The following JA 2020 Scholarship Application Packet includes a description of the guidelines for eligibility, approved courses, co-payments, completion deadlines, other factors and the application forms for all of the educational providers.

**ELIGIBILITY**

JA members and their employees may apply for Diamond Council of America (DCA), Gemological Institute of America (GIA) and Jewelers Education Foundation (JEF) scholarships; an applicant must:

- be at least 18 years old
- have at least one year's experience working at a JA member store
- not already be enrolled in another home study course from any of the educational providers

A student who previously received a scholarship and did not complete it within the required timeframe is not eligible for another scholarship for five years.

To make sure scholarship funds are widely distributed among members, **scholarships will be awarded to only one person per store – limit of three per membership – during the enrollment period from March 1 through September 30. Scholarships are available per course in limited quantities on a first-come, first-served basis.**

**APPLICATION REQUIREMENTS**

For 2020, we will accept scholarship applications from March 1 through September 30. Each application should include the following material submitted in a single packet:

- JA Scholarship Application Form (in this packet) and must accompany the enrollment form.
- GIA Enrollment Form (if applying for funds toward a GIA Gemology course) DCA, JEF Enrollment Forms (if applying for funds toward any of the DCA, JEF courses)
- Copy of government-issued photo ID
- Co-payments – Visa, Mastercard and American Express accepted, checks should be made payable to Jewelers of America
- Letter of recommendation from the JA member sponsor on company letterhead (this is not required if the applicant is the store owner)

Please send the packet to: Jewelers of America, Inc., ATTN: Scholarships, 120 Broadway, Suite 2820, New York, NY 10271 or e-mail it to members@jewelers.org.
CONSIDERATION IN AWARDING SCHOLARSHIPS

Financial Need
We do not award scholarships based on financial need, but if two students are equally qualified, financial need will be a deciding factor. If you think financial need might be a factor, please include with the application a description of the situation and any supporting documentation.

Availability
Scholarships can be applied toward any of the courses listed in this packet based on availability.

Approved Courses, Their Costs and Co-Payments
A scholarship winner may apply the scholarship to any of the courses listed in this section, but you should check with JA to verify current fees and course pre-requisites.

Lab Classes (Scholarships Available: 4)
JA will also reimburse a Scholarship winner in the amount of $700 towards one of the following GIA Lab classes: Colored Stone Grading, Diamond Grading or Gem Identification. The applicant must apply for a Scholarship before taking the GIA Lab class and scholarships are offered on a first come, first serve basis with a total of 4 scholarships available in 2020. It is up to the applicant to contact GIA for class dates, locations and fees. The name and dates of the class and the city where the course will be taken must be listed on or attached to the JA Scholarship application. A letter of recommendation from the JA member sponsor on company letterhead is required unless the applicant is the store owner. However, there are no co-payments needed. If the applicant wins the Scholarship, the winner is responsible for enrolling and paying GIA for the class. Upon completion of the class, the student must send copies of the certificate of attendance and the paid GIA invoice to JA for the reimbursement of $700.

Cancellation of the Scholarship
JA may cancel a scholarship after awarding it if the student fails to:

- complete all paperwork associated with the scholarship
- begin course study within one month of enrollment
- complete the course within the maximum specified completion time

In all cases except Diamond Council of America (see DCA enrollment form), when a JA Scholarship student leaves a member store and has started a scholarship course, the student has the option of keeping the Scholarship. However, if the student has not started and does not wish to continue, the Scholarship will be canceled. The co-payments will be reimbursed provided all materials received are returned to the educational providers or to JA.

Courses and Co-payments
The following charts are used to determine the course, number of scholarships available this year and program co-payment amounts with the application packet.
# DIAMOND COUNCIL OF AMERICA
## SCHOLARSHIP INFORMATION

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Total Fee</th>
<th>Scholarship Portion</th>
<th>Co-payment Portion</th>
<th>Scholarships Available in 2020</th>
<th>Maximum Completion Time Allowed in Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diamond Course</td>
<td>$125 (Online only)*</td>
<td>$75 (Online only)</td>
<td>$50 (Online only)</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Colored Gemstone Course</td>
<td>$125 (Online only)*</td>
<td>$75 (Online only)</td>
<td>$50 (Online only)</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Beginning Jewelry Sales Course</td>
<td>$100 (Online only)*</td>
<td>$60 (Online only)</td>
<td>$40 (Online only)</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Advanced Jewelry Sales Course</td>
<td>$125 (Online only)*</td>
<td>$75 (Online only)</td>
<td>$50 (Online only)</td>
<td>4</td>
<td>12</td>
</tr>
</tbody>
</table>

* To be eligible for a DCA Scholarship course the scholarship applicant's store MUST be a member of DCA. Both the membership application and the scholarship application for the course are included in this packet.

*Company DCA membership fee must be paid by the store before employees can access education courses*

## DCA COURSE DESCRIPTIONS

### Diamond Course

This 22-lesson course supplies the knowledge and skills jewelry sales professionals need in order to present the full beauty, meaning, and value of the world's most important gemstone. The course also provides comprehensive guidance for building retail jewelry professionalism. Lesson topics include the 4Cs of diamond value; today's diamond jewelry; treated, lab-created, and simulated diamonds; diamond's geologic formation and scientific properties; discovery, sources, and mining;
diamond cutting, the international diamond industry; diamond's place in history, folklore, and popular culture; jewelry professionalism; the selling process; professional instruments and selling tools; customer service, diamond display; caring for diamonds and diamond jewelry; and security for retail jewelry professionals.

Colored Gemstone Course
This course has 16 lessons that explore the varied and exotic world of colored gemstones – which includes all gems other than diamond. The course also has lessons specifically focused on marketing and selling gems and gemstone jewelry. Lesson topics include color and gems; the spectrum of gemstone products; factors that affect gem value; cultured pearls; contemporary gemstone jewelry; gem formation, sources, mining, and trade; gem magic and romance; gem identification; gem and jewelry care; selling gems and jewelry; representation and disclosure; and jewelry display. The course comes with the Colored Gemstones Compendium, which contains more than 100 pages with individual profiles of dozens of different gems, from agate to zircon.

Beginning Jewelry Sales Course
DCA developed this course to help you get off to a good start as a fine jewelry sales professional. Retail sales is one of the biggest fields of employment in the US, and fine jewelry is one of the most interesting and rewarding of all the many areas in retailing. When you sell jewelry, you offer merchandise of great beauty, value, and meaning. You help your customers celebrate some of life's best feelings and happiest occasions. You're part of a talented and motivated team working in an attractive, supportive, and stimulating environment. And you have many opportunities for growth in both personal and professional directions.

At the same time, jewelry sales is a demanding occupation. You deal with a large number of products, and there's a lot to know about each of them. Customers are complicated and can sometimes be challenging – especially when they're spending large sums on important purchases they don't know much about. It also takes a multitude of details and duties to keep a jewelry store running smoothly.

This course is designed to provide fast and effective basic training for retail jewelry sales associates. Whether you're just beginning or you have previous experience, this course will help you quickly increase your knowledge and professionalism as a jewelry salesperson.

Advanced Jewelry Sales Course
The overall goal of this 12-lesson course is to provide students with the knowledge and skills with a series of lessons that examine primary components of the jewelry-selling equation – customers, the buying experience, branding, and dealing with changes that affect the work of jewelry retailing. The second section of the course spotlights key product categories – bridal jewelry, women's fashion jewelry, men's designs, custom work, state pieces, and watches.
# GIA E-Learning Course Scholarship Information

<table>
<thead>
<tr>
<th>GIA eLearning Course</th>
<th>Total Fee</th>
<th>Scholarship Portion</th>
<th>Co-Payment Portion</th>
<th>Scholarships Available in 2020</th>
<th>Maximum Completion Time Allowed in Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jewelry Essentials*</td>
<td>$225.00</td>
<td>$135.00</td>
<td>$90.00</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Colored Stone Essentials*</td>
<td>$225.00</td>
<td>$135.00</td>
<td>$90.00</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Diamond Essentials*</td>
<td>$225.00</td>
<td>$135.00</td>
<td>$90.00</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Colored Stones *</td>
<td>$1,665.00</td>
<td>$1,000.00</td>
<td>$665.00</td>
<td>6</td>
<td>18</td>
</tr>
<tr>
<td>Diamonds &amp; Diamond Grading*</td>
<td>$1,503.00</td>
<td>$903.00</td>
<td>$600.00</td>
<td>8</td>
<td>15</td>
</tr>
<tr>
<td>Gem Identification*</td>
<td>$1,836.00</td>
<td>$1,106.00</td>
<td>$730.00</td>
<td>3</td>
<td>24</td>
</tr>
<tr>
<td>Pearls*</td>
<td>$540.00</td>
<td>$324.00</td>
<td>$216.00</td>
<td>1</td>
<td>6</td>
</tr>
</tbody>
</table>

Prerequisites:

- Diamond Essentials is a prerequisite for Diamonds & Diamond Grading
- Colored Stone Essentials is a prerequisite for Colored Stones
- Colored Stone Essentials and Colored Stones are prerequisites for Gem Identification
- Books can be purchased for an additional fee. Please see GIA application for pricing.
JEF (JEWELERS EDUCATION FOUNDATION)  
SCHOLARSHIP INFORMATION  

<table>
<thead>
<tr>
<th>JEF Course Name</th>
<th>Total Fee</th>
<th>JA's Scholarship Portion</th>
<th>Co-payment Portion</th>
<th>Scholarships Available in 2020</th>
<th>Maximum Completion Time Allowed in Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Sales Associate</td>
<td>$289.00</td>
<td>$189.00</td>
<td>$100.00</td>
<td>2</td>
<td>12</td>
</tr>
</tbody>
</table>

JEF COURSE DESCRIPTIONS  

Graduate Sales Associate Course  
This online course contains pertinent facts on diamonds, colored stones, pearls, metals, watches, and period jewelry, along with information about the jewelry industry and the importance of good customer service and professionalism. All chapters deliver product information with an emphasis on how to romance and sell. End-of-the-chapter exercises suggest ways to practice what has just been learned. Upon successful completion of the final exam, the associate is awarded a Graduate Sales Associate Certificate.
**JA SCHOLARSHIP APPLICATION FORM**

This 2-page form must be completed in its entirety and submitted with the co-payment and Educational Provider’s form.

### Applicant Information

<table>
<thead>
<tr>
<th>Name (First/MI/Last):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company:</td>
</tr>
<tr>
<td>JA Member # (ask employer)</td>
</tr>
<tr>
<td>Company Address:</td>
</tr>
<tr>
<td>Business Phone: (   )</td>
</tr>
<tr>
<td>Current Position:</td>
</tr>
</tbody>
</table>

### Educational Background

<table>
<thead>
<tr>
<th>High School (Name/City/State):</th>
</tr>
</thead>
<tbody>
<tr>
<td>College/University (Name/City/State):</td>
</tr>
<tr>
<td>Technical Schools or Training:</td>
</tr>
</tbody>
</table>

### Previous Work Experience in the Jewelry Industry

<table>
<thead>
<tr>
<th>Company Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Address:</td>
</tr>
<tr>
<td>Position:</td>
</tr>
<tr>
<td>Company Name:</td>
</tr>
<tr>
<td>Company Address:</td>
</tr>
<tr>
<td>Position:</td>
</tr>
<tr>
<td>(Use additional paper for other significant employment history)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you ever received a JA Scholarship?</th>
<th>If so, when?</th>
</tr>
</thead>
</table>
## Course History

Courses Completed:

---

Student Number:

Courses in Progress (note that current students are not eligible for scholarships):

---

## Payment

- Check Enclosed (payable to Jewelers of America)
- Visa
- MasterCard
- American Express

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number:</td>
<td></td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>CVV:</td>
</tr>
<tr>
<td>Name on Card:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td>Today's Date:</td>
</tr>
</tbody>
</table>
APPLICATION FOR MEMBERSHIP

BUSINESS CONTACT INFORMATION

Name of Business Applying for Membership

DBA (if applicable)

Headquarters Street Address

City

State

Country (if outside U.S.)

Business Phone

Business Fax

Membership Contact Name

Job Title

Email Address

Website

EDUCATION CONTACT INFORMATION

Education Contact Name

Job Title

Email Address

BUSINESS INFORMATION

Number of Stores

Year Established

Total Number of Sales Associates (full-time equivalent)

[ ] Corporation

[ ] Partnership

[ ] Individual

[ ] Other (Describe)

PAYMENT INFORMATION

(Dues will be processed upon application approval.)

Dues Amount (based on store count; see schedule on right):

$0

[ ] My check is enclosed, payable to DCA

[ ] Please charge my:  [ ] Visa  [ ] Mastercard  [ ] Amex

Card Number

Billing Zip Code

CCV

Expiration Date

Name on Card

Signature

Annual Membership Dues

<table>
<thead>
<tr>
<th># Stores</th>
<th>Dues Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-50</td>
<td>$100 per store</td>
</tr>
<tr>
<td>51-199</td>
<td>$75 per store</td>
</tr>
<tr>
<td>200-299</td>
<td>$50 per store</td>
</tr>
<tr>
<td>300+</td>
<td>$35 per store</td>
</tr>
</tbody>
</table>

Note: Dues may be deductible to members for Federal Income Tax Purposes as ordinary and necessary business expenses. Dues are not deductible as charitable contributions.

-- Please complete reverse side of application --
DCA’s Bylaws, Article II, Sec. 2(b), state: “An applicant must specialize in the sale to consumers of diamonds and other precious gems; and, in addition, not less than 80% of an applicant’s sales shall be made up of (or alternately, 80% of sales area shall be devoted to) diamonds, other precious gems, karat gold and watches.”

Percentage of sales in diamonds, other precious gems, karat gold: _______________________

Percentage of sales area for diamonds, other precious gems, karat gold and watches:__________________

Average annual diamond sales (percent):___________________

DCA’s Bylaws, Article II, Sec. 2(c), state: “Industry mindedness: An applicant must be dedicated to the general welfare, high standing and prosperity of the entire retail jewelry business, as manifested, for example, by active participation in the Jewelers of America, Inc., or some other reputable association dedicated to these goals.”

List industry associations, other organization activities, and other evidence of industry mindedness:
________________________________________________________________________________________________________
________________________________________________________________________________________________________

DCA’s Bylaws, Article II, Sec. 2(d), state: “Financial Stability: Because the Council’s image, and the image of its members, could be damaged if its members are not financially sound, an applicant must demonstrate financial stability, as manifested, for example by a JBT rating of not less than 2 or excellent credit references.”

JBT Rating _____________ or other credit references __________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

DCA’s Bylaws require an eligible DCA Executive member sponsor of each application.

Sponsor’s Name and Firm ________________________________________________________________

Sponsor’s Address ________________________________________________________________

City _________________________________________________________ State __________ Zip ______________

I certify, in making this application, that all information is true and correct. I agree that if my membership in the Diamond Council of America is approved, it will be contingent upon my continuing to meet the ethical qualifications of that organization. I further agree that if my membership should cease for any reason, I will voluntarily return to DCA all materials bearing the DCA name and seal with no reimbursement to me and I will cease to claim any further association with that organization.

________________________________________________ _____________________________________________________
Date   Signature of Principal

By executing this application, applicant acknowledges and consents that DCA may employ and utilize an independent investigative organization to verify applicant’s membership qualifications, credit and other relevant facts, and applicant specifically hereby consents to any such investigation.
Student Enrollment Application

Check the course in which you wish to enroll, and the version you would like to take.

☐ Diamond Course  ☐ Online only, $125  ☐ Re-enroll, $75
☐ Colored Gemstone Course  ☐ Online only, $125  ☐ Re-enroll, $75
☐ Advanced Jewelry Sales Course  ☐ Online only, $125  ☐ Re-enroll, $75
☐ Beginning Jewelry Sales Course  ☐ Online only, $100  ☐ Re-enroll $75

Student ID Number*: __________________________ Course Enrollment Date*: __________________________
* For DCA Office Use Only

Student Name: ____________________________________________
First                             Middle                             Last

Home Address: ____________________________________________

City: ____________________________________________________________________ State: ___________ ZIP: ________________

E-Mail: ____________________________________________________________

Date of Birth: _________________________________________________
Month                      Date                     Year

Four Digit Pin # ____________________________

(DCA will use this number as verification if you contact DCA for any assistance)

Telephone Numbers: (Home) ____________________________ (Business) ____________________________

Company Name: ______________________________________________________

Store Address: ____________________________________________
Street                             Suite #

City: ____________________________________________________________________ State: ___________ ZIP: ________________

Store Number (Branch Number): ____________________________ Employee ID # ____________________________

Position: ______________________________________________________________

I hereby apply for enrollment in The Diamond Council of America educational course indicated above. If my application is accepted, I agree to be bound by the terms and conditions set forth on this application, and grant DCA permission to provide my employer with information about my grades and progress through the course.

Signature: ____________________________ Date: ____________________________
The Diamond Council of America educational courses are provided through my DCA-Member store:

_____________________________________.
(DCA-Member Store Name)

I fully understand that:

• Staff designated by my sponsoring DCA-Member store (or company) will have access to my course records.

• Certificates, awards, and other DCA materials may not be displayed in a non-member store and remain the property of my DCA-Member store should I resign or be terminated, either with or without cause.

• If I resign from or am terminated by my DCA-Member store, I am entitled to a formal letter of completion from DCA, provided that I have successfully completed all required coursework. A request for the letter must be made in writing to DCA. (Email is acceptable.) The letter will be mailed to me within thirty days of my request, and it will go to the home address listed in this application or my DCA Student Profile. (Please be sure the address in your Profile is up-to-date).

• If I apply for employment at a non-member store, DCA can provide confirmation for any courses I have completed, but cannot divulge other information without my prior written consent.

• If I am employed in the future by another DCA-Member store, they may request a certificate or other DCA materials on my behalf. They may also request a copy of my course grades from DCA as verification of course completion.

☐ I have had an opportunity to review DCA’s Education Catalog. To view the catalog visit: http://www.diamondcouncil.org/Documents/CourseMaterials/CourseCatalog.pdf

I agree to the above conditions and indicate same by my signature below.

This _______ day of ________________________, _________.

(Month) (Year)

In ___________________________, __________.

(City) (State)

_____________________________________
(Print Student’s Legal Name)

_____________________________________
(Student’s Signature)

_____________________________________
Witness (DCA Member Store Owner or Manager)
TERMS AND CONDITIONS OF ENROLLMENT

1. **Time Limit:** The DCA course must be completed within one year from the enrollment date. If the student fails to complete the course within the required time, he/she must re-enroll in order to complete the course. The re-enrollment fee is $75.

2. **Academic Limit:** The minimum grade target for the Final Examination is 75%. The grade is a percentage based on correct versus total number of answers. If the student’s grade is less than 75%, he/she may retake the exam once. If the student does not reach or exceed the target on the second attempt, he/she must re-enroll in order to complete the course.

3. **Re-Enrollment Policy:** If the student does not meet the time limit or academic limit for course completion, he/she may re-enroll in and retake the same edition of the course once, provided that the re-enrollment occurs within one year. After one course retake or one year without re-enrolling, the student must enroll in the latest edition of the course.

4. **Tuition:** Tuition for the Diamond or Colored Gemstone course is $125 for the online version only, or $175 for the book (print version) with online access. Tuition for Advanced Jewelry Sales is $125 and for Beginning Jewelry Sales it is $100 (both courses are available only online). Tuition amounts for all courses include a registration fee of 20% that is non-refundable if the enrollment is not cancelled within five days of submitting this application.

5. **Payment:** Payment for the course must accompany this enrollment application, and must be issued by the student’s sponsoring DCA-Member company.

6. **Student Integrity and Academic Honesty:** The student must complete all coursework him or herself, under the conditions set for that work. If signs of cheating or other academic misconduct are detected, DCA will notify the sponsoring Member company, which will evaluate the evidence and determine the consequences.

7. **Copying Course Materials:** The student may not copy DCA course materials or make course materials available to other persons, except for the student’s own use in sales presentations.

8. **Displaying Certificates:** Certificates or awards issued by DCA may only be displayed on the employer’s premises and at the employer’s discretion. Students will be awarded a letter of completion upon completing of any DCA course.

9. **Performance and Progress:** DCA will provide information about the student’s grades and rate of coursework completion to staff members designated by sponsoring DCA-Member company.

10. **Teach-Out Commitment:** If a DCA course is discontinued, DCA guarantees that all students enrolled in the course will be allowed to complete their instruction at no additional cost.

11. **Credit Transfers:** Acceptance for transfer of academic credit for DCA coursework will be determined by the receiving institution.

12. **Privacy Protection:** DCA will take all appropriate steps to protect the privacy of any information provided by the student, and will not disclose such information or allow access to it to anyone except instructors and other staff members who need it in order to assist with the student’s coursework or to improve the course’s content, presentation, or administration.

13. **Complaints Policy:** DCA will review in a timely and fair manner any complaint it receives from a student. Complaints may be about any aspect of DCA’s program, services, operations, staff, or management. They may be submitted verbally (in person or by phone) or in writing (via email, fax, or mail). DCA will review within five business days’ complaints that do not directly involve staff or management personnel. For other complaints, the review will be made within ten business days in order to allow the staff or management member sufficient opportunity to provide a response to the complaint. DCA will notify the student in writing of the results of the review, and will take any necessary follow-up action. DCA will also inform the student about where and how he/she may file a complaint with DCA’s accrediting agency or other appropriate agencies.

Student Signature: ______________________ Date: ______________________

3
14. Cancellation Policy: Enrollment may be cancelled within five days of submitting this application for a full refund. (Please return any printed course materials to DCA, postage due.)

- A request for cancellation may be conveyed in any manner – in person or by phone, email, letter, or fax.
- Due to the unique relationship DCA has with its members and students, refunds will be issued to the party, student or employer, who actually paid for the course.
- Refundable tuition for the Diamond, Colored Gemstone, Advanced Jewelry Sales, or Beginning Jewelry Sales course is the full course price ($175, $125, or $100) minus a registration fee 20%. Refunds will be processed within 30 days of submission.
- Beyond five days, and prior to the end of the enrollment period, the course may be cancelled and a refund requested. Refunds are a percentage of refundable tuition and are based on the percentage of Learning Evaluations (course section tests) that have been completed. Each course includes four Learning Evaluations.

Refund Example: If a student enrolls in the Diamond Course online only, completes two Learning Evaluations, and then cancels his or her enrollment, the refund is $50. This is because the full tuition ($125) minus the 20% registration fee ($25) equals a refundable tuition of $100, and the two completed Learning Evaluations equal 1/2 – or 50% – of the total number of four evaluations included in the course.

<table>
<thead>
<tr>
<th>Percentage of Work Completed by the Student</th>
<th>Percentage of Tuition Returned to the student minus the Registration Fee</th>
<th>Percentage of Tuition Retained by the Institution.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10%</td>
<td>90%</td>
<td>10%</td>
</tr>
<tr>
<td>10%-25%</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>25%-50%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>50%-100%</td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Student Signature: __________________________ Date: __________________________

Payment must accompany this application

Mail Completed Application to:
Diamond Council of America
C/O Jewelers of America
120 Broadway, Suite 2820
New York, NY 10271

Or Fax to: 615-385-4955

Or e-mail to: Kristen@diamondcouncil.org
Date: (mm/dd/yyyy) __________________________
Please complete all required pages and print legibly using black ink.

PREVIOUSLY ENROLLED AT GIA? ❑ YES ❑ NO    If Yes, please provide your student number __________________________

Student Information

Last/Surname    USE FULL LEGAL NAME. THIS IS THE NAME THAT WILL APPEAR ON YOUR GIA CREDENTIALS.
First                  Middle                  Suffix
Social Security Number (or Taxpayer ID Number) †
Date of Birth (mm/dd/yyyy)                        Gender: ☐ Male    ☐ Female
Email Address    REQUIRED FOR ALL ELEARNING COURSES AND SCHOOL CORRESPONDENCE.
Mobile Phone    (country code)     (phone number)
Home Phone     (country code)     (phone number)
Business Phone    (country code)     (phone number)
Preferred phone number:
☐ Mobile    ☐ Home    ☐ Business

Business Address

Company Name
Street Number, Street Name, Apt # or P. O. Box
City
State                        Postal Code       Country
Shipping Address (if different than above)    Address Type:    ☐ Home    ☐ Business
NOTE: A SIGNATURE IS REQUIRED FOR DELIVERY OF GEM IDENTIFICATION STONE SHIPMENTS.

Company Name (if applicable)
Street Number, Street Name, Apt # or P. O. Box
City
State                        Postal Code       Country

Education History    THE FOLLOWING INFORMATION IS REQUIRED.

High School/Secondary School*    Graduation Date                                                                                 (mm/yyyy)
High School/Secondary 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/Compulsory Education    ☐ 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

Lab Applicants and California Residents: See page 3 for additional requirements.

Country of Residence†
Are you a U.S. citizen?   ❑ Yes    ❑ No
IF NO:
Country of Citizenship

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

Have you ever pled guilty to or been convicted of a felony?    ❑ Yes    ❑ No
IF YES, submit a letter of explanation and documents with your application. Your application will be reviewed by the admissions committee. See the most current version of the GIA Education Catalog at GIA.edu for a complete list of requirements.

Do you need reasonable accommodations?    ❑ Yes    ❑ No
IF YES, you are requesting reasonable support services for qualified learning or other disabilities. GIA will make reasonable accommodations for students with qualified disabilities. Each course requires students to perform particular physical and mental ability tasks related to that course. Upon request, GIA is pleased to discuss these tasks with you to allow you to evaluate your potential for success and your decision to apply. Students who will be requesting special accommodations are asked to do so in writing following admission to GIA and at least 30 days prior to the date accommodations will be needed. Documentation must be from a professional who is qualified in the testing and diagnosis of the disability. Please make an appointment to discuss your request with the Dean of Students or School Director.

Can you read, speak, and understand English?    ❑ Yes    ❑ No
Are you currently in the U.S. on a nonimmigrant visa?    ❑ Yes    ❑ No    ❑ Not Applicable

IF YES, type: __________________________

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

‡ Residency means the country in which you normally live. If requested, you should be able to provide proof of residence in this country (for example, government issued ID, residency card, utility bill, or other proof at GIA’s discretion).
2020 Scholarship Program Enrollment Agreement

Page must be completed and returned

NAME
Last/Surname First Middle Suffix

STUDENT NUMBER

Academic Interest
Select one or more GIA programs that match your educational goals

- Graduate Gemologist
- Graduate Pearls
- Graduate Diamonds
- Graduate Colored Stones
- Applied Jewelry Professional
- Undecided

Select Your Gemology Distance Education eLearning Courses

eLearning courses are scheduled to start every Monday. Paper applications must be received by 12:00 p.m. Pacific Time the Thursday before the selected start date. Due to 2020 holiday closures on Mondays, there will be Tuesday start dates on February 18, May 26, September 8. If you would like to plan ahead and enroll in a future start date, contact GIA Corporate Services.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>eLearning Course</th>
<th>Completion Time</th>
<th>Full Tuition</th>
<th>Instrument Cost</th>
<th>Optional Books*</th>
<th>U.S. S&amp;H</th>
<th>Int'l S&amp;H</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEM 110</td>
<td>Jewelry Essentials</td>
<td>3 months</td>
<td>$225.00</td>
<td>N/A</td>
<td>$58.50</td>
<td>$20.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>GEM 120</td>
<td>Colored Stone Essentials</td>
<td>3 months</td>
<td>$225.00</td>
<td>N/A</td>
<td>$117.00</td>
<td>$25.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>GEM 130</td>
<td>Diamond Essentials</td>
<td>3 months</td>
<td>$225.00</td>
<td>N/A</td>
<td>$58.50</td>
<td>$20.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>GEM 220</td>
<td>Colored Stones</td>
<td>18 months</td>
<td>$1,665.00</td>
<td>N/A</td>
<td>$225.00</td>
<td>$30.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>GEM 220</td>
<td>Gem Identification</td>
<td>24 months</td>
<td>$1,836.00</td>
<td>$2,500.00**</td>
<td>$225.00</td>
<td>$30.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>GEM 120</td>
<td>Jewelry Essentials</td>
<td>6 months</td>
<td>$540.00</td>
<td>N/A</td>
<td>$112.50</td>
<td>$25.00</td>
<td>$65.00</td>
</tr>
</tbody>
</table>

* Applicable sales tax on optional books that are shipped to a California, Louisiana, New Jersey, Nevada, or Canada address. Shipping and Handling (S&H) will apply to optional books.

** If you don’t have access to the instruments needed to complete this course, listed on page 75 of the 2020 Education Catalog, you can purchase them through store.GIA.edu for an estimated retail price of $2,500.00 (S&H and tax are not included). Various S&H options are available. Additional S&H charges apply to Distance Education students outside the United States.

MAIL COMPLETED APPLICATIONS AND PAYMENT TO:
Jewelers of America
Attn: Scholarships
120 Broadway, Suite 2820
New York, NY 10271

If you have questions, call Jewelers of America at +1 800 223 0673

Authorization for Enrollment
Signature required before application can be processed.

- I have read and understand the Cancellation and Refund Policies associated with this agreement as stated in the most current version of the GIA Education Catalog.

Jewelers of America Representative’s Signature

Printed Name Title Date

Applicants Under 18 Years of Age*
If you are under 18 years old, the law requires the signature of your parent or legal guardian as guarantor. By signing this application, the parent or legal guardian approves of your enrollment and agrees to accept all obligations in case of default. More information for applicants under 18 years of age is available in the most current version of the GIA Education Catalog at gia.edu

Name of Guarantor Relationship of Guarantor

Signature of Guarantor

Address of Guarantor

City

State Postal Code Country

*Students are required to be 18 years of age prior to attending any class at GIA campuses.
California Resident Applicants Only

REQUIRED DOCUMENTS – ALL APPLICANTS

- Completed Scholarship Program Enrollment Agreement.
- Copy of valid government-issued photo ID or passport identifying your full name, birth date, citizenship and country of birth.

Lab Applicants and California Resident Applicants Only

Have you...

Enclosed all documents necessary for enrollment?
- Copy of high school diploma; or official high school transcript showing graduation date; or copy of High School Equivalency Diploma/GED; or copy of associate’s, bachelor’s, master’s, or doctorate degree from a regionally accredited college or university or official transcript indicating the same.

Students 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.‡

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. Select one or more of the following races:
   - American Indian or Alaska Native
   - Black or African American
   - Native Hawaiian or other Pacific Islander
   - Asian
   - White
   - Two or More Races
   - Unknown
   - Decline to respond

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 or ethnic origin, ancestry, religion, creed, gender, age, disability, medical condition, pregnancy or parental status, marital status, sex, sexual orientation, veteran status, gender identity, caste, union membership, political affiliation, physical appearance, HIV status, or any other classification protected by applicable federal and state nondiscrimination, equal opportunity laws, orders and regulations, and remaining compliant and consistent with the Civil Rights Act; the Americans with Disabilities Act; the Rehabilitation Act of 1973; and Title IX of the Education Amendments of 1972. This policy on non-discrimination applies to admissions, enrollment, scholarships, loan programs, employment, and access to participation in all GIA programs and activities.

‡ All Applicants: 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.
Student Privacy Notice

Last Updated (December 30, 2019)

Introduction

GIA values the privacy of your personal data. This Student Privacy Notice ("Notice") describes GIA's policies and practices regarding our collection, use, and handling of your personal data in connection with your relationship with GIA as an educational services applicant, student, or alumnus.

If you use GIA websites other than as an educational services applicant, student, or alumnus, your use of those other GIA websites and any information that you submit to us through those other GIA websites will be governed by the posted GIA website privacy notice.

Privacy Office and Data Controller

If you have any questions or concerns about this Notice or our use of your personal data, please contact GIA's Privacy Office at:

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

The entity which serves as your educational institution is a data controller for your personal data. For a complete list of data controllers, visit https://gia.secure.force.com/agreements/affiliatedEntities.

Interpretation and Translation

This Notice has been created, drafted, and prepared in the English language. Subsequently, the English versions have been translated in different languages for convenience. In case of any discrepancy, unless otherwise prohibited by law, the English language version of this Notice shall control over any translation of this Notice into any other language.

Personal Data Collection, Use and Processing

In connection with your relationship with GIA, GIA collects personal data about you (whether online, in-person, or through other means) from the following sources: directly from you; from our affiliated entities, including our subsidiaries and branch offices; from service providers; from alumni chapters; and automatically as you visit GIA websites.

We use your personal data for the purposes described in further detail below, including to facilitate your experience with GIA and to provide you with educational services and related products. We share your personal data with our GIA 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 services and related products you request.

Types of Personal Data We Collect

In connection with your relationship with us, GIA collects the following categories of personal data, as permitted by applicable law:

- General contact information (title, first name, last name, home address, mailing address, phone number(s), email address, date of birth, residency)
- Business information (business name, doing business as ("DBA"), address, phone number(s), business email address, website address, principals, and company officers) (note, business information is only considered personal data to the extent it identifies an individual)
- Government identifiers (driver’s license, passport, government-issued identification with photograph, tax identification number, business license number, business license document, GSTIN number with code (India only), voter registration card, permanent resident alien card, national identity card, vehicle license plate number (as applicable) (note, business information is only considered personal data to the extent it identifies an individual)
- Financial information (billing information, payment 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)
- Application information (date of birth, residency and visa status, race and ethnicity (U.S. citizens and U.S. permanent residents only), criminal history (as applicable)

- Education/Training (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 (call recording, electronic video and audio monitoring and surveillance, film, photographs))
- Verification/background check services (We collect personal data from background check providers to verify your identity and credibility as well as creditworthiness)
- Other information (emergency contact information, special accommodations, additional information for identity verification)

Purposes for Which We Use Personal Data

GIA may use your personal data for the following purposes:

- Assist with quality assurance, training, respond to inquiries and provide customer service
- Review and process an application
- Provide you with educational courses, programs and related services
- To deliver publications and subscriptions
- Combine your personal data with other information that we obtain from third parties
- Assist us in advertising our services, including on non-GIA websites or through other channels
- Ensure compliance with applicable laws including sharing your data with law enforcement and service providers
- Monitor compliance with our existing policies and procedures
- 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, or this Notice, where we believe it is appropriate
- Respond to formal or informal government requests
- Ensure the integrity and security of GIA's premises and processes
- Help us understand your needs and interests
- Better understand and improve our products and services
- Direct marketing, for example, as permitted by applicable law, to send you news and newsletters, special offers and promotions, or to contact you about products or information we think may interest you in accordance with our opt in / opt out practices. We may send these communications through postal mail, electronic mail, SMS (available in some markets only) or other available channels.
- Help us to determine what advertisements to direct to you, to place on websites and where to advertise our services
- Deliver GIA Alumni Association information, products and services

As applicable based on your interaction with us, we use and share your personal data as follows:

Admissions

Purpose: For recruitment and to review admissions applications

The personal data that is collected during the admissions process may be shared with GIA affiliated entities, and with legal or regulatory officials to ensure compliance with applicable laws and regulations and for the purpose of academic evaluation, planning, financial aid processing and student billing, scholarship awarding, support 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.
as set forth in this Notice and permitted by applicable law. The data controller will be
responsible for your personal data jointly used with other GIA affiliated entities. We will
rely on agreements based on the standard contractual clauses or another legally valid
mechanism to validly transfer your personal data outside the European Economic Area.
To the extent permitted by law, we share your personal data with local GIA alumni
chapters which may be operated by third parties.
We also share your personal data with non-affiliated vendors and suppliers that
provide products and services to GIA or its affiliated entities (e.g., payment processing,
transmission of marketing emails, web hosting, couriers). These entities do not use your
information for their own purposes, including marketing purposes, but rather act on the
instructions of GIA. As an example of our sharing with third party service providers, we
may disclose certain information (such as your email address) with non-affiliated parties
such as Facebook (more information on Facebook Custom Audience here or see above) so
that we can better target ads and content to you, and others with similar interests on these
non-affiliated parties’ platforms or networks (“Custom Audiences”). We may also work
with ad networks and marketing platforms that enable us and other participants to target
ads to Custom Audiences submitted by us and others. To opt out of being included in our
Custom Audiences going forward, email us at privacy@gia.edu.
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 affiliated entities and non-affiliated entities (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.
Updates to this Notice GIA may amend this Notice from time to time as laws change;
and as our organization, products and services change. The revisions will take effect on
the publication date of the amended Notice, as stated, and supersede all previous Notices
regarding our privacy practices.
Unless prohibited by applicable law, we reserve the right to amend the Notice at any
time, for any reason, without notice to you, other than the posting of the amended
Notice at this site.
Notification of Rights Under the Family Educational Rights and Privacy Act (“FERPA”)
The 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. GIA’s FERPA policy can be found at
https://www gia. edu/ferpa.

RIGHS 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.

Additional Information for Residents of the European Union (“EU”),
or where applicable and required by the laws of your jurisdiction
To the extent that the GDPR or other law granting particular rights to data subjects applies to
you, 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 Office 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 on the basis of
consent or for the performance of a 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
competing interests to continue the relevant personal data use.
- Right to object to processing justified on legitimate interest grounds: To the
extent that we are relying upon legitimate interest to process data, then you have
the right to object to such processing, and we must stop such processing unless
we can either demonstrate compelling legitimate grounds for the processing that
override your interests, rights and freedoms or where we need to process the
data for the establishment, exercise or defense of legal claims. Normally, where
we rely upon legitimate interest as a basis for processing, we believe that we can
demonstrate such compelling legitimate grounds, but we will consider each case on an
individual basis.
- Lodge a complaint: You also have the right to lodge a complaint with a supervisory
authority, in particular in your country of residence, if you consider that the collection
and use of your personal data violates this Notice or applicable law.

Legal Bases We Rely on When Processing Your Personal Data
Where EU data protection law applies, and where applicable under other applicable data
protection laws, we process your personal data under the following legal bases:
- Our Contract With You. Our processing is necessary to perform our obligations under
a contract with you or to perform steps requested by you prior to entering into a
contract with you (e.g., to verify the information you have provided to us).
- Our Legitimate Interests. Our processing is necessary for our legitimate interests,
including to protect the security of our services; to protect the health and safety
of you or others; to establish, protect and defend our legal rights and interests; to
prevent fraud and verify identity and authorization of clients; to understand and
analyze usage trends; and to improve our products and services.
- Legal Compliance. Where our processing is required to comply with applicable
law (for example, to maintain your payment transaction history for tax reporting
purposes); e.g., in response to subpoenas, court orders and other lawful requests
by regulators, courts and law enforcement agencies, or related to national
security requests.
- Your Consent. When we have your express consent as defined by applicable law.

Privacy Questions and Complaints
Please note that certain personal data may be exempt from the requests described above
pursuant to applicable laws, and that certain rights may only be exercisable in certain
jurisdictions, in accordance with applicable laws. If you have any questions or concerns
about this Notice or our use of your personal data, please contact GIA’s Privacy Office or,
if you are located in India, our Grievance Officer, at any time. 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 violates applicable law.

Student Privacy Notice (cont.)

Student Acknowledgment

For Persons in the United States and Europe:

☐ I acknowledge that I have received and read the Student Privacy Notice.

For Persons Outside of the United States and Europe:

I have received the Student Privacy Notice, and I agree to GIA’s collection, use, retention, transfer, share, storage, and disclosure of my personal data, and my access and other rights (to the extent applicable) to my personal data, as described in this Notice. I also specifically consent to the transfer of my personal data 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.

☐ I Agree
☐ I Decline

Signature of Applicant

Print Name

Date (MM/DD/YYYY)
JEF Enrollment Form

PLEASE COMPLETE THIS FORM AND MAIL TO:
Jewelers of America, Attention: Scholarships, 120 Broadway, Suite 2820
New York, NY 10271

PERSONAL INFORMATION

FULL NAME PLEASE PRINT AS YOU WOULD LIKE IT TO APPEAR ON YOUR CERTIFICATE

LAST ___________________________________________ FIRST ______________________MIDDLE INITIAL _______________________

HOME ADDRESS

STREET/P.O. BOX ________________________________________________________________
CITY/STATE/ZIP ________________________________________________________________
PHONE____________________ E-MAIL______________________________

PROFESSIONAL INFORMATION

STORE NAME _________________________________________________________________
ADDRESS _________________________________________________________________
CITY/STATE/ZIP _____________________________________________________________
PHONE____________ FAX________________________ E-MAIL___________________________

INDICATE COURSE:   ☑ Graduate Sales Associate Course - $249

SHIPPING AND HANDLING $15 FedEx GROUND