

Submitting Your Application and Registration

Please read the instructions and requirements below before completing the application which immediately follows this page. Information submitted to admissions by prospective applicants will not be retained if the applicant does not enroll within the calendar year.

How to Apply and Deadlines

This application packet is for the Carlsbad Campus only. If you would like to apply for admission to another GIA location, visit GIA.edu/admissions for more information.

GIA offers classes year-round. There are no application deadlines and students are enrolled on a first-come, first-served basis. Lab class applications must be received no later than 3:00 p.m. Pacific Time the Friday before the scheduled class date. Lab classes typically reach capacity at least two to three months in advance, so apply early. If a class reaches capacity, you will be placed on a waitlist and notified if a seat becomes available.

Your admission is not confirmed until GIA has received a completed application, required documents, refundable deposit, and you have received confirmation from GIA. GIA will notify you of your acceptance or denial of admission.

Lab Class Admission Requirements

Applicants must have a high school diploma or the equivalent to be admitted into GIA courses and programs. Applicants must be at least 18 years of age prior to the class start date.

All classes are taught in English unless otherwise indicated.

The following documents are required for admission. All documents sent to GIA admissions must be in English or accompanied by an English-language translation provided by a translation service. GIA accepts copies, but may request original documentation.

If your legal name has changed, and your required documents reflect a previous name, please also submit a legal name change document, such as a marriage certificate.

REQUIRED DOCUMENTS - ALL APPLICANTS

- ☐ Completed Lab Class Application and Registration form (pages 2-6)
- ☐ Copy of diploma or an official transcript showing the graduation date:
 - Copy of high school diploma; or
 - Official high school transcript showing graduation date; or
 - Copy of high school equivalency diploma; or
 - Copy of associate's, bachelor's, master's or doctorate degree from an accredited college or university or **official transcript** indicating the same, or
 - Copy of diploma, transcript or a state-issued secondary school completion for home-schooled high school graduates students

Applicants completing high school in a foreign country, where a language other than English is the official language, must have the transcript and/or diploma translated into English by an education evaluation service, which offers translation services.

How to Submit Your Application

To apply, submit a completed application form and all required documents to GIA admissions at the address below or email admissions@gia.edu.

Gemological Institute of America, Inc.
The Robert Mouawad Campus
Mailstop #3
5345 Armada Drive
Carlsbad, CA 92008 USA

You may also apply online by visiting
wcm1.GIA.edu/Redirect/GIADistanceEducationWelcome.jsp

Nondiscrimination 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, creed, 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.

† Social Security Number: Federal legislation requires that all postsecondary institutions report student Social Security Numbers (SSN's) or Taxpayer ID Numbers (TIN's) to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for us to request the SSN or TIN of every student. Students that do not have a SSN or TIN (e.g. those who are not U. S. citizens or permanent residents) are exempt from this requirement. A student may refuse to disclose his or her SSN or TIN, but the student may then be subject to fines by the IRS. Failure to disclose their SSN or TIN may also render a student ineligible for financial aid and certain tax credits. GIA has a strong commitment to ensuring the privacy and confidentiality of student records and will not disclose your SSN or TIN without your consent for any purpose except as allowed by law.



2019 Lab Class Application and Registration

Carlsbad Campus

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Date: (MM/DD/YYYY) _____

Page must be completed and returned

Please complete pages 2- 6 and print legibly using black or blue ink, or apply online at wcm1.GIA.edu/Redirect/GIADistanceEducationWelcome.jsp

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

THE FOLLOWING INFORMATION IS REQUIRED.

Student Information

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

Last/Surname

First

Middle

Suffix

Social Security Number (or Taxpayer ID Number) (see footer on page 1)[†]

Date of Birth (MM/DD/YYYY)

Gender: ☐ Male ☐ Female

Email Address **REQUIRED FOR ALL SCHOOL CORRESPONDENCE**

Home Phone

Alternate Phone

Permanent Home Address

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

City

State

Postal Code

Country

Mailing Address (if different than above)

Business Name (if applicable)

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

City

State

Postal Code

Country

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

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.

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 the most current version of the GIA Education Catalog at GIA.edu for a complete list of requirements.

Education History

High School/Secondary School* graduation date: _____
(MM/YYYY)

School Name

City

State/Province

Country

* Secondary school is the intermediate level between elementary school and college or university. The compulsory period of enrollment is usually established by law, and varies by location. California Residents: See page 1 for additional requirements.

Highest level of education completed:

☐ High School/Secondary School ☐ High School Equivalency ☐ Career/Trade School
☐ Some College or other Post-Secondary education ☐ College/University

Highest degree earned:

☐ Associate's ☐ Bachelor of Arts ☐ Bachelor of Science ☐ Master's ☐ Doctorate

Residency and Visa Status

Country of Residence^{††} _____

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 ☐ Not Applicable

IF YES Type: _____

Race and Ethnicity

(Section to be completed by U.S. citizens and U.S. Permanent Residents only. Participation is optional.)

To comply with state and federal education laws, GIA asks that you respond to the following questions. Your response is confidential and no individuals will be identified in statistical reports based on your response. This information is not used in the admissions process and will have no bearing on your admission status.

1. Are you Hispanic or Latino ☐ Yes ☐ No

2. If you are not Hispanic or Latino, select one of the following races:

☐ American Indian or Alaska Native

☐ White

☐ Black or African American

☐ Two or More Races

☐ Native Hawaiian or other Pacific Islander

☐ Unknown

☐ Asian

☐ Decline to Respond

^{††} Residency means the country in which you normally live. If requested, you should be able to provide proof of residency in this country (for example, government-issued ID, residency card, utility bill, or other proof at GIA's discretion).



2019 Lab Class Application and Registration

Carlsbad Campus

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Page must be completed and returned

Name _____ Student Number _____
Last First Middle Suffix

Academic Interest

Select one or more GIA programs that match your educational goals:

<input type="checkbox"/> Graduate Gemologist	<input type="checkbox"/> Graduate Pearls
<input type="checkbox"/> Graduate Colored Stones	<input type="checkbox"/> Undecided
<input type="checkbox"/> Graduate Diamonds	

Select Your Classes (Carlsbad Only)

See 2019 schedule on GIA.com to select your start dates. Total charges are valid from January 1, 2019 to December 31, 2019 and are subject to change. Total charges include tuition, books and materials. See the GIA Education Catalog at GIA.edu for itemized fees.

Select Class and Start Date	Total Charges	Deposit 10% of Tuition
<input type="checkbox"/> GEM 220L – Colored Stone Grading START DATE _____/_____/2019	<input type="checkbox"/> \$1,129.30	<input type="checkbox"/> \$100.00
<input type="checkbox"/> GEM 230L – Diamond Grading START DATE _____/_____/2019	<input type="checkbox"/> \$1,688.57	<input type="checkbox"/> \$150.00
<input type="checkbox"/> GEM 240L – Gem Identification START DATE _____/_____/2019	<input type="checkbox"/> \$1,661.63	<input type="checkbox"/> \$150.00
<input type="checkbox"/> GEM 149L – Pearl Grading START DATE _____/_____/2019	<input type="checkbox"/> \$353.88	<input type="checkbox"/> \$30.00
<input type="checkbox"/> JMA 320L – Basic Repair and Setting START DATE _____/_____/2019	<input type="checkbox"/> \$1,573.91	<input type="checkbox"/> \$145.00
<input type="checkbox"/> JMA 340L – Intermediate Repair and Setting START DATE _____/_____/2019	<input type="checkbox"/> \$1,573.91	<input type="checkbox"/> \$145.00
SUB-TOTALS		

REQUIRED FOR JEWELRY MANUFACTURING ARTS STUDENTS ONLY: Jeweler's benches are set up for either left- or right-handed individuals. Which do you require?
☐ Left ☐ Right ☐ Not Applicable

Payment Information

A 10% deposit of the tuition is required with this application. The remaining balance is due 30 days prior to the class start day. Failure to pay balance will result in lost seat in class. Submit your application, required documents and payment to GIA (see page 1). Please do not send cash.

PAYMENT METHODS: Payment must be in U.S. dollars and drawn on a U.S. bank.

Credit Card: GIA accepts VISA, MasterCard, Discover, or American Express. For your privacy, please do not submit your credit card information with this application.

Check or Money Order: You can pay by cashier's check or personal check. Make checks payable to GIA.

Wire Transfers: Call +1 800 421 7250 ext 4001 or +1 760 603 4001 or email admissions@gia.edu for wire transfer details. All wire fees must be paid by the applicant.

Refer to the Cancellation and Refund policies in the most current version of the GIA Education Catalog at GIA.edu

SELECT PAYMENT OPTION(S) AND ENTER APPROPRIATE DOLLAR AMOUNT(S) BELOW

<input type="checkbox"/> PAYMENT IN FULL: TOTAL CHARGES	
<input type="checkbox"/> FIRST PAYMENT DUE WITH APPLICATION	
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, Discover or American Express.)

REGISTRATION WILL NOT BE COMPLETE UNTIL PAYMENT HAS BEEN RECEIVED.

THIRD-PARTY PAYER INFORMATION

Is someone other than yourself paying any part of your tuition and fees?

☐ Yes ☐ No

IF YES, please provide the payer's full name, country of residence, and copy of the payer's valid government-issued photo ID or passport.

Full Name of Payer

Country of Residence (see footnote on page 2)

Please note for future payment, if someone other than yourself is paying any part of the tuition and fees, they will be required to provide their full name, country of residence, and copy of their valid government-issued photo ID or passport at the time of payment.

Applicant Signature – Required

I confirm that 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 understand 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 Student Notification of Classroom Chemical Usage in the most current version of the GIA Education Catalog at GIA.edu 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.

Printed Name

Signature

Date (MM/DD/YYYY)

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.

Applicants must be at least 18 years of age prior to the class start date.

Name of Guarantor

Relationship of Guarantor

Signature of Guarantor

Address of Guarantor

City

State

Postal Code

Country

Student Privacy Notice

Updated September 1, 2018

Introduction

Gemological Institute of America, Inc. ("GIA," "we," or "our") values the privacy of applicants, students and alumni of its on-campus and Distance Education programs ("you" and "your"). This Student Privacy Notice ("Notice") describes GIA's policies and practices regarding its collection, use and handling of your Personal Data, and sets forth your privacy rights. Personal Data is defined as information relating to an identified or identifiable individual. We recognize that valuing your privacy is an ongoing responsibility, and so we may from time to time update this Notice as we adopt new privacy policies or undertake new Personal Data practices.

For complete disclosure and updates, please refer to the GIA Privacy Notice at GIA.edu/privacy-notice and to the Student Privacy Notice at GIA.edu/privacy-notice#student-privacy-notice

Privacy Office

GIA's headquarters is in Carlsbad, California. If you have any questions or concerns about GIA's Personal Data policies or practices, please contact GIA's privacy office:

Privacy Office
Gemological Institute of America, Inc.
The Robert Mouawad Campus
5345 Armada Drive
Carlsbad, California 92008 USA
privacy@gia.edu

Personal Data Collection, Use and Processing

GIA collects and uses Personal Data about you for a lawful purpose(s) in accordance with applicable data protection laws. This means that, where law requires a legal basis for our collection and use of Personal Data, we collect and use Personal Data only for one of the following legal basis: consent; contract performance; legal obligation; protect vital interests; public interest; and for legitimate interests pursued by GIA or by a third party, except where such legitimate interests are overridden by your interests or fundamental rights and freedoms.

We use your Personal Data for the purposes described in further detail below, including to facilitate your experience with GIA and provide you with educational courses, programs and related services. We may share your Personal Data with our GIA Affiliated Entities at GIA.edu/affiliated-entities and others as described in this Notice.

Providing your Personal Data is voluntary. Please note, however, that without your Personal Data, we may be unable to provide you with the educational courses, programs and related services you request.

Rights of California Residents

Pursuant to Section 1798.83 of the California Civil Code, residents of California have the right to request from a business, with whom the California resident has an established business relationship, certain information regarding the types of personal information the business shares with third parties for direct marketing purposes by such third party, and the identities of the third parties with whom the business has shared such information during the immediately preceding calendar year. To see a copy of the information disclosure provided by GIA pursuant to Section 1798.83 of the California Civil Code, please contact GIA using one of the methods described in this Notice.

Types of Personal Data We Collect

Including without limitation, GIA may collect the following categories of Personal Data:

- General contact information (e.g., title, first name, last name, home address, mailing address, phone number(s), email address)
- Business information (e.g., business name, address, phone number(s), email address, website)
- Government identifiers (e.g., driver's license, passport, government-issued identification with photograph, tax identification number, vehicle license plate number (as applicable))
- Application information (e.g., date of birth, residency and visa status, race and ethnicity (U.S. citizens and U.S. permanent residents only), criminal history (on campus programs and lab classes as applicable))
- Financial information (e.g., billing information, bank account number, banking institution, payment card information, third party payer information, financial and veteran information as needed to determine eligibility for student financial aid)

- Education/Training (e.g., details about your enrollment such as fields of study, dates of enrollment, degrees, diplomas, certificates awarded, dates conferred, academic honors and awards received)
- Images and recordings (e.g., call recording, electronic video and audio monitoring and surveillance, film, photographs)
- Other information (e.g., emergency contact information, special accommodations)

Purposes for Which We Use Personal Data

Including without limitation, GIA may use your Personal Data for the following purposes:

- Consider and process your application
- Provide you with educational courses, programs and related services
- Provide the products and services you request
- To deliver publications and subscriptions
- Quality assurance, training, respond to inquiries and provide customer service
- Help us understand your needs and interests
- Better understand how our products and services are used
- Improve or better tailor our products and services or the content that we may send or display to you
- Direct marketing, for example to send you news and newsletters, special offers and promotions, or to contact you about products or information we think may interest you
- Assist us in advertising our services on third party websites
- Combine your Personal Data with other information that we obtain from third parties
- Help us to determine what advertisements to direct to you, to place on our websites and where to advertise our services
- Deliver GIA Alumni Association information, products and services
- Monitor compliance with our existing policies and procedures
- Respond to formal or informal government requests
- Comply with applicable legal obligations
- Investigate, prevent or take action regarding illegal activities, suspected fraud, situations involving potential threats to the safety of any person, or violations of our Terms of Use at GIA.edu/terms-of-use or this Notice where we believe it is necessary
- Ensure the integrity and security of GIA's premises and processes

By way of example only, we may use and share your Personal Data as follows:

Admissions

Purpose: For recruitment and to review admissions applications.

The Personal Data that Admissions collects may be shared with GIA offices and academic departments for the purpose of academic evaluation, planning, financial aid processing and student billing, scholarship awarding, visa processing and enrollment reporting/verification.

Office of the Dean

Purpose: To provide the support of academic activities and records of current and former students on behalf of GIA.

The Personal Data that the Office of the Dean collects may be shared with relevant GIA departments (e.g., academic departments, advising, admissions, financial aid, etc.), and other third parties as required by law or regulation.

Student Financial Services

Purpose: To provide financial aid and administration of your account.

The Personal Data that student financial services collects may be shared with:

- Admissions for the administration of scholarships and to complete admission criteria
- Alumni relations for the administration of scholarships and fostering alumni and donor relationships
- United States Department of Education for monitoring awarding and determining the eligibility of federal financial aid programs.

Student Privacy Notice (cont.)

Career Services

Purpose: To provide the students and alumni with online access to employers, job postings, events, and resources, to maintain efficient appointment and event registration, and to comply with federal or state reporting requirements.

GIA Alumni Association

Purpose: To deliver the GIA Alumni Association products and services you request.

When you have successfully completed a GIA on campus program or GIA Distance Education course you automatically become a member of the GIA Alumni Association and have the option to be listed in the GIA Alumni Association Directory, to receive GIA Alumni-related communications and ePublications, and to be connected with your local GIA Alumni Chapter. With your permission, we will also share your Personal Data with local alumni chapters that are operated by third parties who have their own privacy policies.

Security

Purpose: To ensure the security and integrity of GIA premises and for the safety of our employees, clients, students, visitors and others; and for emergency security purposes.

Video and Audio Monitoring

Purpose: To ensure the integrity and security of GIA's premises and processes

GIA uses both video and audio monitoring in public and work spaces. Appropriate signs are displayed in all areas where video and audio monitoring are used. GIA records all inbound and outbound calls to and from certain GIA personnel. With regard to calls, a recorded or recited notice advises callers of call recording and by continuing the call, caller consents to being recorded.

Third Party Links

In addition to producing original content, GIA may provide news feeds produced by others, which we may link to from our websites. This means you may find yourself on one of GIA's websites reading a press release or article that may offer you a link to another organization's website where you may find related content. At these times, you will be leaving the GIA website. GIA is not responsible or liable for content provided by these third party websites or the Personal Data they may happen to gather from you.

GIA Websites

As is true of most other websites, GIA's websites collect certain information automatically and store it in log files. The information may include internet protocol ("IP") addresses, the region or general location where your computer or device is accessing the internet, browser type, operating system and other usage information about the use of GIA's website, including a history of the pages you view. We use this information to help us design our websites to better suit our users' needs. We may also use your IP address to help diagnose problems with our server and to administer our websites, analyze trends, track visitor movements, and gather broad demographic information that assists us in identifying visitor preferences.

Information About Our Use of Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us provide you with a good experience when you browse our website and also allows us to improve our website. Our Cookie Policy at GIA.edu/cookie-policy provides you with clear and comprehensive information about the cookies and similar technologies we use, and our purpose for using them.

Information About Our Use of Technologies Similar to Cookies

Web beacons, pixel tags and other technologies that are similar to cookies: Clear GIFs are tiny graphics with a unique identifier, similar in function to cookies. Clear GIFs are small pieces of code embedded invisibly on web pages, not stored on your hard drive, which often work in conjunction with cookies. We may use clear GIFs in connection with our websites to, among other things, track the activities of users, help us manage content and compile statistics about website usage. We and our third party service providers also use web beacons in HTML emails to you help us track email response rates, measure the success of our marketing campaigns, identify when our emails are viewed and track whether our emails are forwarded.

Analytics: We work with third party service providers (including Google Analytics and Flurry) who conduct website analytics to help us track and understand how visitors use our websites. If you prefer not to participate in Flurry, please follow the instructions provided at www.flurry.com to opt out. To prevent Google Analytics from using your data, you can download the Google Analytics Opt-out Browser Add-on at tools.google.com/dlpage/gaoptout.

Do-Not-Track: Currently, our systems do not recognize browser "do-not-track" requests. You may however disable certain tracking as discussed in our Cookie Policy at GIA.edu/cookie-policy.

User generated content: Certain portions of our websites may permit user generated content, such as blogs and forums. Any information that you post to a publicly facing blog or forum may be viewable by other visitors to websites. Information that you submit through our student/educational blogs, will be available by other registered users of those services, at a minimum. We are not responsible for the privacy of any information that you choose to post to our websites, or for the accuracy of any information contained in those postings. Any information that you disclose becomes public information.

Opting In and Out of Marketing Mailings

In certain cases, we may request that you opt in to receive marketing communications from us, including electronic communications about GIA's various products, services, newsletters or general updates. You may opt out of these communications by clicking the "unsubscribe" option or by contacting us through GIA.edu/subscribe. If you opt out of receiving marketing communications from us, please note that we will continue to communicate with you regarding your ongoing relationship and for customer service related purposes.

Retention of Personal Data

As a general matter, we do not retain Personal Data for longer than is required or appropriate for the purposes for which it was collected, unless a longer period is necessary for our legal obligations or to defend a legal aim, and always consistent with applicable law.

Security of Personal Data

We take reasonable steps to protect your Personal Data by using technical, physical and organizational measures that are designed to protect against unauthorized or unlawful use, alteration, unauthorized access or disclosure, accidental or wrongful destruction, and loss.

We take steps to limit access to your Personal Data to those persons who need to have access to it for one of the purposes listed in this Notice.

Disclosure, Transfer and Storage of Personal Data

We share your Personal Data with other GIA affiliated entities and non-affiliated vendors and suppliers that provide products and services to GIA (e.g., payment processing, transmission of marketing emails, web hosting, couriers, your authorized representatives). We may also disclose your Personal Data to another entity in connection with, including during negotiations of, an acquisition or merger, sale or transfer of a business unit or assets, bankruptcy proceeding, or as part of any other similar business transfer. We may also disclose your Personal Data when we believe it is necessary to investigate, prevent or take action regarding illegal activities, suspected fraud, situations involving potential threats to the safety of any person or violations of this Notice. GIA may also make Personal Data available to other parties such as legal and regulatory authorities and law enforcement upon their request and/or where we believe appropriate to do so. When transferring Personal Data to GIA entities and non-affiliated third parties (which may be located outside the country in which Your Personal Data was collected and may not guarantee the same level of protection) we have executed legally necessary contracts with the recipients of your data.

Disclosures described in this section may be further restricted by the Family Educational Rights and Privacy Act ("FERPA"). Please refer to the Notification of Rights under the Family Educational Rights and Privacy Act at GIA.edu/privacy-notice#ferpa-notice for more information.

Those Under the Age of 18

GIA does not knowingly collect or solicit personal information from anyone under the age of 18, or knowingly allow such persons to register on our websites. If you are under 18, please do not attempt to register or to send any information about yourself to us. No one under age 18 may provide or post any Personal Data on any GIA websites. In the event that we learn that we have inadvertently collected Personal Data from a child under age 18 without verification of parental consent, we will promptly delete that information.

Student Privacy Notice (cont.)

Your Rights

In May 2018, a new data privacy law known as the EU General Data Protection Regulation (or the "GDPR") became effective. To the extent the GDPR applies to you and subject to the conditions set forth in the applicable law, you have the following rights with regard to our processing of your Personal Data:

- **Right to access, correct and delete your Personal Data:** GIA will use reasonable measures designed to ensure that all Personal Data is correct. You also have a responsibility to ensure that changes in personal circumstances (for example, change of address, bank account, etc.) are notified to GIA so that we can ensure that your Personal Data is up-to-date.
You have the right to request access to any of your Personal Data that GIA may hold and to request correction of any inaccurate Personal Data relating to you. You furthermore have the right to request deletion of Personal Data we hold about you.
- **Right to withdraw consent:** In the event your Personal Data is processed on the basis of your consent, you have the right to withdraw consent at any time by sending an email to privacy@gia.edu specifying your request, without affecting the lawfulness of processing based on consent before its withdrawal.
- **Data portability:** To the extent that we use your Personal Data for the performance of the engagement contract and that Personal Data is processed by automatic means, you have the right to receive all such Personal Data that you have provided to GIA in a structured, commonly used and machine-readable format, and also to require us to transmit it to another data controller where this is technically feasible.
- **Right to restrict Personal Data use:** You have the right to restrict our use of your Personal Data where (i) you contest the accuracy of the Personal Data; (ii) the use is unlawful but you do not want us to erase the Personal Data; (iii) we no longer need the Personal Data for the relevant purposes, but you require it for the establishment, exercise or defense of legal claims; or (iv) you have objected to our Personal Data use justified on our legitimate interests pending verification as to whether GIA has indeed compelling interests to continue the relevant Personal Data use.
- **Lodge a complaint:** You also have the right to lodge a complaint with a supervisory authority, in particular in your country of residence, if you consider that the collection and use of your Personal Data infringes this Notice or applicable law.

In addition, GIA complies with the Family Educational Rights and Privacy Act ("FERPA"). FERPA provides students with certain rights with respect to their education records. Please refer to the Notification of Rights under the Family Educational Rights and Privacy Act ("FERPA") at GIA.edu/privacy-notice#ferpa-notice for more information."

The U.S. Family Educational Rights and Privacy Act ("FERPA")

The U.S. Family Educational Rights and Privacy Act ("FERPA") affords eligible students ("student," or "you") certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age).

Student rights include:

1. The right to inspect and review your education records within 45 days after the day the Gemological Institute of America, Inc. ("GIA," or the "Institute") receives a request for access.
2. The right to request the amendment of your education records that you believe is inaccurate, misleading or otherwise in violation of your privacy rights under FERPA.
3. The right to provide written consent before GIA discloses personally identifiable information ("PII") from your education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by GIA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Disclosures that GIA May Make Without Student Consent:

FERPA permits the disclosure of PII from your education records, without your consent, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to you, § 99.32 of FERPA regulations requires GIA to record the disclosure. You have a right to inspect and review the record of disclosures.

Please refer to the Notification of Rights under the Family Educational Rights and Privacy Act ("FERPA") at GIA.edu/privacy-notice#ferpa-notice for more information.

Privacy Questions and Complaints

Please note that certain Personal Data may be exempt from the requests described above pursuant to applicable data protection laws and regulations, and that certain rights may only be exercisable in certain jurisdictions, in accordance with applicable laws. In your local jurisdiction, you may also have the right to lodge a complaint with a supervisory authority if you consider that our processing of your personal data infringes regulation.

Applicant Consent

By signing this Notice, I acknowledge that I have received and read the Student Privacy Notice and consent to GIA's collection, use, retention, transfer, storage, disclosure of information about me, and my access to Personal Data as described in this Notice.

I also specifically consent to the transfer of information about me outside my home country as described in this Notice.

I understand that subsequent withdrawal of my consent may prevent GIA from providing certain products or services to me.

Signature of Applicant

Print Name

Date (MM/DD/YYYY)