**

Course Objectives: This 3-week class is designed to introduce the student to the methods used to be a wine judging for all grape and fruit wines in amateur and professional competitions.

Occupational Objective: To prepare a person to be a paid judge at local, county, state, national and other wine or wine and food events.

Total Tuition and Fees: \$450

Prerequisites: (1) Level II Certification.

Length of Course: 3 weeks

Type of Instruction: Lecture (7 hr) and lab/tasting (5 hr)

## 19.12 GUILD CERTIFIED SENIOR WINE JUDGE

Course Objectives: This 3-week class is designed to introduce the student to the methods used to be a judge of sommelier service and wine and food pairing for professional competitions.

Occupational Objective: To prepare a person to be a paid judge at local, county, state, national and other wine or wine and food events.

Total Tuition and Fees: \$600

Prerequisites: (1) Level II Certification and (2) Advanced Wine and Food Pairing Course

Length of Course: 3 weeks

Type of Instruction: Lecture (7 hr) and lab/tasting (5 hr)

## 20.0 REFUND POLICY

Students not accepted to the school and 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 the 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 which ever 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 contract hours, as described in Table 5, below. The refund is based on the last date of recorded attendance.

<b>Student is entitled to upon withdrawal/termination</b>	<b>Refund Amount</b>
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	NO REFUND

**Table 5: Refund Schedule**

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 received 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.

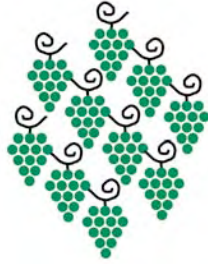
3. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. Complaints, which cannot be resolved by direct negotiation between the student and the Guild, may be filed with the Colorado Division of Private Occupational Schools, 1380 Lawrence Street, Suite 1200, Denver, CO 80204, (303) 894-2960. All student complaints to be received by the Division must be in writing. There is a two-year limitation of Division action on student complaints.
5. The policy for granting credit for previous training shall not impact the refund policy.
6. Refunds are for tuition not materials fees and any other fees. Check your student enrollment agreement to determine the fees and tuition for the course you are taking.

## INTERNATIONAL WINE GUILD

METRO STATE	2008	WI08			SP08			SU08			FA08		
INTENSIVE STUDY	Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Intensive Study Adv. Wine Course	7 days	14-20			14-20			14-20			27-02		
Intensive Study Adv. Wine & Food	5 days	21-25						21-25					
Intensive Study Adv. Reg I: France	5 days	28-01						28-01					
Intensive Study Adv. Reg II: Italy	5 days				21-25						13-17		
Intensive Study Adv Reg III: New W	5 days				28-02						20-24		
Adv. Reg IV: Rest of Europe	5 days												
Intensive Study Wine Bus. Course	6 days						16-21						
Intensive Study Blind Tasting Cours	6 days						23-28						
Certified Wine Instructor/Metro	2nd Wkend		9-10						9-10				
Senior Wine Instructor/Metro	2nd Wkend			8-9						13-14			
Certified Wine Judge/Metro	2nd Wkend					10-11							
Senior Wine Judge/Metro	2nd Wkend											22-23	

METRO STATE	2008	WI08			SP08			SU08			FA08		
Quarter	Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cert. Seminar - Denver	Weekend	26-27		15-16		17-18		26-27		20-21		15-16	
Cert. Seminar - Other	Weekend												
Adv. Wine Course	Sun	6-Jan (Sun)	16-Mar (Sun)	30-Mar (Sun)	15-Jun (Sun)	6-Jul (Sun)	28-Sep (Sun)	5-Oct (Sun)	21-Dec (Sun)				
Open House	Sat		16-Feb			3-May		16-Aug			8-Nov		
Quarter	Night												
Adv. Wine & Food	Mon	7-Jan (Mon)	17-Mar (Mon)	31-Mar (Mon)	9-Jun (Mon)	7-Jul (Mon)	15-Sep (Mon)	6-Oct (Mon)	8-Dec (Mon)				
Adv. Reg I: France	Varies	8-Jan (Tues)	18-Mar (Tues)			9-Jul (Wed)	10-Sep (Wed)						
Adv. Reg II: Italy	Varies				1-Apr (Tues)	10-Jun (Tues)					9-Oct (Thur)	18-Dec (Thur)	
Adv Reg III: New World	Varies	9-Jan (Wed)	19-Mar (Wed)			10-Jun (Thur)	11-Sep (Thur)						
Adv. Reg IV: Rest of Europe	Varies				3-Apr (Thur)	12-Jun (Thur)					7-Oct (Tues)	9-Dec (Tues)	
Wine Business Course	Varies				2-Apr (Wed)	11-Jun (Wed)					8-Oct (Wed)	17-Dec (Wed)	
Blind Tasting Course	Varies	10-Jan (Thur)	20-Mar (Thur)					8-Jul (Tues)	16-Sep (Tues)				
Certified Wine Instructor/Metro	Thurs	10,17,24						10,17,24					
Senior Wine Instructor/Metro	Thurs		8,15,22						8,15,22				
Certified Wine Judge/Metro	Thurs					8,15,22							
Senior Wine Judge/Metro	Thurs											7,14,28	

ART INSTITUTE	2008	WI08			SP08			SU08			FA08		
Quarter	Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Adv. Wine Course	Plan Wed	9-Jan		19-Mar	2-Apr		11-Jun	9-Jul		17-Sep	8-Oct		17-Dec
Adv. Wine and Food Pairing	Plan Fri	11-Jan		14-Mar	4-Apr		13-Jun	11-Jul		12-Sep	10-Oct		19-Dec
Adv. Reg I: France	Plan Thur				3-Apr		12-Jun						
Adv. Reg II: Italy	Plan Thur	10-Jan		13-Jan									
Adv Reg III: New World	Plan Thur										9-Oct		18-Dec
Adv. Reg IV: Rest of Europe	Plan Thur												
Wine Business Course	Plan Thur							10-Jul		18-Sep			
Blind Tasting Course	Plan Thur												
Open House	4th Sat		2-Feb			26-Apr			2-Aug			1-Nov	



# INTERNATIONAL WINE GUILD

*At The Metropolitan State College of Denver*

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