



CATALOG

January 1, 2017 – December 31, 2017

REVERE ACADEMY OF JEWELRY ARTS
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MISSION AND OBJECTIVE

Revere Academy of Jewelry Arts' mission and objective is to bring professional-level jewelry education both to seasoned bench jewelers interested in advancing their skills and to beginners just starting out. Our staff and instructors are dedicated to upholding and imparting the high standards of technical skills, integrity, and professionalism.

FACILITIES AND EQUIPMENT

The Revere Academy of Jewelry Arts occupies a suite in the Humboldt Bank Building, a historic landmark in downtown San Francisco. The Revere Academy has pioneered curriculum development in the jewelry arts and offers an outstanding program of classes for working jewelry professionals and serious beginners. Each term, hundreds of students attend classes, with many coming from jobs in the jewelry industry around the country and abroad.

The Academy is located in downtown San Francisco. There is an abundance of nearby parking, public transportation, hotels, and residence halls. A list of hotels and residence halls will be sent to enrollees upon request.

The Revere Academy office is located in the Humboldt Bank Building, at 785 Market Street, Suite 900, San Francisco, CA 94103. All classes are held at this location.

Two studio/classrooms, each with a capacity of fifteen students, are equipped with jewelry benches, torches, flexible shaft machines and engraving blocks, as well as other equipment and tools essential to jewelry manufacture and instruction. Please see our web site for more information and photos of the facility <http://www.revereacademy.com/about/facilities/>.

The Academy's fully equipped jewelry studios feature live, wide-screen HD video enlargements so that students can see every detail.

Our studio features European-style jeweler's benches for each student with a torch, flexible shaft machine, and individual set of hand tools. In addition, students enjoy use of the rolling mill, forming stations, anvils, vices, flattening hammer, ring sizer, dapping blocks and punches, shears, mandrels, grinders, polishing machine, steam cleaner, ultrasonic machine, magnetic tumbler, and more.

Our classroom features individual stations with a flexible shaft machine and an engravers block for each student. This room is also outfitted with centrifugal and vacuum casting machines, kilns, grinders, mold presses, metalsmithing stations, annealing stations, polishing machines, and lathes as needed. Various classes are also equipped with a sandblasting unit, an electroplating unit, a hydraulic press, a laser welder, and more.

Instruction will include lecture, demonstration, video, handouts, and required textbooks.

The school lobby offers lockers for each student, a refrigerator, and a microwave. Chilled water is also available. Students are asked to bring their own lunch and re-usable cup or bottle to help us save our planet's valuable resources.

PROGRAMS

These programs can lead to job opportunities as a goldsmith, a custom or special order jeweler, an artist jeweler, a fashion jeweler, a jewelry designer, a crafts jewelry maker, a production bench worker, a repair jeweler, a stone setter, a wax carver, or a polisher.

Class size is limited to 15 students. These programs may be completed in as little as one to two terms depending on the availability of class space, or at a slower pace if desired.

JEWELRY TECHNICIAN

Program Length: 241

Cumulative Final Exam: None

Graduation Document: Diploma

Program Description and Objective:

The Jewelry Technician (JT) program can be completed in two ways: during the Open Session the JT requirements can be met by taking individual courses at your own pace, or for total immersion, in the eight week Jewelry Technician Intensive. The program is designed to give you all of the essential skills to make jewelry. Whether you plan to seek employment or to create your own jewelry, or just desire professional level training, the Jewelry Technician program is the place to start. The program could lead to jobs titled bench jeweler, stone setter, crafts jewelry maker, repair jeweler, polisher, or production bench worker.

Required Courses	Hours
Casting	21 hours
Fabrication 1	24 hours
Fabrication 2	24 hours
Fabrication 3	24 hours
Polishing and Finishing	16 hours
Repair 1	24 hours
Repair 2	24 hours
Setting 1	24 hours
Setting 2	24 hours
Setting 3	24 hours
Trade Practices	12 hours
Total	241 hours

JEWELRY TECHNICIAN INTENSIVE

Program Length: 320

Cumulative Final Exam: None

Graduation Document: Diploma

Program Description and Objective:

This program is one course designed to introduce basic jewelry making skills so that students become comfortable with techniques for fabricating and completing jewelry objects. The course gives students the skills and knowledge to enter the field and take the Jewelers of America test for Bench Jeweler Technician Certification®. The format of this program allows for full time immersion, which simulates working as a bench jeweler.

Required Courses	Hours
Jewelry Technician Intensive	320
Total	320

GRADUATE JEWELER

Program Length: 466 or 434

Cumulative Final Exam: None

Graduation Document: Diploma

Program Description and Objective:

The Graduate Jeweler Program (GJ) provides a complete experience in jewelry. It is ideal for designers, entrepreneurs, and those serious about a career with potential to grow in many areas. This program includes everything in the Jewelry Technician program, plus eleven more courses (a total of 22 courses in the open session). This program can lead to jobs titled bench jeweler, stone setter, crafts jewelry maker, repair jeweler, polisher, production bench worker, custom jeweler, goldsmith, jewelry designer, or wax carver.

The Graduate Jeweler Program (GJ) is based on the foundation of the Jewelry Technician or Jewelry Technician Intensive diploma program. This program follows up, adds skills, develops techniques, and deepens the understanding and abilities of students to work as professional jewelers. Important second-level skills are introduced, providing a broad foundation for a career in jewelry. Students are prepared to take the second level Jewelers of America certification as a Bench Jeweler®.

Required Courses	Hours
Casting	21
Design	14
Fabrication 1	24
Fabrication 2	24

Fabrication 3	24
Fabrication 4	32
Fabrication 5	32
Fabrication 6	24
Gemology 1	18
Gemology 2	18
Metalsmithing	21
Mold Making	18
Polishing and Finishing	16
Rendering	24
Repair 1	24
Repair 2	24
Setting 1	24*
Setting 2	24*
Setting 3	24 *
Setting 4 This course is the same as Setting 1, 2 and 3 combined – students choose at the time of enrollment. <i>40 hours</i>	40*
Setting 5	16
Trade Practices	12
Wax Carving	24
Total	482 or 450

*Choose pathway with 72 hours of Setting or 40 hours of Setting.

COURSE DESCRIPTIONS:

Casting

Casting is as important to jewelers today as it was thousands of years ago. Learn a variety of casting methods with an emphasis on lost-wax casting. Hands-on experience includes centrifugal, vacuum, and sand casting. You will sprue and invest wax models, calculate metal requirements, control the burnout cycle and cast projects yourself. Optional: bring a wax model to cast in silver.
21 hours

Design

Never stare at a blank page again! Learn proven methods to tap into your creativity for exploring, refining, and expanding new design ideas. Using materials like foil, board, and paper, you will discover that designing jewelry is not only lots of fun but also surprisingly easy. Class combines lectures, guided creativity, individual exploration, group discussion, and systematic skill building. You will create dozens of drawings and models for original jewelry as you increase your understanding of design theory and how to design. 14 hours

Fabrication 1

This foundation class introduces hand tools, torches, flex shafts, polishers, rolling mills, and more. Through expert instruction and close-up demonstrations, you will learn how to lay out, drill, pierce, file, form, solder, and polish metal. Participants work in sterling silver, nickel silver, and 14k gold wire. You will make wedding bands, a pair of pierced earrings, and a bezel pendant. No experience required. (This class may be waived as a requirement by students with previous experience.) 24 hours

Fabrication 2: Carving & Chains

This class builds further fabrication skills in sterling silver. Through hands-on experience, you will learn to layout and carve a patterned wedding band, make a twisted bi-metal ring, and create a cable chain bracelet with a toggle clasp. 24 hours

Prerequisite: Fabrication 1 or experience.

Fabrication 3: Construction

Working in silver, you will advance your skills as you construct a hollow ring with a monogram top. Learn sweat soldering and intricate patterning skills as you create a hand-constructed pin with an overlay pierced pattern. 24 hours

Prerequisite: Fabrication 2 or experience.

Fabrication 4: Hinges & Forging

Working in silver and gold, you will increase your skills while learning to forge metal, make tubing, and construct hinges. Participants create a classic forged sterling silver ring with a 14k gold tube setting as well as a hinged bangle bracelet with a clasp. 32 hours

Fabrication 5: Cylinder Clasp & Basket

Learn to make two important pieces of jewelry and gain skills that are essential for advanced projects. Watch the instructor and then make your own silver bracelet with a crocheted chain and fabricated cylinder clasp. Learn how to construct a classic basket setting for a pendant in 14k gold wire. Precision is stressed in layout, fitting, assembly, and soldering. 32 hours

Prerequisite: Fabrication 4 or experience.

Fabrication 6: Individual Projects

Here is an opportunity to work one-on-one with master goldsmith Alan Revere. In this individually oriented class, you select projects and create the curriculum that will teach you what you want to know. Participants choose from dozens of key learning projects including hinges, clasps, mechanisms, settings, chains, rings and many more. 24 hours

Prerequisite: Fabrication 3 or experience.

Gemology 1: Diamond Grading

There is no substitute for hands-on experience when learning about diamonds. Intended for designers, setters, store managers, buyers, sellers, jewelers, hobbyists and consumers, this class teaches you how to determine authenticity as well as to grade and handle diamonds with confidence. Through expert instruction you will learn to evaluate the cut, color, clarity, and carat weight of diamonds using loupes and gemological equipment. 18 hours

Gemology 2: Gem ID

Explore the wide variety of nature's gemstones, from amethyst to zircon. You will learn to use gemological instruments to scientifically identify colored gemstones– natural, synthetic and organic. We will also study gemstones' sources, lore and qualities... a must for the jewelry world. 18 hours

Setting 1: Basic

This class introduces the most common settings for jewelry: bezel and prong settings. In it you will learn to prepare and use pushers, punches, hammers, and a flexible shaft machine. Learn to set stones in a thin round bezel, thick oval bezel, square bezel, tube, and prong settings. 24 hours

Prerequisite: Fabrication 1 or experience.

Setting 2: Prongs

This class focuses on prong settings used in jewelry. Instruction covers three-, four-, and six-prong settings, plus marquise, pear, oval, tapered baguette, and oval pinpoint cluster styles. You will work on actual jewelry while learning valuable skills in layout, burring, fitting, securing, re--mov-ing, and tightening stones in prongs. 24 hours

Prerequisite: Setting 1 or experience.

Setting 3: Bead & Pavé

The technique of setting small diamonds flush into the surface of metal is used extensively in fine jewelry. Instruction covers the preparation and use of gravers, burs, and beading tools, as you learn layout, drilling, burring, seating, beadraising, and bright-cutting. Projects include flush, star, box, row setting, and beyond. 24 hours

Prerequisite: Setting 1 or experience.

Setting 4: Comprehensive

Especially convenient for out-of-towners and those with tight schedules, this fast-paced, intensive class combines the information ordinarily taught in Setting 1, 2, and 3 into five days and meets the Jewelry Technician and Graduate Jeweler requirements for those classes. You'll be amazed at how much you learn as you set dozens of stones in a wide range of styles. Many setting tips and short cuts are presented. 40 hours

Prerequisite: Fabrication 3 or experience.

Setting 5: Channel

Learn five difficult settings using gravers, burs, and punches. Watch a master at work and then execute the following styles: round stones in both straight and tapered channels, emerald-cut stones in both prongs and channels, as well as baguettes in channels. 16 hours

Prerequisite: Setting 1 and 2, or 4, or experience.

Polishing & Finishing

As the final and most critical stage in the creation of jewelry, polishing and finishing are the cornerstones of quality. Gain hands-on experience buffing and polishing with a flexible shaft and a polishing lathe. Learn polishing theory and how to use an assortment of wheels, buffs, brushes, laps, abrasives, compounds, and more. 16 hours

Prerequisite: Fabrication 1.

Repair 1: Basic

Ideal for novice jewelers as well as shopkeepers who want to do their own work in-house, this class covers the most common jewelry repairs. Working with 14k gold, sterling silver and gold-filled jewelry, you will learn ring sizing, chain repair, prong repair, and clasp repair. You will replace a safety catch. 24 hours

Prerequisite: Fabrication 2 or experience.

Repair 2: Intermediate

Building on the skills acquired in Repair 1, you will learn a number of more advanced repairs. After watching over your instructors shoulder, you will add settings, repair prongs, rebuild tips, install a spring insert, assemble a 14k gold bezel and bail and set it with an oval cabochon, replace a half shank, assemble and set tennis bracelets, clean up castings. Learn to create custom jewelry from purchased findings, and more. Class includes hands-on instruction with a laser welder. 24 hours

Prerequisite: Repair 1 and Setting 2 or experience.

Trade Practices

Like many fields, the jewelry industry has its own culture and customs that can be difficult and costly to learn by trial and error. If you are entering the field, there are certain practices you must know in order to succeed. Discussion includes recycling scrap gold, testing gold, taking in jobs, plus tool maintenance, health precautions, trade magazines, industry events, insurance, resources, laws, copyrights, trademarks, and much more. 12 hours

Metalsmithing

Goldsmiths, silversmiths, and blacksmiths all use hammers to shape metal by forging, raising, sinking and forming. These age-old techniques are the foundation for making metal objects of all sizes, including jewelry. Take this class and learn the basics of smithing, using several types of hammers. You will complete a series of functional and ornamental projects in copper and/or silver, including samples of forging and forming; a small raised bowl, and a forged bangle bracelet. 21 hours

Prerequisite: Fabrication 2 or experience.

Mold Making

Molds are used to capture the shape of jewelry items for manufacture and reproduction. In this hands-on class, you will learn how to make molds of jewelry so that countless replicas can be made. The instructor shows you how to plan, pack, vulcanize, and cut at least six different molds, each one more complex than the previous. Learn to make powder, key, plug, and cold molds, among others. Participants are encouraged to bring their own jewelry and make molds to take home. 21 hours

Polishing & Finishing

As the final and most critical stage in the creation of jewelry, polishing and finishing are the cornerstones of quality. Gain hands-on experience buffing and polishing with a flexible shaft and a polishing lathe. Learn polishing theory and how to use an assortment of wheels, buffs, brushes, laps, abrasives, compounds, and more. 16 hours

Prerequisite: Fabrication 1.

Rendering

If you've ever felt limited by your ability to express your ideas on paper or explain a project to a customer, this class is for you! Good drawings help you communicate ideas, work out problems and refine designs on paper. Take this class to learn easy-to-master techniques for rendering lustrous metals and brilliant gemstones in professional-quality illustrations. Watch as an expert shows you every step in making presentation-quality renderings of jewelry. You will discover that drawing jewelry is easier than you thought; and it's also a lot of fun. You will leave with increased confidence and skill in creating clear sketches. 24 hours

Wax Carving & Model Making

Wax is an ideal medium for making models for both production and custom jewelry work. Wax can be carved, formed, machined, drilled, sawed, or melted into a design. A wax model may be presented to clients for approval, yet still allow for modifications prior to casting. Students execute a series of graduated projects in a variety of waxes while learning design transfer, layout, carving, and build-up. 24 hours

Prerequisite: Fabrication 1 recommended

ADMISSIONS

Admission into any of the programs requires that the prospective student:

- Have a high school diploma or equivalent. Revere Academy of Jewelry Arts will accept as a recognized equivalent of secondary education a GED, passing score on the California High School Proficiency Exam, a DD214 that indicates high school equivalency, a degree issued to the student that indicates the high school graduation, or documentation of completion of a bachelor's degree; and
- complete an application.

Note: Revere Academy of Jewelry Arts does not accept ability-to-benefit students.

Students may apply by mail or in person during office hours. Since class space is strictly limited, it is advisable to apply early in order to secure a place.

Admissions procedures include review of school policies and procedures, the School Performance Fact Sheet, catalog, and graduation requirements. Each prospective student must:

- Provide a high school diploma or equivalent;
- Review the catalog;
- Initial and sign the School Performance Fact Sheet;
- complete an enrollment agreement; and
- make payment arrangements.

INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES

Revere Academy of Jewelry Arts does not offer visa services to prospective students from other countries or English language services. Revere Academy of Jewelry Arts does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. the admissions application; and
2. Revere Academy of Jewelry Arts' receipt of prior education documentation.
3. English language proficiency must be equivalent to the 7th grade level and up with a High School Diploma or the Test of English as a Foreign Language (TOEFL).

The Revere Academy will not vouch for student status and there are no associated charges.

GRANTING OF CREDIT

Due to the unique nature of the Academy's diploma programs, their instruction and intensity, and the importance of continuity, no credit toward completion is granted for previous experience or training. The Academy does not accept hours or credit through transfer of credit challenge examinations, achievement tests, or experiential learning.

The Revere Academy of Jewelry Arts has not entered into an articulation or transfer agreement with any college, university or other institutions.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Revere Academy of Jewelry Arts is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at

this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Revere Academy of Jewelry Arts to determine if your credits or diploma will transfer.

TUITION AND FEES

Note: The following includes only courses that are required to earn diplomas. Elective courses and workshops are not listed.

Program	*Registration Fee Non-Refundable	**Student Tuition Recovery Fund Non-Refundable	Material Kit Fees (with sales tax)	***Required Tools (with sales tax)	Tuition	****Total Cost
Graduate Jeweler	\$50.00	\$0	\$1,578.68	\$859.32	\$11,850.00	\$14,338.00
Jewelry Technician	\$50.00	\$0	\$905.98	\$374.33	\$5,909.00	\$7,239.31
Jewelry Technician Intensive	\$50.00	\$0	\$905.98	\$409.05	\$7650.00	\$9015.03

* All enrollees are required to pay a one-time non-refundable registration fee of \$50 upon their initial application for enrollment. Subsequent applications do not require payment of this fee.

** \$0 for every \$1,000 rounded to the nearest \$1,000.

*** The Academy does not sell tools. Students may bring the required tools from home, purchase from the Academy's tool provider, or purchase from any jewelry tool vendor.

**** Estimated charges for the period of attendance and the entire program are the same.

Additional Fees, as applicable:

- **Books:** Required textbooks are listed below and are available at the Revere Academy, Otto Frei, and through other book sellers.
 - Professional Jewelry Making - \$70.00
 - Professional Stone Setting - \$60.00
 - Professional Ring Repair - \$44.95
 - Professional Setting Repair - \$44.95
 - Total book costs before any discounts (with 8.5% sales tax) = \$238.59
- **Basic Hand Tools:** These essential tools are available for students to use at no charge in Fabrication and Repair classes. However, the Academy strongly suggests that students acquire these tools as soon as possible. Oftentimes employers require bench jewelers to provide their own hand tools on the job. Costs (w/o tax) for these tools are as follows:
 - Graduate Jeweler - \$755
 - Jewelry Technician - \$682

- Jewelry Technician Intensive - \$682
- **Practice:** Students are encouraged to practice new skills outside of class. The Academy offers studio space between scheduled classes to enrolled students at \$10 per hour.

This school is unable to assist prospective students in securing sponsorship programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

OPERATING SCHEDULE AND CALENDAR

The Academy holds two terms each year beginning in January and July. Terms last approximately 6 months, with a break between terms. Calendars for individual terms are published three months prior to commencement. Important scheduling information and revisions of operating hours, holidays, and class schedules will be announced in advance.

Office Hours - 9 a.m. to 5 pm., Monday through Friday, excluding legal holidays

Class Hours – 9 a.m. to 6 p.m., 7 days/week. See current schedule for exact times of classes.

STUDENT SERVICES

Revere Academy of Jewelry Arts offers a range of student services including:

- Personal tours of the facility and assistance with selecting which of our programs best meets individual goals
- Assistance scheduling required classes in the appropriate order
- Student lockers for storage of tools and personal items
- Postings of job openings on the Revere Academy Alumni Facebook page

Housing - The Academy does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for San Francisco, CA rental properties start at approximately \$2,000 per month.

In addition, there are many short-term hotels within walking distance of the Academy. Rates vary greatly as in any downtown area of a large city. Daily rates range from \$85 to hundreds of dollars per day. There are also long-term hotels in the downtown area ranging from \$700 per month with a shared bath to \$3,000 per month. We do not recommend any hotels; however, we have compiled a list of possible accommodations based on feedback from previous students. It is located on our website at <http://www.revereacademy.com/guide/guide/>.

Some accommodations that are located reasonably near the Academy are:

The Mosser Hotel, www.themosser.com

Marriott Marquis Hotel, www.marriott.com/hotels/travel/sfodt-san-francisco-marriott-marquis/

Four Seasons Hotel, www.fourseasons.com/sanfrancisco/

Cornell de France, www.cornelldefrance.com

Chancellor Hotel, www.chancellorhotel.com

Gaylord Apartment Hotel, www.gaylordsuites.com

Orange Village Hostel, orangevillagehostel@gmail.com

USA Hostels, www.usahostels.com

Latitude 38 Group Housing Services, tbrettkelly@tricommercial.com or 650.218.1995 provides student housing locations

Learning Resources - The Academy houses an extensive library of over 200 titles on every topic related to jewelry making, design, and gemology. Many of the titles are rare and out-of-print books. The library is available to students during normal class hours to view individual titles and to use materials on the premises only. Students should contact the Assistant Director, Registrar, Studio Manager, or Design Director and Student Liaison to request a listing of the titles in the Academy's library.

Safety - This institution, its facilities, and equipment fully comply with all federal, state and local ordinances and regulations, including those requirements as to fire safety, building safety, and health. A copy of our Injury and Illness Prevention Program is available for your inspection.

Studio Rental - It is important for our students to practice their skills in order to elevate their level of attainment and achievement. Revere Academy rents studio space upon availability at \$10 per hour. Consultation on home workshop setup is also available upon request.

Student Records Retention - Enrollees are advised that state law requires that student records be maintained at the school site for five years from the student's date of completion or withdrawal. Transcripts are maintained permanently.

Students may request copies of their student records or transcripts by contacting the Registrar.

Placement Assistance - The Academy offers informal placement guidance and assistance. Prospective employers send notices of job opportunities to the Academy on a regular basis. This information is available to all students by appointment, as well as on the Revere Academy Alumni Facebook page and in the Job Opportunities binder in the lobby.

Bench Jeweler Certification - Introduced in 1997, the Bench Jeweler Certification Program is becoming the standard of the industry. After years of study and research, Jewelers of America, the country's largest industry association, offers a series of 4 levels of competency examination, with appropriate practical and written tests for bench jewelers. These range from Certified Bench Jeweler Technician, Certified Bench Jeweler, and Certified Senior Bench Jeweler. Up to now, without standards, each employer needed to try out all applicants to determine their skills. Long overdue in this country, these tests establish a standard of skill for each level, making hiring easier for both the employer and employee.

The Revere Academy has participated in the development of these tests. Our programs are intended to provide the training needed to prepare candidates for testing at the first two levels. The Jewelry Technician diploma program leads beginners through a training curriculum in preparation for the first level of testing, Certified Bench Jeweler Technician. The Graduate

Jeweler diploma program prepares students for the second level, Certified Bench Jeweler. We strongly urge all diploma students to invest time and money preparing for and taking these tests. These tests are not proctored at the Revere Academy.

ATTENDANCE

Students are expected to attend classes as scheduled, just as they would be expected to be present for work. Absences will be recorded. Students failing to maintain satisfactory attendance of 90% for the program will be counseled by a school administrator. If attendance fails to improve, the student will be put on probation for a two week period. If attendance still does not meet the 90% attendance requirement during the probationary period, the school administration may dismiss a student for unsatisfactory attendance. Re-admittance may be permitted if the cause for unsatisfactory attendance has been corrected.

Tardiness Policy – Student tardiness will be recorded. Tardiness is defined as arriving more than 15 minutes later than the class start time. If a student is tardy six times, it will be recorded as one absence. Students continuing to be tardy will be counseled by a school administrator. If punctuality fails to improve, the student will be put on probation for a two week period. If the student fails to meet the attendance requirement (arriving to class on time, 90% of scheduled class days) during the probationary period, the school administration may dismiss a student for unsatisfactory attendance. Re-admittance may be permitted if the cause for excessive tardiness has been corrected.

Drop Out/Leave of Absence Policy - Students wishing to drop out of a program or take a leave of absence must submit their request in writing by email, mail or hand delivery to the Academy. If any refund is due, it will be processed according to the published refund policy. There is no limit on the length of time that may be requested or on the number of leaves the student may request, and there are no specific criteria for approval. The student will be notified of approval or denial of the request within seven business days by mail and email.

Make Up for Missed Material - Due to the nature of this instructional program, there is no arrangement for students making up missed class work. Class hours missed, unless by pre-arranged notification in writing, will not be available for credit or make-up. Students who have been absent are responsible for the material covered during the session(s) missed.

Progress System & Graduation Requirements - Faculty members will discuss individual student's progress upon request. Students will graduate if they attend at least 90% of the course with satisfactory performance. The student will be notified if they are not meeting this requirement by the Registrar in writing. This assessment will be conducted at the mid-point of the period of enrollment and as necessary beyond that point. The student's performance assessment will be based on a Pass/Fail policy. The Academy does not have a cumulative final test or examination required for the completion of any of the programs.

CONDUCT

At the discretion of the school administration, a student may be dismissed from the Academy for hazardous or disruptive behavior. Depending on the severity of the misconduct, the

administration will either counsel the student to correct the behavior or dismiss the student immediately. If the student is counseled and agrees to correct the behavior, the student will be given one additional chance. If the behavior occurs again, the student will be dismissed.

SATISFACTORY PROGRESS, PROBATION, DISMISSAL POLICY

The Director may place a student on academic probation if the student is not making satisfactory academic progress by maintaining an average score of 80% or greater, which is equivalent to a pass. Should the grade fall below the 80% average that is required for graduation, a student will be placed on probation. This status change will result in a formal advisory, which will be sent to the student, indicating the reason for the probation and terms required to gain satisfactory progress. Failure to maintain satisfactory academic progress may result in the student being administratively withdrawn from the program.

Grading System

<i>Grade</i>	<i>Definition</i>
P: Pass	Has satisfactorily met all minimum course requirements
F: Fail	Has not satisfactorily met all minimum course requirements

WITHDRAWAL

A student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 785 Market Street, Suite 900, San Francisco, CA 94103. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail

- properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
 5. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration fee not to exceed \$250.00 and less any deduction for equipment not returned in good condition within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$250.00. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours student attended, or was scheduled to attend, prior to withdrawal. All amounts that the student has paid shall be subject to refund except for the \$50.00 registration fee, books, supplies or equipment not in original condition. For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

The Revere Academy of Jewelry Arts is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs. The Academy does not participate in federal or state financial aid programs.

However, if a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

STUDENT TUITION RECOVERY FUND

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

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

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

COMPLAINT AND GRIEVANCE PROCESS

This school is dedicated to serving students' needs and will do its best to resolve problems immediately. Any student with a question regarding school policies or a grievance is encouraged to discuss individual concerns with the school's Registrar, Assistant Director, or Director, rather than with individual instructors. Students may address any concerns to these individuals during normal business hours. Complaints/concerns may be filed verbally, in writing or by email. The complaint or grievance will be investigated and the student will be notified within ten business days of receipt of the complaint or grievance by the appropriate school administrator depending on the nature of the complaint or grievance by writing, email or verbally. If the complaint or grievance is not resolved in a satisfactory manner, the student may request a meeting with the Director to appeal a complaint disposition in writing by email, mail or delivery.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Any questions or problems concerning this institution that have not been satisfactorily answered or resolved by this institution should be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833, 888.370.7589 toll-free, www.bppe.ca.gov.

SCHOOL ADMINISTRATORS

ALAN REVERE is Director (Chief Executive, Operating and Academic Officer) of the Revere Academy of Jewelry Arts. He is a German-trained master goldsmith, nationally respected educator, and award winning jewelry designer. Mr. Revere is the founder of the Revere Academy and author of the books *Professional Goldsmithing*, *Ring Repair*, *Setting Repair*, *Stone Setting*, *The Art of Jewelry Making*, *101 Bench Tips for Jewelers*, and *Professional Jewelry Making*, as well as a series of instructional videos entitled *Revere on Goldsmithing*. Mr. Revere writes for several national magazines, and he lectures on a variety of subjects at trade shows and industry conferences. Alan Revere is a member of the American Jewelry Design Council.

GLEND A RUTH, the Academy's Assistant Director, has a Bachelor of Fine Arts degree from the California College of the Arts and has completed the JT Intensive and the Graduate Jeweler program. Glenda is a JA Certified Bench Jeweler Technician.

EILEEN KOZIK, the Academy's Studio Manager, has taken classes at the Academy for many years and has experience in inventory management.

JULIE CRISTELLO, the Academy's Design Director and Student Liaison, has a Bachelor of Fine Arts degree in graphic design. She designs and fabricates her own line of on-trend, boho fashion jewelry, Julie Cristello Jewelry.

JULIAN WALTON, is the Academy's Academic and Administrative Coordinator. Originally trained as an educator, she complete the JT Intensive. She owns House of Azimuth, an art company specializing in jewelry and experiential art. Find her work at houseofazimuth.com .

INSTRUCTORS

REVERE, ALAN

Bachelor of Arts, Psychology and Art, University of Virginia, Charlottesville, VA

Master of Fine Arts, Crafts, Instituto Allende, San Miguel de Allende, Mexico

Apprenticeship, Fachhochschule Fur Gestaltung, Pforzheim, Germany

Over 40 years of experience as a bench jeweler.

Over 40 years of experience as a jewelry designer.

Over 40 years of experience as a jewelry-making instructor.

Over 35 years of experience as the owner of Revere Academy of Jewelry Arts.

COONEN, LUANA

Bachelor of Fine Arts, Metal Arts, California College of the Arts, Oakland, CA

Over 10 years of experience as the owner of Luana Coonen Jewelry.

Over 10 years of experience as a jewelry-making instructor.

PUGH, SUZANNE

Bachelor of Fine Arts, Metalsmithing and Jewelry, University of Georgia, Athens, GA

Master of Fine Arts, Metals, Kansas State University, Manhattan, KS

Metals Coordinator, Penland School of Crafts, Penland, NC

Head of Metal Arts, City College of San Francisco, San Francisco, CA

Over 20 years of experience as a metalsmith.

Over 15 years of experience as a jewelry-making instructor.

REEVES, JENNY

Diploma, Jewelry Technician, Revere Academy of Jewelry Arts, San Francisco, CA

Diploma, Graduate Jeweler, Revere Academy of Jewelry Arts, San Francisco, CA

Over 5 years of experience as owner of Jenny Reeves Sustainable Fine Jewelry.

Over 5 years of experience as a jewelry-making instructor.

REBOLI, KATE

Diploma, Jewelry Technician, Revere Academy of Jewelry Arts, San Francisco, CA

Over 4 years of experience as a bench jeweler.

RUSSELL, JONATHAN

Over 20 years of experience as a commissioned sculptor.

Over 25 years of experience as a fine arts instructor.

SPRAGUE, KAREN

Bachelor of Arts, Fine & Applied Arts, Chico State University, Chico, CA

Teaching Credentials, Chico State University, Chico, CA

Over 35 years of experience as a bench jeweler.

Over 30 years of experience as a jewelry-making instructor.

STURLIN, MICHAEL DAVID

Attended Revere Academy of Jewelry Arts, San Francisco, CA

Over 40 years of experience as the owner of Michael Sturlin Studio.

Over 10 years of experience as a jewelry-making instructor.

TANAKA, ROBERTA

Bachelor of Fine Arts, Jewelry and Metal Arts, California College of Arts and Crafts, Oakland, CA

Certification, Master Goldsmith, Jewelers of America, New York, NY

Certification, Colored Stones, Gemological Institute of America, Carlsbad, CA

Certification, Diamonds, Gemological Institute of America, Carlsbad, CA

Over 25 years of experience as a bench jeweler.

Over 12 years of experience as a jewelry-making instructor.

TANAKA, YAS

Apprenticeship, Tadakazu Tanaka, Gaithersburg, MD and San Francisco, CA

Apprenticeship, Alan Revere Jewelry Design, San Francisco, CA

Over 34 years of experience as a bench jeweler.

Over 31 years of experience as a jewelry-making instructor.

TANIELIAN, VASKEN

Apprenticeship, Bench Jeweler, Setrakian Brothers, Paris, France

Journeyman, Bench Jeweler, Maison Gaby, Paris, France

Journeyman, Bench Jeweler, Bijouterie Arax, Paris, France

Journeyman, Bench Jeweler, Nubar Jewelry Manufacturing, Los Angeles, CA

Certification, 3Design Instructor, TYPE 3 of GravoTech Inc., Duluth, GA

Over 39 years of experience as a bench jeweler.

Over 15 years of experience as a jewelry-making instructor.

Over 9 years of experience instructing computer aided design.

TURNER, STARLA

Bachelor of Secondary Education, University of British Columbia, at Vancouver, BC

Register Jeweller, Canadian Jewellers Association, Toronto, Ontario

Diploma, Graduate Gemologist, Gemological Institute of America, Santa Monica, CA

Degree, Fellow of the Gemological Association, with Distinction, British Gemmological Association, London, England

Degree, Certified Gemologist Appraiser, American Gem Society, Las Vegas, NV

Over 20 years of experience as a gemology instructor.

Over 35 years of experience as a gemologist responsible for diamond and colored stone grading, appraisal and sales.

DE WITTE, MAARTEN

Master of Science, Economic Geography, University of Illinois at Urbana-Champaign, Champaign, IL

Certification, Journeyman Diamond Cutter, American Institute of Diamond Cutting, Deerfield Beach, Florida

Diploma, Graduate Gemologist, Gemological Institute of America, Carlsbad, CA

Certification, Certified Gemologist, American Gem Society, Las Vegas, NV

Over 40 years of experience as a diamond cutter.

Over 20 years of experience as a diamond instructor.

WINTRUP, NANCY

Bachelor of Fine Arts, Art History and Crafts, Kent State University, Kent, Ohio

Apprenticeship, Bench Jeweler, John MacMillan, San Francisco, CA

Journeymanship, Bench Jeweler, Falla Lind, O.A. Eriksen, and Louis, Van Wormer & Rodrigues, San Francisco, CA

Apprenticeship, Bench Jeweler, International Jewelry Workers' Union Local 36, San Francisco, CA

Over 35 years of experience as a bench jeweler.

Over 30 years of experience as a jewelry-making instructor.

Over 35 years of experience as the owner of N.J. Wintrup jewelry studio.

CONSUMER DISCLOSURES

The Academy is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The Revere Academy of Jewelry Arts, Inc. is located in the Humboldt Bank Building, 785 Market Street, Suite 900, San Francisco, California 94103. All courses are taught at this location.

The field of Jeweler does not require licensure in this state, or anywhere in the United States.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Prospective enrollees are also encouraged to make an appointment and visit the physical facilities of the school and to discuss individual educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

The Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).