



## **The American Wine School (AWS)**

### **WSET® Level 4 Diploma in Wines & Spirits Program**

## **Candidate Agreement**

### **PURPOSE**

The purpose of this agreement is to ensure that all WSET® Level 4 Diploma in Wines & Spirits candidates have a full understanding of the requirements & expectations, the class dates and schedules, monetary commitment, and terms and conditions of the Level 4 program before entering the program. Further, this agreement will serve as a reference document for both the AWS and the candidate.

### **COURSE DESCRIPTION & SPECIFICATION GUIDE**

The WSET® Level 4 Diploma in Wines & Spirits is a specialist qualification where detailed knowledge is combined with commercial factors and a thorough system for the professional evaluation of wines and spirits. The qualification will prepare those who are required to make managerial decisions, interpret information and have a thorough understanding of market trends and requirements in a variety of trade and industry sectors.

The Diploma aims to provide specialist product knowledge and understanding of the global and domestic markets for wines and spirits and develop candidate's ability to present information in a format suitable for business. The total study time required to earn the WSET® Level 4 Diploma in Wines & Spirits award is (at a minimum) approximately 600 hours resulting in 60 credits (1 credit =10 learning hours). Each Unit is assigned a minimum credit/study hours giving candidates insight into the time required to complete each Unit.

Please see the attached Term Candidate Schedule for specific dates and times of classes. Please note that various educators will be teaching your WSET® Level 4 Diploma in Wines & Spirits courses. In addition to AWS Diploma educators (listed on the AWS website), guest presenters who are specialists in their field will be invited to give their point of view to enrich the WSET® Level 4 Diploma in Wines & Spirits experience.

**The six (6) Units of the WSET® Level 4 Diploma in Wines & Spirits are as follows:**

**Unit 1 The Global Business of Alcoholic Beverages:** Unit 1 examines the dynamics of the global market for alcoholic beverages, the local market and the marketing of alcoholic beverages. It is assessed by two papers: 1) a closed-book theory paper (essay) in the format of a case study, and 2) one coursework assignment or research paper on an assigned topic. *Minimum 120 hours or 12 credits.*

**Unit 2 Wine Production:** Unit 2 delves into the science of wine to include viticulture & vinification practices as well as maturation, treatments, and packaging around the globe. It is assessed by means of a multiple-choice examination paper of 100 questions. *Minimum 60 hours or 6 credits.*

**Unit 3 Light Wines of the World:** Unit 3 takes in in-depth look at the light wines of the world to include: Northern and Western Europe, Central, South, and South-Eastern Europe, Africa, Australasia, and Asia as well as the Americas. Unit 3 is assessed by 1) a closed-book theory paper of 5 questions, and 2) a practical tasting paper of 12 wines. *Minimum 300 hours or 30 credits.*

**Unit 4 Spirits of the World:** Unit 4 focuses on the production of spirits as well as the types and styles of spirits around the world. It is assessed by a combined tasting and theory, closed-book examination, consisting of a tasting paper of 3 spirits and one theory question. *Minimum 60 hours or 6 credits.*

**Unit 5 Sparkling Wines of the World:** Unit 5 explores the methods of sparkling wine production as well as the types and styles of sparkling wines around the globe. Unit 5 is assessed by a combined tasting and theory, closed-book examination, consisting of a tasting paper of three sparkling wines and one theory question. *Minimum 30 hours or 3 credits.*

**Unit 6 Fortified Wines of the World:** Unit 6 outlines the methods of production of fortified wines around the world as well as defines the types and styles of fortified wines. Unit 6 is assessed by a combined tasting and theory, closed-book examination, consisting of a tasting paper of three fortified wines and one theory question. *Minimum 30 hours or 3 credits.*

For a complete overview of the WSET® Level 4 Diploma in Wines & Spirits, please download the [Specification Guide](#). All classes and exams are scheduled on specific dates throughout an academic calendar (Aug 1 – July 31). For more information download the [Level 4 Candidate Assessment Guide](#).

**REGISTRATION REQUIREMENTS**

To register for the WSET® Level 4 course in Wines & Spirits, candidates must be at least 21 years of age. Additionally, they must have successfully earned the WSET® Level 3 Wine certificate.

## **AWS PROGRAM TERMS & REGISTRATION FEE:**

The American Wine School offers the six (6) units of the WSET® Level 4 Diploma in Wines & Spirits program in 3 Academic Terms as follows:

- **First Term:** Units 1, 2, & 5.
- **Second Term:** Units 4 & 6
- **Third Term:** Unit 3

It is understood that candidates must begin their Diploma studies by taking the First Term (Units 1, 2 & 5) before taking any other Term. Further, it is understood that candidates must sit Unit 2 before sitting any other Unit exam. Since Unit 1 explores the Business of Alcoholic Beverages, you will sit that exam early on, as this information will be helpful for tackling future exams.

The initial registration for First Term (Units 1, 2 & 5) include the mandatory WSET registration fee. This fee is valid for 3 academic years. If you have not completed the six (6) units of the WSET® Level 4 Diploma in Wines & Spirits course within 3 years, your record will be reviewed against any changes that may have occurred to the qualification, and WSET will determine which Unit passes will remain valid for the next three (3) year registration period. Re-registering will result in another registration fee.

## **COURSE TERM TUITION**

Tuition may be paid in installments (see Candidate Fees & Payments), but the commitment to take Term courses, and sit the corresponding exams, take place at the time of booking into First Term. All coursework assignments and exams dates are set for the academic year and cannot be changed or re-scheduled. It is understood that your tuition for the Term includes all study material, classes, and exam fees. For information on refunds, deferments, transfers, and re-sit fees, please reference AWS Terms & Conditions.

It is understood that, while the AWS offers classroom instruction, the responsibility for maintaining a robust study regime rests with you, the candidate. As such, it is highly recommended that you develop a study plan immediately upon booking your first Term. The WSET® Level 4 Diploma in Wines & Spirits is a rigorous program that requires many hours of self-directed study. Suggested hours of study are outlined in the Qualifications Specification. Further, it is understood that the AWS will discuss/review possible study plans with candidates during the Launch Day.

The AWS will provide wines during each class day to help candidates calibrate their palates and practice writing tasting notes using the WSET SAT. It is understood that class wines are included in the tuition fees. In most cases, the AWS course days will cover the recommended wines from the Specification Guide. However, it is understood that candidates are expected to taste on their own (specifically during Unit 3, 4, 5 & 6) using the WSET SAT outside of class. Most candidates

find it necessary to taste products several times to commit the profile to memory. The amount of wine a candidate may need to buy over the course of the WSET® Level 4 Diploma in Wines & Spirits program is at the sole discretion of the individual candidate. A list of suggested wines can be found after each Unit description in the Specification Guide. Further, it is understood that volunteer supplemental Diploma tasting groups are permitted and often form organically, but wines purchased for tasting are not part of the term tuition.

### **Missed classes:**

It is understood that the AWS does not offer make-up classes for missed classes. That said, the AWS will supply candidates with any and all class materials presented during the missed class.

## **TERMS & CONDITIONS**

### **Refunds, Cancellations, Deferments**

Once a candidate has paid a Term Tuition, there are no cancellations, refunds or partial refunds. It is understood that study material, room rentals, educators, and exam fees are collected and booked at the start of the Term making any sort of refund impossible. Therefore, it is very important that you, the candidate, take careful pause before committing to an academic Term.

Should a candidate require a deferment due to a personal emergency (medical or death in family) for a particular Unit within a Term, the AWS reserves the right to give consideration for deferment approval on a case-by-case basis. Deferment does not include a refund or credit or any sort. Deferment means the candidate will take the deferred Unit and sit the deferred Unit exam the next time the Unit exam becomes available. An emergency refers to a medical situation or death in the family. It is understood that a move, work conflict, or any other personal conflict does not constitute a personal emergency. All requests for deferment must be made in writing.

Since program changes are made from time to time, it is understood that the candidate assumes the risk that the Unit structure will remain the same within WSET. The AWS assumes no risk for program changes made by WSET in London that might affect the deferred Unit. If any changes occur in the WSET Specification & Assessment criteria, deferred students must sit the current assessment.

Should a candidate not show up for an exam, it is understood that no refunds, credits or partial credits will be given. Should candidate wish to sit the exam at another time, a missed-exam fee will be charged (see Candidate Fees & Payments).

## **Transfer Candidates**

Candidates entering the WSET® Level 4 Diploma in Wines & Spirits program with AWS as a Transfer Candidate will receive a prorated tuition for the Term. For example, should a candidate transfer from another Approved Programme Provider (APP) having completed Units 1 & 2. The candidate would complete the AWS First Term (Units 1, 2 & 5) with a prorated tuition, so as to only pay for Unit 5.

If an incoming, transfer candidate would like to sit an exam with the AWS, it is understood that the transfer candidate will be liable for exam and administrative fees charged by the AWS. Fees paid to the original APP cannot be applied to the AWS transfer fees.

If a candidate registered with the AWS wishes to sit an exam at a different APP (other than the AWS), it is understood that the candidate will be liable to pay all fees required by the alternative APP. Further, it is understood that no partial or full refunds would be made by the AWS.

## **CANDIDATE FEES & PAYMENTS**

It is understood that candidates may use a credit card to book their course Units using the AWS website. Additionally, candidates may write a check for their course fees. Once payment has been received, candidates will be sent a confirmation letter. Study material will be sent upon receipt of payment. Checks should be made payable to American Wine School and mailed to:

American Wine School 40 East Oak Street, Suite 211, Chicago, IL 60611

The following outlines the fees for each Unit of the WSET® Level 4 Diploma in Wines & Spirits at AWS:

UNIT	COURSE FEE	RE-SIT FEE	MISSED EXAM FEE
Units 1 & 2	\$1950	Unit 1 case study \$150 Unit 1 course work \$150 Unit 2 exam \$150	Unit 1 case study \$175 Unit 1 course work \$175 Unit 2 exam \$175
Unit 3	\$2775	Theory only \$150 Tasting only \$250 Theory & Tasting \$350	Theory & Tasting \$375
Unit 4	\$795	\$150	\$175
Unit 5	\$675	\$150	\$175
Unit 6	\$675	\$150	\$175

## Candidate Check List

Before starting your WSET® Level 4 Diploma in Wines & Spirits journey, please make sure you have completed the following:

- I have read and understand the WSET Level 4 Qualification Specification. Specifically, I have a clear understanding of the time commitment required to successfully complete the WSET® Level 4 Diploma in Wines & Spirits.
- I have read and understand the Candidate Assessment Guide
- I have reviewed the dates on the First and Second Term Student Schedule. Further I understand that the dates on the schedule are not flexible. Registration dates and exam dates are not moveable.
- I have reviewed the payment policies and understand the financial obligation of pursuing the WSET® Level 4 Diploma in Wines & Spirits.
- I have completed my phone interview with the AWS Main Contact (Marianne Frantz).

Please sign that you have read and understand the information within this student agreement. Then, return this document to the American Wine School. You will receive specific information about your course of study as soon as this agreement has been submitted.

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Candidate signature

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Marianne Frantz

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Date

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Date



## First-Term Student Schedule 2018

WSET® Level 4 Diploma in Wines & Spirits

Jan 1<sup>st</sup> - Last Day to sign up for First Term (Unit 2 Fee due date)

Jan 27<sup>th</sup> - Diploma Launch Day in Chicago (11 – 4pm)

Feb 10<sup>th</sup> – Unit 2/Class #1 (11 – 4pm)

Feb 24<sup>th</sup> – Unit 2/Class #2 (11 – 4pm)

March 10<sup>th</sup> – Unit 2/Class #3 (11 – 4pm)

March 24<sup>th</sup> – **UNIT 2 EXAM (11am)**

April 1<sup>st</sup> – Unit 1 fee due date

April 14<sup>th</sup> – Unit 1/Class #1 (11 - 4pm)

April 28<sup>th</sup> – Unit 1/Class #2 (11 – 4pm)

May 19<sup>th</sup> – Unit 1/Class #3 (11 – 4pm)

**June 12<sup>th</sup> – Unit 1 Case Study Exam (11am)**

*June 12 – July 31<sup>st</sup> Summer Break*

Aug 1<sup>st</sup> – Unit 5 fee due date

Aug 18<sup>th</sup> – Unit 5/Class #1 (11 -4pm)

Sept 15<sup>th</sup> – Unit 5/Class #2 (11 – 4pm)

Oct 1 – Unit 6 Fee due

Oct 20<sup>th</sup> – Unit 5/Class #3 (11 – 4pm)

**Nov 7 – Unit 5 Exam (11am)**

**Nov 14<sup>th</sup> – Submission of Candidate Coursework Assignment**

*Nov 14 – Dec 31<sup>st</sup> Winter Break*

Please note that during the second half of 2018, candidates will be studying for Unit 5 and, at the same time, writing their Candidate Coursework Assignment or research paper.

## Second-Term Student Schedule 2019

Jan 1<sup>st</sup> – Unit 6 fee due (Registration due date for Second Term)

Jan 19<sup>th</sup> – Unit 6 class #1 (11 – 4pm)

Feb 9<sup>th</sup> – Unit 6 Class #2 (11 – 4pm)

**March 19<sup>th</sup> – Unit 6 EXAM (11am)**

April 1<sup>st</sup> – Unit 4 fee due

April 13<sup>th</sup> – Unit 4 class #1 (11 – 4pm)

May 11<sup>th</sup> – Unit 4 Class #2 (11-4pm)

**June 12<sup>th</sup> – Unit 4 Exam (11am)**

**End of Second Term**

## Third-Term Student Schedule 2019-2020

Unit 3 Light Wines of the World course and examination dates will be released as soon as they are available for the 2019-2020 academic year.