



ABC Bartending School
Catalog 2017-2019
Nationwide Locations

1505 Bethel Rd
Columbus, Oh 43220
614-442-9400

TABLE OF CONTENTS

Educational Philosophy	Page 2
Administrative Staff and Faculty	Page 3
Facilities and Equipment	Page 3
Admission Requirements	Page 3
Counseling	Page 3
Class Schedule	Page 3
Progress and Grading	Page 4
Enrollment Requirements	Page 4
Graduation Requirements	Page 4
Attendance and Conduct	Page 4
Appearance	Page 5
Refund and Cancellation Policy	Page 5
Repetition of Subject	Page 6
Placement Assistance / Policy	Page 6
Educational Objective	Page 6
Holidays	Page 7
Program Outline	Page 7
Tuition	Page 8
Student Complaint Procedure	Page 8

Educational Philosophy

page 2

The faculty and administration of ABC Bartending School of Columbus, Ohio are dedicated to providing a meaningful education to those individuals seeking success in the field of mixology and bartending.

**LICENSES & AUTHORIZATIONS
ABC BARTENDING SCHOOL, INC
OHIO STATE BOARD OF CAREER
COLLEGES AND SCHOOLS**

REGISTRATION # 04-11-1743T

Administrative Staff and Faculty

Page 3

Owner and CEO - Tony Slyvester

School Consultant - Benny Bozeman

Director Enrollment Coordinator - Misty Alexander

Instructor - Misty Alexander

Placement Director - Misty Alexander

Facilities and Equipment

The school is designed for training students to be professional bartenders. The floor plan of 1000 sq. ft is located in a modern air conditioned carpeted building with ample parking. The facility contains an administration office, restrooms and storage area. The lounge area is equipped with a bar, back bar, stools, sinks, glasses, mixing equipment, bottles, video tapes, TV, and other bar essentials. Students will be able to study before and after class in lounge area.

Admission Requirements

All applicants must be 18 years old and older and not have been convicted of a felony. If the applicant has been convicted of a felony the applicant understands that taking and completing the program will be for his or her personal use and not for employment purposes. A previous knowledge of bartending or the bartending field is not necessary. After each applicant's review by the director, the student will be notified as to his/her acceptance. Once the student has been accepted, they will be subject to the school's refund and cancellation policy.

Counseling

An instructor is available to all students who seek counseling concerning academic problems.

Class Schedule

40 Hours - in 5 to 10 days - Monday thru Friday. Weekend schedules are available.

One week is 10am-6pm or 2pm-10pm.

Two week is 10am-2pm or 2pm-6pm or 6pm-10pm

Progress and Grading

page 4

Students will be graded on a daily basis. Written reviews will be graded in order to complete the program with a passing grade of 85% or better. Students must also complete a practical exam with a 85% or better. A permanent set of records for each student will be kept at the school and is available to the students upon request. Every students will be issued a Certificate of Completion upon satisfactory fulfillment of all program requirements.

Enrollment Procedures

A student planning to attend the school must fill out an application form and a Student Enrollment Agreement. As space is limited, class availability will be on a first-come basis upon receipt of deposit.

Graduation Requirements

Student will have to completed the 40 hour program

Students must be paid in full

Students must receive a passing grade of 85% or better on the written exam and must properly mix 12 random drinks in 7 minutes.

Attendance and Conduct

Student's attendance shall be punctual. Students must notify the school in advance of all intended absence. Classes that are missed must be made with a grade of satisfactory to complete this program. All arrangements will be made by the instructor as to the date and time of making up missed work.

The following applies to students absences:

- Any two (2) absences without valid reason will result in dismissal.
- Any two (2) tardies in an excess of fifteen (15) minutes constitutes one (1) absence.
- Any leave of absence must be granted by your instructor or director, with a maximum length of one (1) year.

Students have the right to an appeal to by applying to the director in writing withing 24 hours of notification of dismissal. One teacher shall be chosen by the student to review the dismissal with the director. If the review s satisfactory, the student make make up all class hours or begin with a new class at the next available session. There will be no extra cost for the student.

page 5

All conduct must be in an orderly fashion. Any misconduct, unsatisfactory work progress, or poor attendance will result in dismissal.

Appearance

Our students are required to be neat in appearance. All students are encouraged to maintain a professional attitude at all times and to dress and conduct themselves accordingly. We reserve the right to dismiss any student whose conduct does not conform to our school standards.

Cancellation and Refund Policies

The school provides education and training services to the community. The registration of a student in the assignment of class space, the employment of instructors, and other provisions must be contracted in advance. For these reasons, there will be no refund except as outlined below.

Subsequent to the Entrance Date - All monies paid by the applicant will be refunded if requested within five (5) business days after signing the enrollment agreement or making an initial deposit. After five (5) business days the school will refund all monies paid by the applicant less \$125.00 in administrative fee.

Termination and Refund Policy

1. Uniform tuition refund policy:
 - a. An enrollment agreement or application may be cancelled within five (5) calendar days after the date of signing provided the school is notified of the cancellation in writing. The school staff shall promptly refund in full all tuition and fees paid pursuant in the enrollment agreement. Such refund shall be made no later than thirty days after cancellation.
2. Refunds in clock hour programs shall be made for each academic term in accordance with the following procedures.

page 6

- a. A student who starts class and withdraws before the academic terms is fifteen percent completed will be obligated for twenty-five percent of the tuition and refundable fees plus registration fee.
- b. A Student who starts the class and withdraws after the academic term is fifteen percent completed but before the academic term is twenty-five percent completed will be obligated for fifty percent of the tuition and refundable fee plus registration fee.
- c. A student who starts class and withdraws after the academic term is twenty five percent complete but before before the academic term is twenty-five percent but before the academic term is forty percent completed will be obligated for seventy-five percent of the tuition and refundable fees plus the registration fee.
- d. A students who starts class and withdraws after the academic term is forty percent completed will no the entitled to a refund of the tuition and fees.

Repetition of Subject

An average grade of 80% is considered minimum progress for written and practical application examinations at our school. In case of failure by any student will be given eight (8) hours of class time in which they shall prepare to take the final examination. Any students terminated for unsatisfactory progress will not be accepted for re-enrollment.

Placement Policy.

In Compliance with the Federal Trade Commission of Ohio State Law. ABC Bartending Schools, Inc. does not guarantee the student a job. The students understands that upon graduation, the tuition paid was for instruction, not job placement. It is the intention of the school to offer weekly job placement assistance to our graduates. The job openings offered to the graduates are based on class performance, area and type of place specified by the graduate. Bartending jobs are available throughout the year. ABC encourages to students contact the school to participate in the job placement program with the expectation that they will be working in the hospitality industry soon after completing the course. Former graduates are eligible for continued job placement assistance.

Educational Objective

Our program is designed to train in the art and techniques of Bartending. Upon graduation you will be prepared to fill any position of a bartender.

Holidays

There will be no classes on following holidays

New Year's Eve
Memorial Day
Labor Day
Christmas Eve

New Year's Day
Independence Day
Thanksgiving Day
Christmas Day

Any classes scheduled to start on a holiday will begin the following day. Instruction missed due to a holiday will be made up in a day and time designated by your instructor.

Bartending and Mixology, Program Outline

1. **Your Duties and Responsibilities (2 hours)** : Our students will learn primary responsibilities of a bartender to his/her employer.
2. **Your Bar and Its Equipment (2 hours)** : Our students will be introduced to the bar and the equipment they will be using in the field.
3. **Everyday Service Procedures (2 hours)**: Our students will learn the fundamentals of bartending and how to communicate with their customers.
4. **Basic Fundamental Opening Procedures (2 hours)**: Our students will learn how to properly set up a bar.
5. **Preparing Your Garnishes (1 hour)**: Our students will learn the preparation of lemon, lime, orange garnishes and some others.
6. **Preparing Juices (1 hour)** : Our students will learn the preparation of different juices and mixers.
7. **How to handle Cocktail Check (1 hour)** : Our students will learn the proper procedures for handling cocktail checks and dining room checks, as well as the use of the cash register.
8. **Mixology and Bartending (20 hours)**: Our students will be taught drink recipes and will be given the opportunity during lab time to work behind the bar to practice the recipes and techniques so they become second nature.
9. **Abbreviations and Measurements (1 hour)**: Symbols, abbreviations and measurements will be encountered.

10. **Serving the Customer (2 hours):** Our students will learn the proper ways of dealing with their customers. They will learn how to handle problems and the legalities that apply to the Bartending Profession will also be covered.
11. **Fundamentals Closing Procedures (2 hours):** Our students will learn how to breakdown of the bar, their duties and their responsibilities.
12. **Liquor Industry (2 hours):** Our students will be acquainted with the definitions , processes involved in making liquors, wine and beers, and general information pertaining to the industry.
13. **Basic Bar Management (2 hours):** Our students will be given a clearly defined comprehensive look for making a profit the success of any operation.

Administrative Fee --	\$125.00
Tuition	\$320.00
Book Fee	\$50.00

Total Program Cost \$495.00

Student Complaint Procedures

If a student has any problems, they will be encouraged to speak to the school director to find a reasonable solution. The director will assist in identifying the problem and take action to alleviate the problem. The complainant will receive a written response within five (5) working days. If the problem cannot be resolved, the student has a right and is encouraged to contact the State Board Of Career and Colleges at 614-466-2752

**30 East Broad Street, Suite 2481
Columbus, OH 43215
Phone: (614) 466-2752
Fax: (614) 466-2219
Toll Free (877) 275-4219
E-mail : bpsr@scr.state.oh.us**

