

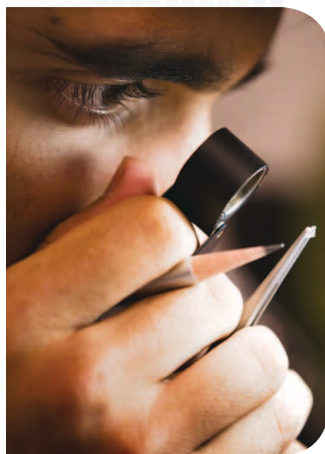


GIA®

2012 On-Campus Application and Registration

For U.S. Campuses

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Submitting Your Application and Registration

Please read the instructions below before completing the on-campus application which immediately follows this page.

How to Apply and Deadlines

This on-campus application and registration packet is for U.S. locations only. All pages of the application must be completed.

Review pages 7–8 for details on Tuition and Fees and the Schedule of Student Charges. Cancellation and Refund Policies can be found on pages 10–11.

Required documents must be mailed and received by GIA to be considered for on-campus admission. You will not be able to reserve space in any program or course until GIA has received all required fees and documents. Submit your completed application and registration form and required documents to the campus in which you wish to attend.

There are no application deadlines. Although GIA holds classes year-round, on-campus programs typically reach capacity at least 2 to 3 months in advance, so we encourage you to apply at least 3 to 4 months before the start date. If a class reaches capacity, you will be placed on a wait list and notified if a seat becomes available.

Educational services and shipping to some countries may be restricted by U.S. law. GIA fully complies with any and all U.S. laws and therefore may be unable to accept enrollments from certain countries. Contact GIA Admissions if you have questions about such conditions.

Payment Methods

Credit Card: You can charge application fees, confirmation deposits, tuition, books and materials, and other fees to your VISA, MasterCard, Discover, or American Express account.

Check or Money Order: You can pay by cashier's check or personal check. Make checks payable to GIA. Payment must be in U.S. dollars and drawn on a U.S. bank.

Wire Transfer: Call toll free 800 421 7250 ext 4001 or 760 603 4001, or email admissions@gia.edu for details. All wire fees must be paid by the applicant.

Paper Applications

Submit your on-campus application to the campus in which you wish to attend.

GIA Carlsbad	GIA New York
Robert Mouawad Campus	Mailstop #70
Mailstop #3	270 Madison Avenue, 2 nd Floor
5345 Armada Drive	New York, NY 10016-0601
Carlsbad, CA 92008	Fax 212 719 9563
Fax 760 603 4003	

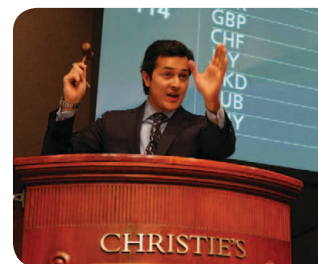
Campuses Outside the U.S.

Students wishing to apply for attendance at a GIA campus outside the U.S. should contact the appropriate campus directly. International campus contact information is on page 13.

NEW YORK

“This exciting industry has taken me all over the world in search of great gemstones and jewels. Each day brings a new deal and a new client and my time spent at GIA helps me make the most of these opportunities.”

Rahul Kadakia, GIA GG
Senior Vice President, Head of Jewelry, Americas
Christie's Americas



Enrollment Checklist

All Applicants

Have you...

- Read "Submitting Your Application and Registration" on page 2 which provides instructions for completing the application and registering for your programs and courses?
- Reviewed all admissions policies and procedures?
- Answered all applicable questions on the application and registration form?
- Provided your full legal name? This is how your name will appear on all official GIA documents, including credentials, certificates, and diplomas.
- Provided your Social Security number if you are a U.S. citizen or permanent resident?
- Given a physical permanent home address and your mailing address?
- Selected your diploma programs and courses?
- Reviewed the Tuition and Fees and Schedule of Student Charges on pages 7–8 and filled in all applicable charges correctly?
- Reviewed Cancellation and Refund Policies on pages 10–11?
- Selected your method of payment for all applicable tuition and fees?
- Signed your application?
- Sent your application and registration to Admissions?

On-Campus U.S. Citizen Applicants

Have you...

- Enclosed all documents necessary for enrollment?
 - Copy of your passport identification page or birth certificate
 - Copy of your high school diploma, GED, college diploma, or transcript showing your graduation date

On-Campus Non-U.S. Citizen Applicants

Have you...

- Read and reviewed the international applicant information and enrollment requirements in the 2012 Education Catalog at www.gia.edu?
- Completed the items listed under the "All Applicants" checklist?
- Enclosed all documents necessary for enrollment?
 - Copy of your passport identification page or birth certificate
 - Copy of your diploma or transcript for high school/secondary school, GED, college or university (must be in English or accompanied by an approved English translation)
 - Provided or requested to have official results submitted showing proof of your English proficiency
- Provided an original bank statement or bank letter showing that you or your sponsor has sufficient financial support to cover tuition and living expenses for the duration of your courses?
- Provided an original letter of financial support from the person who is providing your financial support if the above bank statement or letter is not from your personal bank account?



Courtesy of Platinum Guild International



Date: (mm/dd/yyyy) _____

Please complete all three pages and print legibly using black ink, or apply online at www.gia.edu

PREVIOUSLY ENROLLED AT GIA? YES NO If yes, please provide your student number _____

Student Information

Last/Surname USE FULL LEGAL NAME. THIS IS THE NAME THAT WILL APPEAR ON YOUR GIA CREDENTIAL.

First Middle Suffix

U.S. Social Security Number

Date of Birth (MM/DD/YYYY) Gender: Male Female

Email Address REQUIRED FOR ALL SCHOOL CORRESPONDENCE

Primary Phone Number Alternate Phone Number

Fax Number

Permanent Home Address

Street Number, Street, Apt # or P.O. Box

City

State Postal Code Country

Mailing Address (if different than above)

Business Name (if applicable)

Street Number, Street, Apt # or P.O. Box

City

State Postal Code Country

THE FOLLOWING INFORMATION IS REQUIRED.

Education History

Highest level of education completed:

High School GED College/University Career/Trade School

High School/GED graduation date (mm/dd/yyyy) _____

College/University (years completed) _____

Highest degree earned:

AA BA BS MA MS Doctorate Other _____

Are you a U.S. citizen? Yes No

IF NO:

Country of Citizenship _____

Country of Birth _____

Are you a U.S. permanent resident? Yes No

Are you currently in the U.S. on a nonimmigrant visa? Yes No

IF YES, type: _____

Can you read, speak, and understand English? Yes No

Have you ever pled guilty to or been convicted of a felony? Yes No

IF YES, submit a letter of explanation and documents with your application. Your application will be reviewed by the admissions committee. See page 55 of the 2012 Education catalog at www.gia.edu for a complete list of requirements.

Do you need special accommodations? Yes No

IF YES, you are requesting reasonable support services for qualified learning or other disabilities. GIA will make reasonable accommodations for students with qualified disabilities. Each course requires students to perform particular physical and mental ability tasks related to that course. Upon request, GIA is pleased to discuss these tasks with you to allow you to evaluate your potential for success and your decision to apply. Students who will be requesting special accommodations are asked to do so in writing following admission to GIA and at least 30 days prior to the date accommodations will be needed. Documentation must be from a professional who is qualified in the testing and diagnosis of the disability. Please make an appointment to discuss your request with the Dean of Students or School Director.

Ethnic Background (Participation is optional. U.S. citizens only.)

To comply with state and federal education laws, GIA asks that you complete the following survey regarding your ethnic background. Your response is confidential and no individuals will be identified in statistical reports based on the results of this survey. It is not used in the admissions process and will have no bearing on your admission status.

1. Are you Hispanic or Latino (regardless of race)? Yes No

2. For non-Hispanic/Latino individuals, are you:

- American Indian or Alaska Native Asian
- Black or African American Native Hawaiian or other Pacific Islander
- White Two or more races
- Non-resident alien (optional item) Unknown or Decline to respond

GIA Non-Discrimination Policy

It is GIA's policy not to engage in discrimination against or harassment of any student enrolled in, or seeking enrollment in, GIA on the basis of race, color, national origin, ethnicity, religion, gender, age, disability, medical condition, pregnancy status, marital status, sexual orientation, veteran status, gender identity, caste, union membership, political affiliation, physical appearance, HIV status, or any other classification protected by applicable local, state, or federal laws. All students have the rights and privileges to participate in programs and activities generally accorded or made available to students of the school. GIA reserves the right to deny an application and cancel an enrollment at any time.

On-Campus Application and Registration 2012

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NAME _____ STUDENT NUMBER _____
 Last/Surname First Middle Suffix

Declare Diploma Program

Select the diploma program(s) you intend to complete:

Graduate Gemologist Graduate Diamonds Graduate Colored Stones Applied Jewelry Arts Graduate Jeweler

Select Programs of Study and Campus

For U.S. locations only. Programs are offered on campus in Carlsbad and New York.

See page 9 or www.gia.edu for program location and start dates.

Total Charges include tuition, books and materials, applicable sales tax, STRF, and technology service fee. All students attending an on-campus program or course in Carlsbad are required to pay the State of California Student Tuition Recovery Fund (STRF). See page 7 for a complete description of STRF.

*See page 8 for itemized fees.

Carlsbad On-Campus Programs and Courses – Gemology and Jewelry Manufacturing Arts

Program Title	Program Number	Indicate Start Date First Choice	Indicate Start Date Second Choice	Total Charges	First Payment Due with Application (refundable deposit)	Amount Due by Orientation Day	Final Amount Due
<input type="checkbox"/> Graduate Gemologist	GEM2500	/ /2012	/ /2012	\$21,103.84	\$1,915.00	\$12,456.84	\$6,732.00
<input type="checkbox"/> Graduate Diamonds	GEM2200	/ /2012	/ /2012	\$6,400.55	\$595.00	\$5,805.55	N/A
<input type="checkbox"/> Graduate Colored Stones	GEM2300	/ /2012	/ /2012	\$14,853.29	\$1,320.00	\$10,761.29	\$2,772.00
<input type="checkbox"/> Applied Jewelry Arts	JMA3200	/ /2012	/ /2012	\$17,225.42	\$1,626.50	\$9,609.42	\$5,989.50
<input type="checkbox"/> Graduate Jeweler	JMA3300	/ /2012	/ /2012	\$17,667.03	\$1,585.00	\$10,376.03	\$5,706.00
<input type="checkbox"/> Jewelry Design	JMA370	/ /2012	/ /2012	\$5,817.30	\$546.00	\$5,271.30	N/A
<input type="checkbox"/> Comprehensive CAD/CAM for Jewelry	JMA400	/ /2012	/ /2012	\$4,635.04	\$440.50	\$4,194.54	N/A

REQUIRED FOR JEWELRY MANUFACTURING ARTS STUDENTS: Jeweler's benches are set up for either left- or right-handed individuals. Which do you require? Left Right

New York On-Campus Programs and Courses – Gemology and Jewelry Manufacturing Arts

Program Title	Program Number	Indicate Start Date First Choice	Indicate Start Date Second Choice	Total Charges	First Payment Due with Application (refundable deposit)	Final Amount Due
<input type="checkbox"/> Graduate Gemologist	GEM2500	/ /2012	/ /2012	\$20,930.00	\$1,915.00	\$19,015.00
<input type="checkbox"/> Graduate Diamonds	GEM2200	/ /2012	/ /2012	\$6,365.00	\$595.00	\$5,770.00
<input type="checkbox"/> Graduate Colored Stones	GEM2300	/ /2012	/ /2012	\$14,715.00	\$1,320.00	\$13,395.00
<input type="checkbox"/> Jewelry Design	JMA370	/ /2012	/ /2012	\$5,780.00	\$546.00	\$5,234.00

REQUIRED FOR JEWELRY MANUFACTURING ARTS STUDENTS: Jeweler's benches are set up for either left- or right-handed individuals. Which do you require? Left Right

On-Campus Application and Registration 2012

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NAME _____ STUDENT NUMBER _____

Last/Surname First Middle Suffix

Payment

A one-time \$35 application fee is required for first time GIA applicants. **Submit your application, first payments, and required documents to GIA.** Student charges are valid for start dates from January 1, 2012 to December 31, 2012. Student charges and schedules are subject to change. Refer to pages 10–11 for Cancellations and Refund policies. Payment must be made in U.S. dollars via credit card, wire transfer, cashier's check, or personal check draw on a U.S. bank. Make checks payable to GIA. Call 800 421 7250 ext 4001 or 760 603 4001 or email admissions@gia.edu for wire transfer details. Wire transfer fees must be paid by applicant. For your privacy, please do not submit your credit card information with this application. GIA accepts VISA, Mastercard, American Express, and Discover. Please do not send cash.

FIRST PAYMENT DUE WITH APPLICATION	
<input type="checkbox"/> FIRST-TIME GIA APPLICANTS: \$35 APPLICATION FEE	
TOTAL DUE TODAY	

- CHECK ENCLOSED PAYABLE TO GIA FOR ABOVE TOTAL
- PAYMENT TO FOLLOW VIA WIRE TRANSFER
- CREDIT CARD: GIA will contact you when your application is processed. GIA accepts VISA, Mastercard, American Express, and Discover.

Required Documents

Please submit copies of the following documents with this application. Documents with ** are required from non-U.S. citizens only. Documents must be in English or accompanied by an approved English translation. See www.gia.edu for more information.

- Passport or birth certificate
- Copy of your diploma or transcript for high school/secondary school, GED, college or university
(Must be in English or accompanied by an approved English translation)
- Proof of English proficiency**
(Original document required for TOEFL®, IELTS™, ITEP Academic Plus, PTE Academic, or Cambridge CAE)
- Letter of financial support**
(Original document required and letter of financial support from sponsor if bank statement is not from your personal bank.)

Applicant Signature – Required

I have read and understand all requirements for admission and hereby certify the information given in this application is correct and complete to the best of my knowledge. I understand that falsification of the application and/or supporting documents will be grounds for immediate refusal of application and/or dismissal from GIA. I recognize that my registration is not complete until I have read and signed the enrollment agreement.

By my signature on this enrollment application, I certify that I have read the “Chemical Safety Disclosure” on page 55 of the 2012 Education Catalog and understand that I may come in contact with chemicals in certain GIA classes, and that if I am pregnant, have certain medical conditions, or have allergies, I should contact my physician for advice.

Signature of Applicant _____ Date _____

Applicants Under 18 Years of Age

If you are under 18 years old, the law requires the signature of your parent or legal guardian as guarantor. By signing this application, the parent or legal guardian approves of your enrollment and agrees to accept all obligations in case of default. More information for applicants under 18 years of age is available on page 55 of the 2012 Education Catalog or at www.gia.edu

Name of Guarantor _____

Relationship of Guarantor _____

Signature of Guarantor _____

Address of Guarantor _____

City _____

State _____ Postal Code _____ Country _____

Tuition and Fees

Schedule of Student Charges

Effective January 1, 2012 through December 31, 2012; subject to change.

General Information for All Applicants

APPLICATION FEE:

All new applicants are charged a one-time \$35 application fee.

TOTAL CHARGES DO NOT INCLUDE:

- Housing, food, insurance, transportation, entertainment, other living expenses, and possible additional fees (see below)
- One-time application fee
- Repeat fees for remedial work
- Optional purchase of metals used and projects made in JMA courses and programs
- Fees for lost or damaged equipment, stones, ID cards, keys
- Returned check fee
- Wire transfer fees

ADDITIONAL STUDENT FEES MAY INCLUDE:

- \$35 half day or \$70 full day for Student Workroom
- \$650 per week for repeating on-campus class time
- \$75 add/drop fee for changes made to on-campus registration after class starts
- \$40 certificate replacement fee
- \$45 diploma replacement fee
- \$10 for each transcript after the first

Total charges are valid for programs and courses taking place in the U.S. from January 1, 2012 to December 31, 2012 and are subject to change.

Gemology and Jewelry Manufacturing Arts On-Campus Students

Total charges include all educational services, lesson materials, and texts normally needed to complete the program, course, or class. GIA will provide other necessary instruments, tools, and materials for classroom use only.

A \$150 non-refundable technology service fee applies to some on-campus programs and courses. See course descriptions on pages 46–47 and 52 in the 2012 Education Catalog for details.

We reserve the right to reschedule or cancel classes. Books, instruments, and materials are subject to applicable sales tax. Charges are subject to change.

Student Tuition Recovery Fund (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education. You are required to pay the Student Tuition Recovery Fund (STRF) if all of the following conditions apply:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and the STRF assessment is not collected, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a Social Security number or a taxpayer identification number.

Please note: "Residency program" means an educational course or program offered by an institution that has approval to operate in California, when the instruction occurs in California directly (face-to-face) between the student and the faculty member(s). *Example:* An individual who resides outside of California and enrolls in a course which requires them to be physically present in California to complete the course is required to pay STRF.

Tuition and Fees

Schedule of Student Charges

Effective January 1, 2012 through December 31, 2012; subject to change.

Carlsbad On-Campus Programs and Courses – Gemology and Jewelry Manufacturing Arts

Program Title	Program Number	Tuition	Fees	Total Charges*	First Payment Due with Application (refundable deposit)	Amount Due by Orientation Day	Final Amount Due
Graduate Gemologist	GEM2500	\$19,150.00	\$1,630.00 (B&M) \$126.34 (CA Sales Tax) \$150.00 (TSF) \$47.50 (STRF) \$1,953.84	\$21,103.84	\$1,915.00	\$12,456.84**	\$6,732.00
Graduate Diamonds	GEM2200	\$5,950.00	\$265.00 (B&M) \$20.55 (CA Sales Tax) \$150.00 (TSF) \$15.00 (STRF) \$450.55	\$6,400.55	\$595.00	\$5,805.55	N/A
Graduate Colored Stones	GEM2300	\$13,200.00	\$1,365.00 (B&M) \$105.79 (CA Sales Tax) \$150.00 (TSF) \$32.50 (STRF) \$1,653.29	\$14,853.29	\$1,320.00	\$10,761.29**	\$2,772.00
Applied Jewelry Arts	JMA3200	\$16,265.00	\$715.00 (B&M) \$55.42 (CA Sales Tax) \$150.00 (TSF) \$40.00 (STRF) \$960.42	\$17,225.42	\$1,626.50	\$9,609.42**	\$5,989.50
Graduate Jeweler	JMA3300	\$15,850.00	\$1,510.00 (B&M) \$117.03 (CA Sales Tax) \$150.00 (TSF) \$40.00 (STRF) \$1,817.03	\$17,667.03	\$1,585.00	\$10,376.03**	\$5,706.00
Jewelry Design	JMA370	\$5,460.00	\$320.00 (B&M) \$24.80 (CA Sales Tax) \$12.50 (STRF) \$357.30	\$5,817.30	\$546.00	\$5,271.30	N/A
Comprehensive CAD/CAM for Jewelry	JMA400	\$4,405.00	\$65.00 (B&M) \$5.04 (CA Sales Tax) \$150.00 (TSF) \$10.00 (STRF) \$230.04	\$4,635.04	\$440.50	\$4,194.54	N/A

New York On-Campus Programs and Courses – Gemology and Jewelry Manufacturing Arts

Program Title	Program Number	Tuition	Fees	Total Charges***	First Payment Due with Application (refundable deposit)	Final Amount Due
Graduate Gemologist	GEM2500	\$19,150.00	\$1,630.00 (B&M) \$150.00 (TSF) \$1,780.00	\$20,930.00	\$1,915.00	\$19,015.00
Graduate Diamonds	GEM2200	\$5,950.00	\$265.00 (B&M) \$150.00 (TSF) \$415.00	\$6,365.00	\$595.00	\$5,770.00
Graduate Colored Stones	GEM2300	\$13,200.00	\$1,365.00 (B&M) \$150.00 (TSF) \$1,515.00	\$14,715.00	\$1,320.00	\$13,395.00
Jewelry Design	JMA370	\$5,460.00	\$320.00 (B&M) \$320.00	\$5,780.00	\$546.00	\$5,234.00

Amounts shown are in U.S. dollars.

* Total charges shown include tuition, books and materials and applicable sales tax, technology service fee, and the State of California Student Tuition Recovery Fund. Total price does not include a one-time application fee, if applicable. Students are required to pay a non-refundable fee for the State of California Student Tuition Recovery Fund. See page 7 for a complete description.

** Amount = Refundable deposit + books, materials, fees, sales tax + partial tuition.

*** Total charges include tuition, books and materials, and technology service fee. Total charges do not include a one-time application fee, if applicable. For complete disclosure on all tuition and fees, refer to the course description section on pages 46–47 and 52 of the 2012 Education Catalog.

B&M = Books & Materials; TSF = Technology Service Fee; STRF = Student Tuition Recovery Fund

2012 U.S. On-Campus Program Schedule

U.S. ON-CAMPUS PROGRAMS

Unless otherwise noted, all classes are held at GIA facilities at the address shown on page 13.

CARLSBAD

GEMOLOGY

Graduate Gemologist GEM2500

Jan 12–Jul 13
Mar 1–Aug 31
Apr 26–Oct 26
Jun 14–Dec 14
Aug 23, 2012–Mar 15, 2013
Oct 25, 2012–May 17, 2013

Graduate Diamonds GEM2200

Jan 12–Mar 2*
Mar 1–Apr 20
Apr 26–Jun 15*
Jun 14–Aug 3*
Aug 23–Oct 12
Oct 25–Dec 14*

Graduate Colored Stones GEM2300

Mar 5–Jul 13*
Apr 23–Aug 31*
Jun 18–Oct 26*
Aug 6–Dec 14*
Oct 15, 2012–Mar 15, 2013*
Jan 7, 2013–May 17, 2013*

JEWELRY MANUFACTURING ARTS

Applied Jewelry Arts JMA3200

Jan 5–Jul 6
Apr 5–Oct 5
Aug 2, 2012–Feb 15, 2013

Graduate Jeweler JMA3300

Jan 19–Jul 20
May 24–Nov 23
Aug 9, 2012–Feb 22, 2013

Jewelry Design JMA370

Jan 5–Mar 9
Apr 5–Jun 8
Aug 2–Oct 5

Comprehensive CAD/CAM JMA400

Mar 19–May 4
May 21–Jul 6*
Aug 20–Oct 5*
Oct 22–Dec 7

NEW YORK

GEMOLOGY

Graduate Gemologist GEM2500

Jan 12–Jul 17
Mar 15–Sep 19
Apr 5–Oct 10
Jun 14–Dec 14
Jul 19, 2012–Feb 6, 2013
Sep 6, 2012–Mar 27, 2013
Oct 25, 2012–May 10, 2013

Graduate Diamonds GEM2200

Jan 5–Feb 24
Jan 12–Mar 2*
Mar 15–May 4*
Apr 5–May 25*
May 17–Jul 10
Jun 14–Aug 3*
July 19–Sep 7*
Sep 6–Oct 26*
Oct 11–Nov 30
Oct 25–Dec 19*

Graduate Colored Stones GEM2300

Mar 5–Jul 17*
May 7–Sep 19*
May 28–Oct 10*
Aug 6–Dec 14*
Sep 10, 2012–Feb 6, 2013*
Oct 29, 2012–Mar 27, 2013*
Dec 31, 2012–May 10, 2013*

JEWELRY MANUFACTURING ARTS

Jewelry Design JMA370

Jan 12–Mar 16
May 17–Jul 20



Courtesy of Denny Wong

* Dates offered on a standby basis. Call for availability. You will be placed on a waiting list until 30 days prior to the start of your program or class when GIA can confirm your space availability.

Schedules are subject to change without notice. For a current schedule, visit www.gia.edu. Contact GIA Admissions in Carlsbad or New York (see page 12) to confirm availability and for additional information and details.

Cancellation and Refund Policies

Cancellations

Students can cancel their enrollment at any time. Students can inform GIA of their cancellation by phone, email, fax, written letter, or in person.

The California Bureau for Private Postsecondary Education (BPPE) requires notice of cancellation in writing. Carlsbad and all U.S. Distance Education and Lab class students should contact the Manager of Admissions:

Phone: 760 603 4090

Email: admissions@gia.edu

Fax: 760 603 4003

Mail or in person: GIA Carlsbad, Robert Mouawad Campus, Mailstop #3, 5345 Armada Drive, Carlsbad, CA 92008

For Distance Education students, the cancellation date (date of determination) is the date your cancellation request is sent to GIA. For on-campus or Lab class students, the cancellation date is the date GIA receives your official notice of withdrawal (date of determination) or your last day of attendance, whichever is to the benefit of the student. GIA's refund policy is explained in detail in this section. If you have questions, please contact GIA Admissions at 800 421 7250 ext 4001 or admissions@gia.edu

If a refund is due, it will be processed back to the original remitter in the same manner payment was received within 30 days after your date of determination or last day of attendance, whichever is later. Books and materials and applicable sales tax are non-refundable if books and materials have already been received by the student. Any course of study is referred to as a class in the following refund policy. Days are defined as calendar days.

The application fee is only paid once, when a student applies to GIA for the first time. GIA does not collect an application fee for subsequent enrollments. Refund calculations will only consider the application fee when the fee has been paid.

The technology service fee is required for certain on-campus courses and programs (Graduate Gemologist, Graduate Diamonds, Graduate Colored Stones, Applied Jewelry Arts, and Comprehensive CAD/CAM), for the support and maintenance of instructional hardware and software. The fee is paid one time for every program or course. The technology service fee is non-refundable.

FEDERAL STUDENT AID REFUND POLICY

Students receiving financial aid are subject to the Federal Student Aid refund policy (also called the Return of Title IV aid policy) if they withdraw or are dismissed after completing 60 percent or less of their educational program. This refund policy determines how much of your student aid can be kept by GIA or you, based on the amount of your educational program that you've completed on a prorated basis.

Any refund of financial aid funds determined under the Return of Title IV aid policy must be returned to the financial aid program or lender before a student can receive any portion of the tuition refund. Financial aid funds to be returned to the aid program will be returned on the basis of loans first, then grants if applicable. If your aid has been utilized for living expenses rather than tuition, we will prorate the amount of aid you were entitled to keep based on the percentage of your program you completed. If you received more aid than your cost of living for that time period, we will bill you for the excess. For additional information on refunds as they apply to financial aid funds, contact the GIA Office of Student Financial Assistance at 800 421 7250 ext 4005 or 4175, or financialaid@gia.edu

Students who obtain a loan to pay for an educational program have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If students have received federal student financial aid funds, any refund is calculated according to the Return of Title IV aid policy as described above.

In addition to these general policies, specific refund policies are applied to different types of enrollment as explained here. See page 11 for policies specific to GIA New York.

Distance Education and Carlsbad Lab Class Refunds

Refunds for all Distance Education courses use the number of lessons submitted in the calculation. Books and materials are not refundable.

If Cancellation Date Is	You Pay
Within 7 days of enrolling	Nothing (full refund); optional books and materials fees, applicable sales tax, and shipping and handling fee are not refundable
After 7 days of enrolling, but before GIA receives your first completed assignment submission	The application fee (partial refund); optional books and materials fees, applicable sales tax, and shipping and handling fee are not refundable
After completing 60% or less of the course	A pro rata portion of the tuition, plus the application fee (partial refund); optional books and materials fees, applicable sales tax, and shipping and handling fee are not refundable
After completing more than 60% of the course	100% of tuition plus the application fee (no refund); optional books and materials fees, applicable sales tax, and shipping and handling fee are not refundable
After exceeding completion time limit	100% of tuition plus the application fee (no refund); optional books and materials fees, applicable sales tax, and shipping and handling fee are not refundable

Carlsbad On-Campus Refunds

If Cancellation Date Is	You Pay
Within 7 days of enrolling or receiving notice of a tuition/fee increase	Nothing (full refund)
Within 3 days of taking your first tour of GIA's education facilities, signing of the enrollment agreement, or attending orientation, but prior to the first day of class.	Nothing (full refund)
On the first day of class	All non-refundable fees
After completing 60% or less of the class	A pro rata portion of the tuition, plus all non-refundable fees, books, materials, and applicable sales tax (partial refund).
After completing more than 60% of the class	100% of tuition, fees, books, materials, and sales tax (no refund)

Cancellation and Refund Policies (continued)

New York Refunds

GIA or you can terminate enrollment at any time. GIA will refund to you either all or part of your tuition payments according to the following refund schedules for the respective programs, courses, Lab classes, or student workrooms.

The notice of cancellation must be addressed to the Director of New York Education and may be delivered in person, by phone, fax, email, or mail:

Phone: 212 944 5900 ext 3527

Email: nyedu@gia.edu

Fax: 212 719 9563

Mail or in person: GIA New York, Mailstop #70, 270 Madison Ave., 2nd Floor, New York, NY 10016-0601

The failure of a student to notify the Director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.

The date GIA receives your official notice of cancellation or your last day of class attendance is the cancellation date. The refund will be mailed within 30 days after GIA receives the cancellation notice.

Students who cancel within 7 days of enrolling or receiving notice of a fee increase, or within 3 days of signing the enrollment agreement, taking a campus tour, or attending orientation, receive a refund of all monies paid.

Thereafter, a student will be responsible for the cost of any textbooks or supplies accepted, application fee, technology service fee, plus tuition liability as of the student's last date of physical attendance as set forth in the following tables (tuition = total charges – application fee – technology service fee – books and materials).

The application fee is only paid once, when a student applies to GIA for the first time. GIA does not collect an application fee for subsequent enrollments. Refund calculations will only consider the application fee when the fee has been paid.

Refund Policy for Graduate Gemologist Diploma Program, Graduate Diamonds Diploma Program, Graduate Colored Stones Diploma Program, and the Jewelry Design Course

Tuition liability is divided by the number of quarters in the program. Tuition is limited to the quarter during which the student withdrew or was terminated. Quarters are defined as 14 weeks of instruction.

If Cancellation Date Is	You Pay
(a) First quarter	
Prior to or during the first week	0%
During the second week	25%
During the third week	50%
During the fourth week	75%
After fourth week	100%
(b) Subsequent quarters	
During the first week	25%
During the second week	50%
During the third week	75%
After the third week	100%

EXAMPLE OF REFUND CALCULATION FOR STUDENT ENROLLED IN GRADUATE GEMOLOGIST PROGRAM

Student paid the total charges of \$20,965 and canceled during the 15th week of the program. GIA retains the application fee (\$35), books and materials fee (\$1,630), the technology service fee (\$150) and a percentage of the total tuition (\$14,362.50). The cancellation date determines the tuition percentage the student pays, as shown in the table in the left column of this page.

(Total charges – application fee – books and materials – technology service fee) ÷ 2 x 100% = 1st quarter tuition used	(\$20,965 – \$35 – \$1,630 – \$150) ÷ 2 x 100% = \$9,575
(Total charges – application fee – books and materials – technology service fee) ÷ 2 x 50% = 2nd quarter tuition used	(\$20,965 – \$35 – \$1,630 – \$150) ÷ 2 x 50% = \$4,787.50
1st quarter tuition used + 2nd quarter tuition used = total tuition used	\$9,575 + \$4,787.50 = \$14,362.50
Amount refunded to you = total charges paid to GIA – application fee – books and materials – technology service fee – total tuition used	\$20,965 – \$35 – \$1,630 – \$150 – \$14,362.50 = \$4,787.50

Refund Policy for Programs of Six or Less Weeks in Duration, Including Lab Classes

If Cancellation Date Is	You Pay
0 – 15% of the program	0%
16 – 30% of the program	25%
31 – 45% of the program	50%
46 – 60% of the program	75%
After 60% of the program	100%

EXAMPLE OF REFUND CALCULATION FOR STUDENT ENROLLED IN DIAMOND GRADING LAB CLASS (35 HOURS TOTAL)

Student paid the total charges of \$1,330 and canceled after one day. GIA retains the application fee (\$35), books and materials fee (\$45), and a percentage of the total tuition (\$312.50). The cancellation date determines the tuition percentage the student pays, as shown in the table above.

(Total charges – application fee – books and materials fee) x 25% = tuition used	(\$1,330 – \$35 – \$45) = \$1,250 x 25% = \$312.50
Amount refunded to you = total charges paid – application fee – books and materials fee – tuition used	\$1,330 – \$35 – \$45 – \$312.50 = \$937.50

Contacts

CARLSBAD CONTACTS	TELEPHONE	TOLL FREE TELEPHONE	FAX	WEB AND EMAIL ADDRESSES
GIA CARLSBAD	760 603 4000	800 421 7250	760 603 4003	www.gia.edu admissions@gia.edu
Admissions and Enrollments	760 603 4001	800 421 7250 ext 4001	760 603 4003	admissions@gia.edu
Alumni Association	760 603 4145	800 421 7250 ext 4145	760 603 4199	alumni@gia.edu
Career Fair	760 603 4100	800 421 7250 ext 4100	760 603 4080	careerfair@gia.edu
Career Services	760 603 4000 ext 7303	800 421 7250 ext 7303	760 603 4153	careerservices@gia.edu
Certificates and Diplomas	760 603 4000 ext 7312	800 421 7250 ext 7312	760 603. 4091	records@gia.edu
Dean of Students	760 603 4093	800 421 7250 ext 4093	760 603 4153	deanstudents@gia.edu
Distance Education Student Support	760 603 4404 or 760 603 4000 ext 7750	800 421 7250 ext 7750 or 4404	760 603 4091	lessons@gia.edu
Financial Assistance	760 603 4005 760 603 4175	800 421 7250 ext 4005 or 4175	760 603 4153	financialaid@gia.edu
<i>Gems & Gemology</i> Subscriptions	760 603 4000 ext 7142	800 421 7250 ext 7142	760 603 4595	gandg@gia.edu www.gia.edu/gandg
GIA Instruments and Books	760 603 4200	800 421 8161	760 603 4262	giastore@gia.edu giastoreorders@gia.edu www.store.gia.edu
Housing Assistance	760 603 4000 ext 7304	800 421 7250 ext 7304	760 603 4153	housing@gia.edu
International Student Advisor	760 603 4195	800 421 7250 ext 4195	760 603 4153	intladvisor@gia.edu
Library – Richard T. Liddicoat Gemological Library and Information Center	760 603 4046 760 603 4068	800 421 7250 ext 4046 or 4068	760 603 4256	library@gia.edu
My GIA and Online Support	760 603 4000 ext 7459	800 421 7250 ext 7459	760 603 4003	onlinesupport@gia.edu
Records and Transcripts	760 603 4000 ext 7312	800 421 7250 ext 7312	760 603 4091	records@gia.edu
Scholarships	760 603 4131	800 421 7250 ext 4131	760 603 4153	scholarship@gia.edu
Student Accounts	760 603 4470	800 421 7250 ext 4470	760 603 4153	acctsrec@gia.edu
Student Services	760 603 4000 ext 7300	800 421 7250 ext 7300	760 603 4153	studentservices@gia.edu
Student Workroom – Carlsbad	760 603 4200 ext 7750	800 421 7250 ext 7750	760 603 4091	lessons@gia.edu

NEW YORK CONTACTS	TELEPHONE	TOLL FREE TELEPHONE	FAX	WEB AND EMAIL ADDRESSES
GIA NEW YORK (Branch School)	212 944 5900	800 366 8519	212 719 9563	www.gia.edu nyedu@gia.edu
Education Administration Supervisor	917 286 3527	800 366 8519 ext 3527	212 719 9563	nyedu@gia.edu
Admissions – On Campus	917 286 3663	800 366 8519 ext 3663	212 719 9563	nyadmissions@gia.edu
Admissions – Lab Classes	212 944 5900 ext 3063	800 366 8519 ext 3063	212 719 9563	nyadmissions@gia.edu
Career Services	212 944 5900 ext 3214	800 366 8519 ext 3214	212 719 9563	nycareerservices@gia.edu
Housing Assistance	212 944 5900 ext 3214	800 366 8519 ext 3214	212 719 9563	nyhousing@gia.edu
International Student Advisor	917 286 3663	800 366 8519 ext 3663	212 719 9563	nyintladvisor@gia.edu
Library – New York Branch	212 944 5900	800 366 8519	212 719 9563	nylibrary@gia.edu
School Director	917 286 3596	800 366 8519 ext 3596	212 719 9563	nyedudirector@gia.edu
Student Accounts	917 286 3527	800 366 8519 ext 3527	212 719 9563	nyedu@gia.edu
Student Workroom – New York	212 944 5900 ext 3102	800 366 8519 ext 3102	212 719 9563	nyworkroom@gia.edu



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