



FEES, POLICIES AND REFUNDS FOR THE INTERNATIONAL SOMMELIER GUILD (“ISG”)

PROGRAM INFORMATION:

Wine Fundamentals Certificate Level 1 (WFCL1)

- An introductory course designed for the novice wine enthusiast. Whether pursuing a career in hospitality or enhancing your enjoyment of wines; the ISG Wine Fundamentals Certificate Level 1 curriculum provides an introduction to the basic aspects of sensory evaluation that are frequently overlooked when drinking wine. You will study the different components of wine appearance, aroma, and flavor. You will also learn the basics in wine terminology, which should assist you in describing the wines that you taste. This course offers a basic understanding of the major grapes used for making wine and their discerning characteristics. You will taste wines from around the world but above all else have fun! You will also be introduced to fortified and sparkling wines.
- Upon completion of this course you will have learned some basic wine terminology, understand label information, rudimentary service techniques as well as some food and wine pairing theories. The goal is for you to gain an appreciation for all types of wines and feel comfortable and confident when selecting and buying wine.
- The ISG Wine Fundamentals Certificate Level 1 is mandatory for entrance into the ISG Wine Fundamentals Certificate Level 2.

Wine Fundamentals Certificate Level 2 (WFCL2)

- A fifteen week course designed to build on your learning from the ISG Wine Fundamentals Certificate Level 1. You will be exposed to all elements involved in the wine business including viticulture, vinification, and regional laws. You will begin to develop your blind tasting skills by studying old and new world wine regions as well as sparkling and fortified wines. In addition, you will build on your service skills, food and wine pairing techniques, and proper storage practices. The goal of this course is to advance your understanding of wine and wine making in order to prepare you for the Sommelier Diploma.
- The ISG Wine Fundamentals Certificate Level 2 is mandatory for entrance into the ISG Sommelier Diploma Program.

Sommelier Diploma Program (SDP)

- The program is an intensive six-month course held once a week over a full day. The International Sommelier Guild is the only professional body that accredits Sommeliers by direct instruction.
- Many universities and colleges offer courses in wine tastings, wine appreciation, viticulture, and oenology. What makes the International Sommelier Guild different is that we believe that only through direct instruction can you learn the subtle intricacies of the art of wine. Wine can never be truly learned from simple seminars or books. A professional that can decipher and translate the overwhelming volume of information must guide students. With our personalized approach to learning, we are not only able to tell you, but also to show you how to evaluate a wine, critique it, decant it, serve, and store it. The curriculum covers everything from viticulture, vinification, tasting techniques, cellaring, investment strategy, menu design, and regional analysis of wines, spirits, and ales. To ensure that your learning experience is second to none, we hold an annual conference to guarantee that each and every instructor has the latest information, research and development, new theories on food and wine pairing, and current trends in the market place. As a graduate, you will enter the industry informed and sought after.
- We provide you with in-depth teachings of all the world's wine regions and their components as opposed to a one-dimensional national approach. Upon successful completion of this intensive program, we guarantee that you will be on the forefront of the wine industry.
- This degree is aimed at being the defining benchmark for wine knowledge within the hospitality industry. We strive to support the professional development of our graduates including a referral program for career opportunities and sponsorship of exclusive member tastings and events. Upon successful completion of the Sommelier Diploma Program, you will graduate with a diploma that designates you as a leader in wine industry as well as having professional mobility.
- The course runs over the course of a full 8 hour day for 22 weeks. There is a concluding 13 hour exam offered over the course of two days.



RETAKE & CHALLENGE EXAM POLICIES*

Wine Fundamentals Certificate Level 1 (WFCL1)

- A. Examination failures may be retaken at a cost of **\$100.00** payable in local currency.
- B. Individuals never having taken the certification and wanting to sit the exam can do so for a fee of **\$250.00** payable in local currency.
- C. Receipts for all courses will be issued within 30 days after payment of fees. Duplicate receipts are available for a fee of **\$25.00** payable in local currency.

Wine Fundamentals Certificate Level 2 (WFCL2)

- A. Any examination failures of Section 1 or Section 2 can be retaken at a cost of **\$100.00** per section payable in local currency.
- B. Any examination failures of Section 3 can be retaken at a cost of **\$200.00** payable in local currency. Note: this section will only be offered provided the requirement for minimum number of students has been met.
- C. Individuals never having taken the certification and wanting to sit the exam can do so for a fee of **\$400.00** payable in local currency.
- D. Receipts for all courses will be issued within 30 days after payment of fees. Duplicate receipts are available for a fee of **\$25.00** payable in local currency.

Sommelier Diploma Program (SDP)

- A. Any examination failures of Section 1, Section 2, Section 3, or Section 5 can be retaken within three years of taking the diploma at a cost of **\$175.00** per section payable in local currency.
- B. Section 4 (tasting) can be re-tested within three years of taking the diploma at a cost of **\$275.00** payable in local currency. Note: this section will only be offered provided the requirement for minimum number of students has been met.
- C. Individuals never having taken the Sommelier Diploma and wanting to sit the exam can do so for a fee of **\$1000.00** payable in local currency.
- D. Past students having failed any portion of the Sommelier Diploma exam have a maximum of three years during which time to retake the respective section. If the three year period has lapsed, students will be required to complete all five sections of the examination in order to be certified at a cost of **\$875.00** payable in local currency.
- E. Receipts for all courses will be issued within 30 days after payment of fees. Duplicate receipts are available for a fee of **\$25.00** payable in local currency.

**Retaking or challenging of exams may require the purchase of additional high quality wines which is taken into consideration for calculations of the aforementioned fees.*

CRITERIA FOR STUDENT ACCEPTANCE

The following criteria must be met to qualify for acceptance to the Sommelier Diploma Program:

- A. Be of legal drinking age at the start of the course as required by the respective state or province. (a photocopy of applicants driver's license must be provided upon course commencement).
- B. Have completed ISG Wine Fundamentals Certificate Level 1 and ISG Wine Fundamentals Certificate Level 2. **Only** in cities where these two courses are not available may the following certificates be used as equivalents: Court of Master Sommeliers Certificate and Advanced Certificate, or WSET Intermediate and Advanced Certificates, or an equivalency degree from a post secondary hospitality program having the ISG's approval **and meet one of the following criteria:**



- I. Demonstrate experience in the hospitality industry particularly as an active employee in the service sector. Candidates must have previous or current employment in the industry within the past five years.
 - II. Graduated from a certified post-secondary hospitality course of study.
 - III. Demonstrate a minimum of three years experience and active employment in the beverage alcohol industry.
 - IV. Wine journalists which have been published in an industry recognized publication, and wine educators.
- C. All applications must include a current resume and cover letter detailing the reasons and aspirations of the individual for pursuing the degree.

Individuals not meeting the criteria or coming from outside of the industry may be accepted on an individual case by appealing to the Admissions Committee.

In the event that demand for enrollment exceeds the number of positions available, preference will be given to those with current employment as wine stewards, dining room service staff, maitre d's, bartenders, food and beverage managers, and owner/operators.

1. Applicants, who do not meet the entrance criteria listed above, may request an interview with the Admissions Committee, to determine possible fit for the program. Examples of possible things the committee would consider are: demonstration of previous advanced level of study; demonstration of a personal vested interest in wine.
2. Applications of qualified candidates will be dated in the order of their being received at the International Sommelier Guild offices and will be processed in chronological order.
3. Certified checks, money orders, Visa or MasterCard are the only forms of payment accepted for all fees.
4. All applications must be in by the due date of application deadline and full tuition must be in by the due date for tuition deadlines. Check your local school as posted on our web site at www.internationalsommelier.com for corresponding deadlines.
5. Successful graduates of the program will be recognized with the professional designation of Sommelier.
6. In completing the attached form, candidates accept and acknowledge that there will be an examination at the conclusion of the program, which consist of five segments. Candidates require a 60% passing grade in **EACH** of the five segments to receive the Sommelier designation and be recognized by the International Sommelier Guild. Students acknowledge that they may not request a copy of examinations. All exams are reviewed by a minimum of three instructors and therefore all grades are **FINAL**.
7. Upon graduation, students are encouraged to display their Sommelier Diploma and insignia pin with pride. You may also make reference in print or broadcast to being an International Sommelier Guild graduate. Students cannot, under any circumstances, use the name of the International Sommelier Guild or logo, during or after training, either as a trademark, a company name, or as an endorsement, regardless of the service or product represented, with no time or geographical restrictions.



FEES

Wine Fundamentals Certificates Level 1 and Level 2

- \$ 875.00 tuition fee
- \$ 500.00 supplies and book fees* (includes all wines required for tastings)
- \$ 125.00 registration fee*
- \$1,500.00 total fees**

*This amount is nonrefundable once course has commenced.

Sommelier Diploma Program

- \$1,850.00 tuition fee
- \$1,100.00 supplies and book fees* (includes all wines required for tastings)
- \$ 150.00 registration fee*
- \$3,100.00 total fees**

*This amount is nonrefundable once course has commenced.

RETAKE & CHALLENGE EXAM POLICIES*

To maintain our rigorous standards and international recognition, our students must comply with the following re-write terms effective July 14, 2001.

WINE FUNDAMENTALS CERTIFICATE LEVEL 1

- D. Examination failures may be re-written at a cost of **\$100.00** payable in local currency.
- E. Individuals never having taken the certification and wanting to sit the exam can do so for a fee of **\$250.00** payable in local currency.
- F. Receipts for all courses will be issued 17 days after commencement of the program and payment of fees. Duplicate receipts are available for a fee of **\$25.00** payable in local currency.

WINE FUNDAMENTALS LEVEL 2

- E. Any examination failures of Section 1 or Section 2 can be re-written at a cost of **\$100.00** per section payable in local currency.
- F. Any examination failures of Section 3 can be re-written at a cost of **\$200.00** payable in local currency. Note: this section will only be offered provided the requirement for minimum number of students has been met.
- G. Individuals never having taken the certification and wanting to sit the exam can do so for a fee of **\$400.00** payable in local currency.
- H. Receipts for all courses will be issued 17 days after commencement of the program and payment of fees. Duplicate receipts are available for a fee of **\$25.00** payable in local currency.

SOMMELIER DIPLOMA PROGRAM

- F. Any examination failures of Section 1, Section 2, Section 3, or Section 5 can be re-written within three years of taking the diploma at a cost of **\$175.00** per section payable in local currency.
- G. Section 4 (tasting) can be re-tested within three years of taking the diploma at a cost of **\$275.00** payable in local currency. Note: this section will only be offered provided the requirement for minimum number of students has been met.



- H. Individuals never having taken the Sommelier Diploma Program and wanting to sit the exam can do so for a fee of **\$1000.00** payable in local currency.
- I. Past students having failed any portion of the Sommelier Diploma Program exam have a maximum of three years during which time to re-write the respective section. If the three year period has lapsed, students will be required to complete all five sections of the examination in order to be certified at a cost of **\$875.00** payable in local currency.
- J. Receipts for all courses will be issued 17 days after commencement of the program and payment of fees. Duplicate receipts are available for a fee of **\$25.00** payable in local currency.

POLICIES AND REFUNDS

The refund policy for the International Sommelier Guild is as follows:

Refunds in cases of withdrawal or dismissal for the ISG Wine Fundamentals Certificates Level 1 and Level 2 are:

1. Written notice must be provided by:
 - a. The student to the ISG when the student withdraws; or
 - b. The ISG to the student when the ISG dismisses a student.
 - c. If written notice of withdrawal is received by the ISG within thirty (30) calendar days after the issue of the letter of acceptance, and before the start of the program, the ISG will retain 10% of the tuition fees.
 - d. No refunds will be given after the first day of class.

Refunds in cases of withdrawal or dismissal for the Sommelier Diploma Program are:

1. Written notice must be provided by:
 - a. The student to the ISG when the student withdraws; or
 - b. The ISG to the student when the ISG dismisses a student.
2. If written notice of withdrawal is received by the ISG within thirty (30) calendar days after the issue of the letter of acceptance, and before the start of the program, the ISG will retain 10% of the tuition fees.
3.
 - a. If written notice of withdrawal is received by the ISG, or a student is dismissed, within fourteen (14) calendar days from the commencement of the program, the ISG will retain 30% of the tuition fees.
 - b. **Subject to subsection (3)(a), if written notice of withdrawal is received by the ISG after fourteen (14) calendar days from the commencement of the program, the Guild will retain 100% of the total tuition fees due and no refund is required**



- c. **If a student is dismissed after fourteen (14) calendar days from the commencement of the program, NO refund is required.**

OTHER REFUND POLICY REQUIREMENTS

1. Refunds owing to students pursuant to subsections (3)(a), (b) and (c) must be paid within thirty (30) days of the ISG's written notice of withdrawal, or within thirty (30) days of the Guild's written notice of dismissal.
2. The Presidential elect Admissions Committee may approve a different refund policy under exceptional circumstances.

DISPUTE RESOLUTION POLICY

The International Sommelier Guild designates the Presidential elect Admissions Committee of the ISG to review disputes or complaints.

Written submissions by all concerned parties must be submitted to the Presidential elect Admissions Committee whom will review all relevant material and conduct every necessary investigation.

At the conclusion of the review and investigation, the Presidential elect Admissions Committee will provide a written conclusion to all parties involved in the dispute.

Where a dispute has arisen between a student and the training institution, the Admissions Committee will take such steps as it judges to be prudent in the resolution of disputes. This resolution may include the engagement of services of individuals who it believes to have the necessary expertise to render competent advice in the matters under consideration.

Where total fees have not yet been collected, the ISG is not responsible for refunding more than has been collected to date. **The total fees due under the contract constitute the total tuition price for the course the student has registered in, not the amount paid to date.**

DISMISSAL POLICY

The International Sommelier Guild reserves the right to dismiss any student involved in the theft of either school or student property; sexual harassment towards another student, faculty or staff; the use of, or being under the influence of illegal substances on the school's premises; and abusive or disruptive behavior.

Students facing dismissal will be required to contact the Presidential elect Admissions Committee of the ISG and the Director of Admissions at the respective school.

Students will be issued one warning letter outlining the nature of the situation and to advise that failure to rectify their behavior will result in immediate dismissal should the situation continue and fees will not be refunded.

By completing the application form, the candidates acknowledge that he/she will abide by all of the Policies and Refunds mentioned above.



STUDENT AGREEMENT

I, _____ (the "Undersigned") of the city of _____, in the state/province of _____ in the country of _____ do acknowledge and agree to abide by the rules and regulations of the institute and school. Furthermore, I acknowledge and accept all of the Policies and Refunds of the International Sommelier Guild as was outlined with my electronic application.

This _____ day of _____, 20 ____.

NAME OF STUDENT: _____
(Please Print)

SIGNATURE OF STUDENT: _____