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FREQUENTLY ASKED QUESTIONS

How do I apply for student housing?

Students newly accepted to NECI receive an electronic housing application from the Admissions Office. First year students are required to reside on campus, unless they have a waiver granted by the Director of Admissions. NECI will make every effort to provide housing whenever possible. However, housing cannot be guaranteed. Therefore, it's extremely important to return the housing application immediately. All housing applications have a deadline of one month prior to your program start date. If you are unsure of your start date, please contact your Admissions Advisor or the Admissions Office at 877.223.NECI (6324).

Note: If you are a first year student and have questions about student housing, please contact housing@neci.edu.

What if I don't want to live in student housing?

All first year students are required to live on campus. If you would like to request an exemption of the first year housing requirement, please apply for this waiver on your housing application. Requesting a waiver does not guarantee approval, but we evaluate each request carefully before making a decision.

How are the residence halls set up?

The school houses students in traditional dormitory-style residence halls. Students living on campus share a bedroom with a roommate and share a communal kitchen, bathroom, laundry room and common space within each dormitory.

All NECI housing is non-smoking, alcohol and substance free.

NECI does not offer couples or family housing. All housing assignments are same sex by room and each dormitory floor is co-ed in nature.

How are the rooms furnished?

All bedrooms are furnished with a standard size twin bed and mattress, a dresser or drawers for clothing, a closet or armoire and a desk with a chair. Students must supply their own linens, pillows, blankets, towels, and non-halogen reading lamp. Many students prefer to bring a microwave and mini-refrigerator.

A standard twin-sized bed is provided by NECI. If you have individual needs that necessitate anything additional or different, you will need to request approval in advance of your arrival from the Student Community Coordinator.



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What items do you suggest to bring?

- ✓ Toiletries & shower tote
- ✓ Flip flops or slippers for use in the common areas
- ✓ Iron & ironing board - for your safety, we recommend an auto shut off iron
- ✓ Laundry bag or basket
- ✓ Desk lamp (must be non-halogen)
- ✓ Laptop and Printer (required for AOS & BA, recommended for CERT, *specifications are listed on the “Required Laptop Computer Specifications” document)
- ✓ Power strip with surge protector
- ✓ Bed linens and pillow (regular length, standard twin size) and towels
- ✓ School supplies (clear sheet protectors, three-ring binders, notebook paper, pens, pencils, highlighter, permanent black marker)
- ✓ Two types of alarm clocks (battery powered clocks in the event of power failure; your cell phone can be used as your second alarm)
- ✓ Laundry supplies (including bleach and quarters, for the washing machines)
- ✓ Individual place setting (cup, silverware, plate, bowl, etc.)
- ✓ Hangers for clothing
- ✓ Mini-fridge/Microwave
- ✓ Non-perishable food items (soup, popcorn, snacks, individually bottled water or juice)

Optional items are:

- ✓ Stereo/iPod with speakers (volume must not disturb roommates or neighbors)
- ✓ Television

Space in student rooms is limited. Please do not bring additional furniture that cannot be stored when not in use.

NECI is not responsible for damage or loss of personal items. Students are advised to keep valuables secured and to lock their room doors. Please do not bring irreplaceable items with you to campus.



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What items are not allowed in the residence halls?

- ✓ For safety reasons, no open or smoldering flames, such as candles, incense or lanterns are permitted.
- ✓ Cooking in individual rooms is not permitted, including the possession of electrical appliances (hot plates, individual gas burners, etc).
- ✓ For Coffee/Tea Makers, anything with an exposed heating element is not permitted due to the fire hazard; the pod-type coffee/tea makers like Keurig are permitted.
- ✓ Halogen lights and strings of lights, such as Christmas lights, are considered a fire hazard and are not permitted.
- ✓ Residents are not permitted to have window air conditioning units. Students are encouraged to bring fans to campus during the warmer months.
- ✓ The use or possession of weapons including air guns, ammunition, fireworks and flammable or hazardous materials of any sort are prohibited.
- ✓ Absolutely no pets are allowed on campus.
- ✓ No dartboards are allowed in the residence halls as they often cause damage to the walls.

Are phones provided in NECI housing?

Yes, each hall has a land line phone; however students are highly encouraged to bring their own personal cell phone, for emergency and communication. In the residence halls a phone is located on each floor for local calls. Long distance calls can be made with the use of a calling card.

Which cellular phone companies provide service in Montpelier?

Verizon	800.922.0204	www.verizonwireless.com
AT&T	800.225.5288	www.att.com
*Sprint	888.211.4727	www.sprint.com (15% discount for NECI students)

Is there internet access on campus?

There is wireless internet provided in all NECI buildings. Additionally, cable TV services are available in your dorm room if you are interested in purchasing at your own expense after you arrive on campus.



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Is a car necessary?

All New England Culinary Institute facilities are within walking distance of student housing. Most students choose to walk the distances as it is not far from NECI dorms and other classrooms. The furthest distance is from the dorms to the National Life Campus at about a mile and half.

Due to difficulties with winter parking, it is recommended that on-campus students not bring their personal vehicle to school unless they have difficulties walking. NECI does not provide inter-campus transportation of any kind. All students who bring vehicles to school must register them with NECI. Students may only park in designated areas and parking regulations are strictly enforced. Students who do not obey the regulations will be fined and/or towed accordingly. There is a winter overnight street parking ban in Montpelier from November 15 through April 1. Montpelier provides satellite long-term parking lots which students may utilize.

Where do I register my car?

You will need to provide NECI Student Services with the make, model, and year of your car as well as your license plate number at Orientation.

Please review the Student Handbook at:

http://www.neci.edu/images/uploads/Handbooks_Guides_Forms/Handbook.pdf for complete information about bringing a car to NECI.

What transportation methods are available to and from Montpelier?

Amtrak Train Service (MPR)

www.amtrak.com

Montpelier-Barre Station (a short ride from campus)
Junction Road and Short Road, Montpelier, VT 05602
800.872.7245 (1.800.USA.RAIL)

Greyhound Bus Service

<http://www.greyhound.com>

Montpelier Bus Station (tickets available at Bagitos)
28 Main Street, Montpelier, VT 05602
802.223.7870

Burlington International Airport (BTV)

<http://www.burlingtonintlairport.com>

Greyhound Bus Service runs from the Burlington International Airport to Montpelier several times a day. Please check their website for times and costs. You can also take a taxi from the airport to the



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NECI campus at 56 College Street, Montpelier, Vermont. It is about a 45 minute drive. The average cost for a taxi from BTV to Montpelier can range anywhere from \$50 - \$80.

We are happy to announce a new partnership with Vermont Tour and Charter, offering individual and group transportation from the Burlington International Airport to NECI. Please go to <http://vermonttourandcharter.com/neci/> for rates and to make a reservation.

Airport Taxi
802.658.1313

Benway's Taxi
802.862.1010

Yellow Cab
802.864.7411 or 802.862.3300

Anywhere Taxi (based at the airport)
802.658.5131

NECI does not provide pick-up or drop-off services for students.

Where can I stay if I want to arrive early?

Comfort Inn (Exit 7, I-89)
Berlin, Vermont
802.229.2222
Approximately a 15 minute drive
from downtown Montpelier

Inn at Montpelier
147 Main Street
Montpelier, Vermont
802.223.2727
Downtown Montpelier

Capitol Plaza Hotel
100 State Street
Montpelier, Vermont
802.223.5252
Downtown Montpelier

Betsy's Bed & Breakfast
74 E. State Street
Montpelier, Vermont
802.229.0466
Downtown Montpelier

Econo Lodge
101 Northfield Street
Montpelier, Vermont
802.223.5258
Downtown Montpelier

Hilltop Inn
349 Fisher Road
Montpelier, Vermont
802.229.2222
Approximately a 15 minute drive
from downtown Montpelier

Early arrival to campus is not permitted due to limited space and planning needs. If you arrive early, you will be required to provide your own overnight accommodations until the scheduled move in time for students.



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How can I find out more about the area?

Central Vermont Chamber of Commerce in Montpelier, VT

www.central-vt.com/chamber/

www.vtlife.com

<http://vermont.gov/portal/>

Which local banks can I use?

Vermont State Employees Credit Union (VESCU): 802.371.5162, www.vsecu.com

What will my mailing address be?

Your Name
New England Culinary Institute
Student Mail
56 College Street
Montpelier, VT 05602-2911

Where can I pre-ship my belongings?

We have limited space to store boxes and suitcases, however, in the event you need to do this, they should be sent to the above address, no earlier than one week prior to your arrival. Please make sure to include your name on all shipped items. They will be stored for you to pick up upon arrival. Once you have arrived, additional shipments must be sent to your student mailbox using the same address provided above.

New England Culinary Institute cannot be responsible for any theft or loss during storage.

When ordering the knife kit, do I have to order all of them, or can I order individual pieces?

NECI sells the knives as a kit only, not individually. You are welcome to purchase your own knives and required equipment from another supplier; however, they need to meet NECI's requirements and quality standards.



FREQUENTLY ASKED QUESTIONS

What will my uniform consist of?

UNIFORMS & GROOMING

All programs require some type of uniform(s) or other appropriate professional attire. Guidelines regarding professional appearance for all programs follow.

Production Uniforms

All uniforms issued by the school are the responsibility of the student. They are to be laundered and pressed by the student, and may be kept by the student at the end of the term.

Students who wish to purchase uniforms from an outside source are advised to check with NECI's Corporate Purchasing Coordinator before placing an order. Only uniforms approved by NECI will be allowed. The uniform must consist of a white jacket, small-checked (approximately 1/8"), straight-leg pants and a NECI-issued student hat. They may be either a blend or 100% cotton. No cargo pants are allowed. Kitchen uniforms need to be fresh, clean, and pressed. All components must be wrinkle-free. In certain labs, students will be required to wear a lab coat. Pants are to be hemmed. They should not be rolled up, tied, or tucked into socks. Plain white t-shirts with no lettering and/or designs are to be worn underneath jackets (provided by the student). Students in back-of-the-house classes are not to wear jewelry, including watches, bracelets, earrings, body rings, facial jewelry, and tongue rings. One simple wedding band or commitment ring with no gemstones is permitted.

Chef jackets, hats, aprons and checked pants are provided as part of your uniform (please fill out and return the sizing form if you haven't done so already).

Personal Hygiene and Appearance

Personal hygiene must be maintained, including, but not limited to, clean hands and nails, clean hair, and daily bathing. Chewing gum and/or smoking in class or labs is not permitted. Fingernails must be natural, trimmed short, and free of polish. Makeup is not permitted in production classes.

In each class, the instructor ensures that appropriate dress and hygiene is maintained. The uniform or attire of the student and his/her personal hygiene must conform to standards as outlined below. If in doubt about dress and appearance, a student should ask the instructor. The instructor or lab supervisor has the authority to bar any student from the kitchen, service area, or classroom whose personal hygiene or appearance presents a health or safety hazard or does not reflect NECI or industry standards.

Hair

Students' hair must be neat, trimmed, and clean. Excessive bangs are not permitted. Dyed hair of unnatural color is not permitted. Students of either gender who have longer hair must have it tucked up under a hat or enclosed in a hair net in kitchen-related classes. For service labs, hair must be up or tied back and groomed in an acceptable manner as determined by the instructor or appointed designee.



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Facial Hair

It is recommended that students have no facial hair other than mustaches. Students who elect to have beards must have them short, clean, and neatly trimmed. Similarly, mustaches are to be short, clean, and neatly trimmed. Sideburns are not to be longer than the bottom of the earlobe. Male students are to shave daily. Students may not grow facial hair after enrolling or during the mid-term break. Male students that have facial hair are required to wear beard nets during production classes.

Production Shoes:

Students in production classes must provide black, low-cut, secure fitting, good-quality leather work shoes or clogs that can be polished and have oil-resistant, nonskid, and non-marking soles. Steel-toed shoes are recommended. White, black, or gray socks are to be worn. Tennis shoes, clogs with open heels, or heel straps, wooden, plastic, “croc’s” style, rubber Birkenstocks, snow clogs and hiking/climbing boots are not allowed. Please refer to page 10 for full information on where and how to order recommended shoes.

Service Uniforms

Students in programs with service training are to bring their own service uniforms. Each student must have two white, long-sleeved, pinpoint oxford-cloth shirts (either 100% cotton or a cotton blend). Students serving in all NECI restaurants wear black dress slacks, either straight-leg or pleated, with a white oxford-cloth shirt. Students are expected to wear plain, unadorned, polished, black shoes and black socks. A black tie is also required. All service clothing must be clean and wrinkle free every day. In some food service outlets, service aprons will be issued at the beginning of the service lab and must be pressed by the student.

Host Uniforms

In programs with host training, hosts in the restaurants are required to dress appropriately. Women may wear a dress, suit, skirt, or dress slacks with a blouse. They may wear socks with slacks or hose with either slacks or skirts. Shoes may not have open toes. Men may wear a suit, jacket/dress slacks combination, or dress slacks/dress shirt combination, polished dress shoes, socks, belt, and a long tie.

Service/Host Jewelry

Students in service and host/management labs may wear a watch and one ring, and one small non-dangling earring may be worn in each earlobe. Other facial jewelry, such as nose, eyebrow, tongue, or mouth rings are not permitted. Students in a host position may wear an appropriate non-interfering pendant, necklace, or bracelet.

Non-Production Related Classes

Dress in non-production related classes must be appropriate to professional training classes, as determined by the instructor or appointed designee. Bermuda-length shorts are allowed, as are neat t-shirts without objectionable messages. Short shorts and bare feet are not permitted. A number of academic classes take place in or around food service facilities where guests may be present; for these classes, casual business attire is recommended. Grooming standards as far as shaving, facial jewelry, personal hygiene, etc., apply to non-production related classes as well as production classes.



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Where do I purchase my shoes?

Since your comfort and safety are very important to us, the type of shoe that you wear is critical. NECI recommends the following:

1) **Shoes for Crews:**

We recommend a truly slip proof leather shoe that will serve you well in both kitchen and service positions. The men's style is called "The Cambridge" and the women's style is called "The Madison". To order, go to <https://www.shoesforcrews.com/sfc3/index.cfm>. Log in using the username **neci**shoes and password **buys**shoes. Select your shoe and size. During the checkout process, make sure to enter **YOUR** name in the "Person Placing the Order" and also in the "Attn" fields. Complete the checkout process. The Shoes will arrive here and we'll have them ready for pick up during Orientation.

2) **The Shoe Horn, Montpelier, VT:**

Offers a 10% discount off kitchen shoes to NECI students. They currently carry Dansko, Naot, Keen and some Merrells that are all non-slip, black, and polishable.

What books will I need to purchase?

You can access the book list at <http://www.neci.edu/student-life/student-support/student-resources/> approximately 6 weeks prior to each term start. Many books can be purchased online through <http://www.Amazon.com> or at Bear Pond Books in Montpelier - 802.229.0774.

Will I have classes during the weekends?

NECI schedules classes in preparation for industry-based expectations, which include working early and/or late hours, as well as some long days. Many classes also include scheduling on weekend days. Schedules can change on a 2, 3, 5 or 6 week rotation. The hours of the day that you are in class will also vary with your schedule rotation. You will receive your schedule after you arrive.

Will I be able to work while attending school?

Students can usually maintain a job that requires 10-15 hours per week. We strongly encourage students to delay lining up any job until after the completion of the first class when it's possible to have a clearer understanding of school demands.

Are jobs available on campus?

Yes, there are both Federal Work Study and paid shift jobs available on campus. You will receive more information about this after your arrival on campus.



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What health care services are available on campus?

Due to our small size, NECI does not have a Health Center or Nurse on campus. Many students find it easiest to visit the local hospital:

Central Vermont Medical Center (located approximately 5 miles away)
130 Fisher Road, Berlin, VT 05602
<http://www.cvmc.org> or 802.371.4100

Concentra Urgent Care (located approximately 5 miles away)
654 Granger Road, Ste. 1, Barre, VT 05641
<http://www.concentra.com/urgent-care-centers/vermont/barre-urgent-care.aspx>
or (802) 223-7499

In order to enroll in classes at NECI, all students must present valid health insurance information. Each student at NECI is required to have healthcare coverage. NECI offers a student medical plan to students from all states through Consolidated Health Plans. For more information, you can access CHP on the internet by going to
https://www.consolidatedhealthplan.com/student_health/new_england_culinary.html.