

# **Ace Bartending**

## **School**

### **Course Catalog & Policies**

***Effective 1/1/2026***

4079 N Rancho Dr Ste 170  
Las Vegas NV 89130  
**P:** 702-450-8800  
Email: [info@acebartending.com](mailto:info@acebartending.com)

## **1. Mission Statement**

- 1.1. The school provides comprehensive education of the highest quality to adults seeking careers as bartenders. Education is provided by qualified instructors via classroom courses.

## **2. Classroom, Admissions Office, Location**

- 2.1. The school is located at 4079 N Rancho Dr Ste 170 in Las Vegas, NV. The school's mailing address is: 2251 N Rampart Blvd #393, Las Vegas, NV 89128 (mail is not accepted at physical office locations).
- 2.2. The school's direct phone number is: 702-450-8800.

## **3. Operating Hours**

- 3.1. Our staff is available to answer telephone calls Monday – Friday 8am – 6pm.
- 3.2. Course hours differ for each specific course and may not coincide with the Admissions Office hours. The schedule for each course will be made available to potential students. Courses are offered year round.
- 3.3. The Admissions Office will be closed and courses will not be held during Federal or State recognized holidays.

## **4. Ownership & State Licensure**

- 4.1. The school is owned by LVPA, Inc.
- 4.2. The instructor for the bartending course is Yolanda Jones.
- 4.3. The school is licensed by the State of Nevada – Commission on Postsecondary Education.

## **5. Tobacco Policy**

- 5.1. Smoking or chewing tobacco is strictly prohibited inside of the school building. Students may use tobacco while physically outside of the school building. Students are required to dispose of cigarettes appropriately and not litter the grounds.

## **6. Alcohol Policy**

- 6.1. Students are forbidden to consume alcohol on the school premises.
- 6.2. Students who arrive at school intoxicated will not be permitted to attend class.
- 6.3. Students who repeatedly arrive at school intoxicated may be expelled.

## **7. Mobile Telephone Policy**

- 7.1. Mobile phones must be completely turned off while in the classroom (phones cannot be left turned on in vibrate or silent mode).
- 7.2. A student who repeatedly uses or receives mobile phone calls during class will be asked to leave the classroom.

7.4 Landline telephones in the Admissions Office may not be used by students, unless there is an emergency.

## **8. Food & Drink Policy**

- 8.1. Students are not permitted to have food of any kind in the classroom.
- 8.2. Students are permitted to have bottled drinks in the classroom; no open cups or containers.

## **9. Tuition Policy**

- 9.1. All students will be required to pay the full amount of tuition before the start date of the course.
- 9.2. The school does not offer financial aid or any other type of financing.
  - 9.2.1. Tuition may be paid in any of the following forms: cash, personal check, certified bank check, money order, credit card (VISA, MasterCard, Discover, American Express).
  - 9.2.2. If a student pays by personal check, two forms of identification must be provided.
  - 9.2.3. If a student pays by personal check, payment will not be considered 'received' until the check clears the bank it is drawn upon.
  - 9.2.4. There will be a \$25 fee charged for a dishonored check. This is in addition to any fee the student's own financial institution may charge.
  - 9.2.5. If a student's check is dishonored after issuance of a certificate of completion of a course to student, that certificate will be invalidated.
  - 9.2.6. If a student's credit card transaction is charged back by the card issuing bank after the issuance of a certificate of completion of a course to student, that certificate will be invalidated.
- 9.3. Refunds – please see the section in this manual which contains the school's refund policy.

## **10. General Admissions Policy (for all courses)**

- 10.1. In order to enroll in any course offered by the school, a student must be 21 years of age and meet the requirements bartending and serving alcohol in the state of Nevada.
- 10.2. Students must be US citizens or legal resident aliens with a valid, verifiable social security number.
- 10.3. Students will be required to pay tuition in full upon being admitted into the school, before the course begins.
- 10.4. Students who are illiterate or cannot understand the English language are responsible for their own interpretation of text and instructed material.
- 10.5. Correspondence courses may be ordered during normal business hours from the Admissions Office or 24 hours from the school's Internet web site. Correspondence courses are regulated by the same state statutes and school policies as classroom courses.
- 10.6. A student's admission is valid for 365 days. All courses for which the student has enrolled must be completed within this timeframe or the student will have to re-enroll.

## **11. Updates to Student Contact Information**

- 11.1. If a student's telephone number, email address, or physical mailing address changes, the student must notify the Admissions Office in writing.
- 11.2. Until notified of a change, the school will consider the original contact information to be valid and current.
- 11.3. If a student's name is legally changed, the school requires a court order showing the name change in order to change the student's name in the school records.

## **12. Academic Integrity**

- 12.1. The school upholds the highest standards of academic integrity and honesty. The school has a *no tolerance* policy toward cheating, plagiarizing, and theft.
- 12.2. A violation of academic integrity would include, but would not be limited to, any of the following: cheating on an examination, copying work completed by another person, falsifying identity, falsifying data, destruction of school property, theft of another student's personal property (including text books), stealing or intentionally learning examination questions.
- 12.3. Upon learning of a student's violation of the school's academic integrity policy, the school will notify said student within a 3 business day period in writing. The student will have 2 business days to reply, if desired.
- 12.4. The school may take any action it deems appropriate based on the violation. This may include a warning, suspension, or expulsion.
- 12.5. If the student has already received a certificate of course completion, the school may invalidate the certificate.

## **13. Student Conduct**

- 13.1. Students are expected to act appropriately while in classrooms or on school grounds. "Appropriately" includes using social manners, respect for instructors and other students, respect for school property, and remaining quiet while in the classroom.
- 13.2. Any student acting in a manner deemed inappropriate by the school may be expelled. Inappropriate behavior consists of: violating any policy contained in this catalog, harassment or annoyance of other students or instructors, destruction of school or student property, not remaining quiet during class.

## **14. Tuition**

- 14.1. The following is a complete list of programs offered by the school and corresponding tuition for each course.
- 14.2. Tuition costs may change without notice.
- 14.3. Tuition listed below is not inclusive of any discounts periodically offered.
- 14.4. Tuition listed below is inclusive for related courses. No additional costs apply.
- 14.5. Student has one year (365 days) from initial date of enrollment to complete a course before re-enrollment and another paid tuition is required.
  - 14.5.1. Bartending - \$375

## **15. Standards of Progress**

### **15.1. Examinations**

- 15.1.1. Students enrolled in all courses will be required to pass a final examination by answering 75% of the questions correctly.
- 15.1.2. Students will be required to complete their examination in a 3 hour time period.
- 15.1.3. Examinations completed outside of the school (out of state students or correspondence students) must be proctored by a neutral third party, approved by the school.
- 15.1.4. If a student does not pass a final examination, the student will be afforded the chance to retake the examination a total of two more times.
- 15.1.5. If a student fails the final examination on the third retake, the student will then be required to retake the course again.
- 15.1.6. Students who retake the course will not be given a discount in tuition.

## **16. Student Attendance**

16.1. The State of Nevada has set the requirements for the total number of hours each student must attend each course.

16.2. In order to obtain a certificate, students must be in attendance for the required number of hours in their course without exception.

### **16.3. Attendance Definitions**

- 16.3.1. A student is considered "absent" from a course when the student is physically not present in the classroom.
- 16.3.1.1. "Excused absence" is when a student notifies their Instructor in writing or verbally that the student will not be able to attend a particular class for a valid reason.
- 16.3.1.2. "Unexcused absence" is when a student fails to notify their Instructor in writing or verbally that the student will not attend a particular class for a valid reason.
- 16.3.1.3. If a student is absent more than 3 times through the entire duration of the course, the Instructor will require private tutoring with Instructor as make up.
- 16.3.1.4. If a student is absent excessively, or does not complete make up work or tutoring as dictated by the Instructor, the school may require the student to retake the entire course or may expel the student.
- 16.3.2. A student is considered "tardy" when the student arrives at the classroom more than 5 minutes after the course begins.
- 16.3.3. Students who do not attend for the required number of hours will be required to make up missed hours and subject matter in order to obtain their certificate.

### **16.4. Required Attendance**

- 16.4.1. Bartending – 30 hours

## **17. Job Placement**

17.1. The school does not provide job placement services, but will alert students to restaurants and bars that have contacted the school seeking employees.

17.2. Students are responsible for preparation of their own resume.

17.3. Students are responsible for scheduling interviews with potential employers.

**18. Courses**

18.1. **Bartending**

- 18.1.1. This course is designed to prepare students for a career as a bartender.
- 18.1.2. This course is available in class only.
- 18.1.3. Students are required to take a final exam at the end of the course.
- 18.1.4. This course is 30 hours in length.
- 18.1.5. The classroom is 1000 square feet and is set up to mimic a real world functioning bar, complete with liquor bottles (filled with colored water) and bar wells.

**19. Course Withdraw**

- 19.1. Students may withdraw from their enrolled course(s) at anytime without academic penalty.
- 19.2. Withdraws must be made in writing on the school's standard withdraw form. Telephone withdraws are not valid.
- 19.3. Students must review the school's refund policy to determine any refund amount due and the time in which the school has to make said refund.

**20. Credits Earned from Other Schools**

- 20.1. Credits earned from other school's are not accepted.

**21. Student Indemnification Fund**

- 21.1. The State of Nevada has established a fund which may be used to indemnify a student who has suffered damage as a result of a school's discontinuance of operation. If you have been aggrieved by the school you may contact CPE at 702-486-7330 for more information on accessing the fund.

## REFUNDS

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
  - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
  - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.
  - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
  - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
  - (a) Date of cancellation by a student of his or her enrollment;
  - (b) Date of termination by the institution of the enrollment of a student;
  - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
  - (d) Last day of attendance of a student, whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
4. For the purposes of this section:
  - (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
  - (b) The period of time for a training program is the period set forth in the enrollment agreement.
  - (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.
5. As used in this section, "substantially failed to furnish" includes cancelling or changing a training program agreed upon in the enrollment agreement without:
  - (a) Offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or
  - (b) Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes, unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.

## **STUDENT GRIEVANCE POLICY**

Students enrolled in licensed, private postsecondary educational institution, have the right to register a legitimate complaint with the Commission on Postsecondary Education. Prior to filing a complaint, you must attempt to resolve the issue with school officials according to the policies of the school which you are attending.

If you are unable to reach a solution, you may contact the Commission (see below) and we will attempt to resolve the issue. If a resolution cannot be reached, you will be required to complete a formal complaint form; Formal complaints are investigated by staff and a decision by the administrator of the Commission. If either party does not agree with that decision, an appeal to the full Commission may be requested: NRS 394.520 allows for the following: A full refund can be ordered if it is determined that the school substantially failed to furnish the education agreed to in the enrollment contract; One-half of all monies paid can be ordered if it is determined that the school substantially furnished the education stated in the enrollment contract but the conditions were substandard to the point the student could not be expected to complete the training.

More information, including complaints forms, is available at [www.cpe.nv.gov](http://www.cpe.nv.gov). Or contact: Commission on Postsecondary Education 2800 E. St. Louis Avenue Las Vegas, NV 89104  
702-486-7330 (Ph) 702-486-7340 (Fax)