Submitting Your Application and Registration

Please read the instructions and requirements below before completing the Lab Class application 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 London 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-around. There are no application deadlines and students are enrolled on a first-come, first-served basis. Class sizes are limited. Please apply early to avoid disappointment. If a class reaches capacity, you will be placed on a wait list and notified if a seat becomes available. Your enrolment is not confirmed until you have received official written confirmation from GIA.

On Campus Admission Requirements

Applicants must be at least 18 years of age and have have completed compulsory secondary education to be admitted on to GIA courses and programmes.

All classes are taught in English.

The following documents are required for admission.

**REQUIRED DOCUMENTS CHECKLIST**

- Completed Lab Class Application and Registration form (pages 2-6)
- Copy of the photo page of your passport and a copy of any previous or current UK visa
- Copy of high school, college or university diploma or proof of having completed compulsory secondary education

All documents must be in English or be accompanied by an official English-language translation. ‘Official’ means produced and stamped by either an education evaluation service that offers translation services, or by a licenced general translator. GIA encourages scanned copies of documents submitted electronically, but reserves the right to 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 deed poll or marriage certificate.

How to Submit Your Application

To apply, submit this application form and required documents by email to londonadmissions@gia.edu or mail to:

GIA England
104 Great Russell Street,
London WC1B 3LA, United Kingdom

An Enrollment Agreement will be sent to you, outlining the terms and conditions of your enrollment.

Nondiscrimination Policy

GIA recognises the valuable and enriching contribution which people with a range of backgrounds and experiences can bring to the life and development of the institution. The school aims, in its teaching, administration and support services to promote actively, equality and freedom from discrimination on grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. GIA reserves the right to deny an application and to cancel any enrolment at any time. GIA will make reasonable accommodations for qualified students with disabilities. Each of the various programmes require students to perform particular physical and mental ability tasks. Upon request, GIA is pleased to discuss these tasks to allow individuals to evaluate their potential for success and their decision to apply. For the full policy please see the GIA London Education Catalog.

Accessibility

Other than the Ground Floor Reception area, the campus building is not accessible to individuals with severe mobility constraints, such as wheelchair users. The building is unfortunately not able to be adapted or altered due to its Grade II listing status. Students are advised to contact us before submitting an application if they have any concerns about accessibility. We will be pleased to discuss individual needs and advise on options for enrolling on GIA courses.
Date: (DD/MM/YYYY)
Please complete pages 2-6 and print legibly.

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

Student Information
Use Full Legal Name – MUST MATCH PASSPORT

Last/Surname

First  Middle

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

Email Address  REQUIRED FOR ALL SCHOOL CORRESPONDENCE

Primary Phone Number

Mobile Phone Number

Fax Number

Permanent Mailing Address

Street Number, Street Name, House No., or P.O. Box

City/Town

Postal Code

Country

Can you read, speak and understand English?  □ yes  □ no

Do you have any special needs?  □ yes  □ no

If YES, you may request reasonable support services for qualified learning or other disabilities. Submit appropriate documentation to campus administration following admission to GIA and at least 30 days prior to the date accommodations will first be needed. Documentation must be from a professional who is qualified in the testing and diagnosis of the disability (an assessment of needs).

Education History

Date secondary/compulsory education* was completed   (MM/YYYY)

Name and location of the compulsory educational institution:

Name  _________________________  City/Town  _____________________________________

County  ________________________  Country  _______________________________________

* Compulsory education is the number of grades (or years) that a child must legally be enrolled in school. For example, in the UK, students must complete GCSEs or the equivalent; other countries may have differing requirements.

Highest level of education completed:

□ Secondary/High School  □ College/University  □ Career/Trade School

Highest degree earned:

□ BA  □ BSc  □ MA  □ MSc  □ Doctorate  □ Other _______________

UK Residency and Visa Status

Are you a UK Citizen?  □ yes  □ no

What is your nationality?

If Other nationalities held, please list

Country of Residence† __________________________________________________________

Are you currently in the UK on a visa?

□ yes  □ no  If YES, type

† 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).
Select Your Classes

All Diamond Grading, Colored Stone Grading, and Pearl Grading Lab Classes are held at the Birmingham Assay Office, Birmingham unless otherwise noted. All Gem Identification Lab Classes are held at the London campus.

<table>
<thead>
<tr>
<th>Gemmology Lab Class</th>
<th>Available Dates</th>
<th>Fees*</th>
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<tbody>
<tr>
<td>Diamond Grading</td>
<td></td>
<td>£1,250</td>
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<td>5 days, Mon - Fri</td>
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<td>8:45 a.m. - 4:45 p.m.</td>
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<td>Jan 14 - 18</td>
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<td>Jan 21 - 25</td>
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<td>May 20 - 24</td>
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<td>Jun 3 - 7</td>
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<td>Oct 21 - 25</td>
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<td>Oct 28 - Nov 1</td>
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<td>Nov 18-22 (Antwerp)</td>
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<tr>
<td>Colored Stone Grading</td>
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<td>3 days,</td>
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<td>Jan 28 - 30</td>
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<td>May 28 - 30</td>
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<td>Sep 2 - 4</td>
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<td>Nov 4 - 6</td>
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<tr>
<td>Gem Identification</td>
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<td>£1,250</td>
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<td>Jan 7 - 11</td>
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<td>Apr 29 - May 3</td>
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<td>Aug 19 - 23</td>
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<td>Sep 30 - Oct 4</td>
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<tr>
<td>Pearl Grading</td>
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<td>£270</td>
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<td>1 day</td>
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<td>Nov 7</td>
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* Fees include tuition, books and materials; see the GIA Education Catalog for the London Campus at gia.edu for itemized fees.

Fees valid for classes starting January 1, 2019 through December 31, 2019. We reserve the right to reschedule or cancel classes and to change tuition and fees without notice. Refund and cancellation policies are available in the GIA Education Catalog.

Payment

Payment of total charges will be requested once the Admissions team has reviewed and accepted your application.

All payments must be made in pounds sterling. We reserve the right to reject an application with full refund of monies paid. If you cancel GIA will retain a cancellation fee in accordance with our cancellation policy. Cancellation and refund policies are available in the GIA Education Catalog, and will be sent to applicants during the admission process.

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 am over 18 years old and 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 enrolment agreement.

Printed Name

Signature

Date (dd/MM/yyyy)
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 and awarding and determining the eligibility of federal financial aid programs.

GIA England T/A GIA London Registered Charity No. 110116 - A company limited by guarantee and registered in England No: 4566140. Registered office: c/o Legalinx Ltd, 14-18 City Road, Cardiff, Wales CF24 3DL, UK

2019 Lab Application and Registration
London Campus
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Page must be completed and returned
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 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.

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 https://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 viewed 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 claim, 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 violation 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.
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 (DD/MM/YYYY)