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 only for eLearning courses offered through the Carlsbad campus in English. If you would like to apply for courses in another language or for On Campus or lab class admission to another GIA location, visit GIA.edu/admissions for more information.

eLearning courses are scheduled to start every Monday. Paper applications must be received by 12:00 p.m. Pacific Time the Friday before the selected start date. Students applying online must register prior to midnight the Sunday before the class start date. Due to 2019 holiday closures on Mondays, there will be Tuesday start dates on February 19, May 28 and September 3. If you would like to plan ahead and enroll in a future start date, contact GIA admissions at +1 800 421 7250 ext 4001, +1 760 603 4001, or email admissions@gia.edu

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

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 GIA.edu/gem-education/distance/admissions

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.

eLearning Admission Requirements

Applicants must have a high school diploma or the equivalent to be admitted into GIA courses and programs. Applicants younger than 18 must have a parent or legal guardian sign their applications and submit a letter of approval from a parent or guardian. GIA does not accept applications from individuals younger than 16.

All eLearning courses 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 Distance Education 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

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.

Important Information for Gem Identification

eLearning Applicants

Due to continuously changing customs regulations beyond GIA's control, it may not be possible to ship Gem Identification stone sets to various international locations. Therefore, GIA may be unable to accept enrollments from certain countries. Customs regulations may also impact the time it takes GIA to deliver international stone sets to students. Contact your Distance Education instructor if you have any questions about such conditions.

After your application has been received, GIA will contact you to conduct a pre-registration interview to ensure that you understand the course requirements and have access to the gemological equipment required to complete the course. Find a list of required equipment in the latest version of the GIA Education Catalog at GIA.edu
Student Information

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

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

Primary Phone Number  Alternate Phone Number

Permanent Home Address

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

City

State  Postal Code  Country

Mailing Address (if different than above)  Address type:  ❏ Home  ❏ Business

NOTE: A SIGNATURE IS REQUIRED FOR DELIVERY OF GEM IDENTIFICATION STONE SHIPMENTS.

Business Name (if applicable)

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

City

State  Postal Code  Country

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

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/High School Equivalency graduation date:  (MM/YYYY)

School Name

City, State or 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.

Highest level of education completed:

❏ High 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

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

Race and Ethnicity

Section to be completed by U.S. citizens only 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

State  Postal Code  Country

†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).
### Academic Interest

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

- Graduate Gemologist
- Graduate Colored Stones
- Graduate Diamonds
- Graduate Pearls
- Undecided

### Select your eLearning Courses

<table>
<thead>
<tr>
<th>Select Class and Add Start Date MM/DD/YYYY</th>
<th>Prerequisite</th>
<th>Full Tuition</th>
<th>or Monthly Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEM 110 – Jewelry Essentials</td>
<td>None</td>
<td>$250.00</td>
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</tr>
<tr>
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<td>None</td>
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</tr>
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<td>None</td>
<td>$250.00</td>
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<td>None</td>
<td>$600.00</td>
<td>or $150.00 x 4 months</td>
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<tr>
<td>GEM 220 – Colored Stones</td>
<td>GEM 120</td>
<td>$1,850.00</td>
<td>or $185.00 x 10 months</td>
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<tr>
<td>GEM 230 – Diamonds &amp; Diamond Grading</td>
<td>GEM 130</td>
<td>$1,670.00</td>
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<td>GEM 240 – Gem Identification</td>
<td>GEM 120, GEM 225</td>
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</tr>
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</table>

**SUB-TOTAL GEMOLOGY**

Tuition is valid for eLearning courses from January 1, 2019 to December 31, 2019 and is subject to change.

### Optional books:

Books are available for eLearning courses, but are not required for successful completion. Upon confirmation of your enrollment (when you receive your user name and password), books may be purchased online by logging on to my.GIA.edu. Various S&H options are available. Additional S&H charges apply to students outside the U.S.

### Gem Identification Instruments:

If you don’t have access to the instruments needed to complete the Gem Identification course, you can purchase them at store.GIA.edu for an estimated price of $2,500.00 (shipping, handling, and tax are not included). As an alternative, you can complete your assignments in a fully equipped GIA Student Workroom. Find a list of required equipment in the most recent version of the GIA Education Catalog at GIA.edu.

### Refundable Security Deposit:

International students who will not be using a student workroom for practical assignments must submit an $800 deposit along with the initial payment for the stone sets that will be loaned to them. Upon return of the stone sets in original condition, GIA will refund the deposit to the original remitter via the same payment method it was submitted.

### Third-Party Payor 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.

### Payment

Submit your application, required documents and payment to GIA (see page 1). Please do not send cash. 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 Transfer:** 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.

### 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 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 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.

Applicants must be at least 18 years of age prior to attending any class at a GIA campus.

### Name of Guarantor

### Relationship of Guarantor

### Signature of Guarantor

### Address of Guarantor

### City

### State

### Postal Code

### Country

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### Name of Guarantor

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### Address of Guarantor

### City

### State

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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 data 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.
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.
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 our processing 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)