The following JA 2021 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 American Gem Society (AGS), American Society of Appraisers (ASA), Diamond Council of America (DCA), Gemological Institute of America (GIA), and National Association of Jewelry Appraisers (NAJA) 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 – a limit of three per membership – during the enrollment period from May 1 through September 30. Scholarships are awarded based on the availability of funds.**

**APPLICATION REQUIREMENTS**

For 2021, we will accept scholarship applications from May 1 through September 30. Each application should include the following material submitted in a single packet:

- JA Scholarship Application Form (in this packet) must accompany the educational provider’s enrollment form (AGS, DCA or GIA) if applicable.
- 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 to 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
JA will reimburse a Scholarship winner for $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. 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 completion 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-payment 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 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>Maximum Completion Time Allowed in Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diamond Course</td>
<td>$125</td>
<td>$75</td>
<td>$50</td>
<td>12</td>
</tr>
<tr>
<td>Colored Gemstone Course</td>
<td>$125</td>
<td>$75</td>
<td>$50</td>
<td>12</td>
</tr>
<tr>
<td>Beginning Jewelry Sales Course</td>
<td>$100</td>
<td>$60</td>
<td>$40</td>
<td>12</td>
</tr>
<tr>
<td>Advanced Jewelry Sales Course</td>
<td>$125</td>
<td>$75</td>
<td>$50</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 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>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>3</td>
</tr>
<tr>
<td>Colored Stone Essentials*</td>
<td>$225.00</td>
<td>$135.00</td>
<td>$90.00</td>
<td>3</td>
</tr>
<tr>
<td>Diamond Essentials*</td>
<td>$225.00</td>
<td>$135.00</td>
<td>$90.00</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>18</td>
</tr>
<tr>
<td>Diamonds &amp; Diamond Grading*</td>
<td>$1,503.00</td>
<td>$903.00</td>
<td>$600.00</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>24</td>
</tr>
<tr>
<td>Pearls*</td>
<td>$540.00</td>
<td>$324.00</td>
<td>$216.00</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 the GIA application for pricing.
AMERICAN GEM SOCIETY SCHOLARSHIP INFORMATION

<table>
<thead>
<tr>
<th>AGS Course Name</th>
<th>Total Fee</th>
<th>JA's Scholarship Portion</th>
<th>Co-payment Portion</th>
<th>Maximum Completion Time Allowed in Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Sales Associate</td>
<td>$249.00</td>
<td>$150.00</td>
<td>$99.00</td>
<td>12</td>
</tr>
</tbody>
</table>

AGS COURSE DESCRIPTION

Certified Sales Associate
The Certified Sales Associate Program is online only. It consists of two parts:

1. The Graduate Sales Associate Course
2. The AGS 101 Course

The Graduate Sales Associate course provides a concise introduction to the jewelry profession. As new people are hired, management is challenged to provide the attention and training that will enable the new associate to be productive—quickly. Although experience is a great teacher, the Graduate Sales Associate course provides new associates with a useful kick-start.

This interactive seven-chapter 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. At the conclusion of the course, you will be more confident in your professional manner, your product knowledge, and your potential for success. This confidence, along with practicing your selling skills, will increase your earning capabilities. And, as a member of a sales team, you can exhibit leadership skills that will benefit the entire store.

The AGS 101 Course is a short online module that overviews the AGS mission, vision, and values, and ensures you know what it means to uphold the AGS Standards. It concludes with a short knowledge check.

Upon successful completion of the two courses, the associate is awarded the Certified Sales Associate designation from the American Gem Society. This designation is exclusive to AGS members. Ongoing education and professional development are important to the credibility of the individual and can raise the level of professionalism of the store in the eyes of the consumer.

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. At the conclusion of the course, you will be more confident in your professional manner, your product knowledge, and your potential for success. This confidence, along with practicing your selling skills, will increase your earning capabilities. And, as a member of a sales team, you can exhibit leadership skills that will benefit the entire store.

Upon successful completion of the final exam, the associate is awarded a Graduate Sales Associate certificate of completion.
AMERICAN SOCIETY OF APPRAISERS AND NATIONAL ASSOCIATION OF JEWELRY APPRAISALS SCHOLARSHIP INFORMATION

JA will reimburse a Scholarship winner for $700 towards one of the below ASA or NAJA classes. The applicant must apply for a Scholarship before taking the class. It is up to the applicant to contact ASA or NAJA for class dates and fees. The name and dates of the class 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 for the class. Upon completion of the class, the student must send copies of the certificate of completion and the paid invoice to JA for the reimbursement of $700.

ASA COURSE DESCRIPTIONS

GJ201 FOUNDATION I: CORE PRINCIPLES OF APPRAISING GEMS & JEWELRY

TOPICS COVERED:
Valuation and macroeconomic theory to gems and jewelry appraisal
ASA descriptive elements for specific property types
Approaches to value, value definitions and their correct application
Understanding how USPAP directly relates to appraising gems and jewelry

GJ202 FOUNDATION II: APPRAISING GEMS & JEWELRY FOR INSURANCE SCHEDULING

TOPICS COVERED:
The principles of valuation as they apply to gems and jewelry appraising
ASA descriptive guidelines for gems and jewelry
The required sections of an appraisal report for insurance coverage
Terminology and USPAP report writing requirements

Please visit ASA’s website for detailed course information, a schedule of upcoming classes and to enroll
https://www.appraisers.org/Education/national-asa-courses/national-class-schedule

NAJA COURSE DESCRIPTIONS

APPRAISAL STUDIES COURSE
The course, which includes Lessons 1-18, is designed to be the first step toward enhancing professionalism in appraisal practice. Material is presented throughout individual lessons with a quiz at the end of each lesson, as well as interactive sections, supplemental videos and external links to enhance understanding.

Please visit NAJA’s website for detailed course information and to enroll https://www.naja-asc.com/
**JA SCHOLARSHIP APPLICATION FORM**

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

### Applicant Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (First/MI/Last)</td>
<td></td>
</tr>
<tr>
<td>Company</td>
<td></td>
</tr>
<tr>
<td>JA Member # (ask employer)</td>
<td></td>
</tr>
<tr>
<td>Birth Date</td>
<td></td>
</tr>
<tr>
<td>Company Address</td>
<td></td>
</tr>
<tr>
<td>Business Phone: (   )</td>
<td></td>
</tr>
<tr>
<td>E-Mail:</td>
<td></td>
</tr>
<tr>
<td>Current Position:</td>
<td></td>
</tr>
<tr>
<td>Date of Hire:</td>
<td></td>
</tr>
</tbody>
</table>

### Educational Background

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School (Name/City/State):</td>
<td></td>
</tr>
<tr>
<td>College/University (Name/City/State):</td>
<td></td>
</tr>
<tr>
<td>Technical Schools or Training:</td>
<td></td>
</tr>
<tr>
<td>Have you ever received a JA Scholarship?</td>
<td>If so, when?</td>
</tr>
</tbody>
</table>

### Course History

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses Completed:</td>
<td></td>
</tr>
<tr>
<td>Student Number:</td>
<td></td>
</tr>
<tr>
<td>Courses in Progress (note that current students are not eligible for scholarships):</td>
<td></td>
</tr>
</tbody>
</table>

### Payment

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

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

MAIL, FAX OR EMAIL COMPLETED APPLICATION & SUPPORTING MATERIALS TO:
120 Broadway, Suite 2820
New York, New York 10271
Fax: (646) 638-0256
Email: info@diamondcouncil.org

Questions?
Phone: (877) 283-5669 toll free
www.diamondcouncil.org

APPLICATION FOR MEMBERSHIP

BUSINESS CONTACT INFORMATION

Name of Business Applying for Membership
DBA (if applicable)

Headquarters Street Address

City
State Zip 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
Phone

BUSINESS INFORMATION

Number of Stores Year Established Total Number of Sales Associates (full-time equivalent)

☐ Corporation ☐ Partnership ☐ Individual ☐ Other (Describe)

PAYMENT INFORMATION (Payment will be processed upon application approval.)

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

☐ 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

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: “Industrymindedness: 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 industrymindedness:
________________________________________________________________________________________________________
________________________________________________________________________________________________________

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 us for any assistance)

Telephone Numbers: (Home) ___________________________ (Business) ___________________________

Company Name: __________________________________________

Store Address: __________________________________________

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: ___________________________

1
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. Tuition for Advanced Jewelry Sales is $125 and for Beginning Jewelry Sales it is $100 (all 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: ___________________________
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 ($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 e-mail to: Kristen@diamondcouncil.org

For DCA office Use Only
Application and Agreement accepted Date: ________________
Kristen Scheetz, Education Department Supervisor: __________________________
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

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.

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__________________________

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

Country of Residence††

Are you a U.S. citizen? ❏ Yes ❏ No

IF NO:

Country of Citizenship

Country of Birth

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

† 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 residency in this country (for example, government issued ID, residency card, utility bill, or other proof at GIA’s discretion).
I understand that falsification of the application and/or supporting documents will come in contact with chemicals in certain GIA classes, and that if I am pregnant, have usage in the most current version of the Education Catalog and understand that I may be required by the governing educational system in my location and can provide proof of knowledge. I certify that I have completed the minimum compulsory education course(s) or class(es) to the designated representative of my employer.

I hereby apply for enrollment in the Distance Education eLearning course(s) or class(es) marked on page 2 of this application, as offered by GIA. I have read the course or class description(s) in the most current version of the GIA Education Catalog at GIA.edu, and understand that I must direct all inquiries concerning tuition and cancellation to my employer, not GIA. I understand that there are time limits associated with all Distance Education courses as stated on page 31-32 of the catalog. I have read and understand the Cancellation and Refund Policies described on page 45 of the 2021 Education Catalog which I have retained for my records. I hereby authorize GIA to release any information relating to my progress in these course(s) or class(es) to the designated representative of my employer.

I have read and understand all requirements for admission to GIA and hereby certify that the information given in this application is correct and complete to the best of my knowledge. I certify that I have completed the minimum compulsory education required by the governing educational system in my location and can provide proof of my compulsory education completion status if requested for verification purposes.

WARNING: I certify that I have read the Student Notification of Classroom Chemical Usage in the most current version of the Education Catalog and understand that I may come in contact with chemicals in certain GIA classes, and that if I am pregnant, have certain medical conditions, or have allergies, I should contact my physician for advice. I understand that falsification of the application and/or supporting documents will be grounds for immediate refusal of my application and/or dismissal from GIA. I understand the registration process is not complete until I have read and signed an enrollment agreement.

** 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.

* 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.
- 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.‡

Reasonable Accommodation

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 evaluate your potential for success and your decision to apply. Students who will be requesting accommodation 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.

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
   - ❏ 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 1, 2020)

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

If you use GIA websites other than as an educational services applicant, student, or alumni, 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 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 into different languages for convenience. In case of any discrepancy, unless otherwise prohibited by law, the English language version of this Notice shall take precedence 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, unless otherwise stipulated by applicable laws)
- **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, unless otherwise stipulated by applicable laws)
- **Financial information** (billings 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)

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 or regulatory body 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.

Purpose: Know Your Student and Due Diligence Screening Policy and Notice
To the extent permitted by law, the personal data that is collected during the admissions process will be used to conduct due diligence screenings and assessments on all prospective and current students and is performed by GIA's ethics and compliance department. This is to ensure that GIA provides educational services to individuals who engage in ethical practices, are not sanctioned individuals, and who comply with all applicable laws and regulations.
Student Privacy Notice (cont.)

The due diligence screenings and assessments may include any of the following searches, as allowable by local law and regulation:

- Screens for government sanctions, exclusions and other watch lists;
- United States sex offender registry;
- Civil and criminal court records; and
- Other background information obtained from any law enforcement agency, administrator, government agency, court, information service bureau, including, but not limited to, criminal history.

For more information, please view our Know Your Student and Due Diligence Screening Policy and Notice here.

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

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

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

The personal data that student financial services collects is used to process payments, refunds, credits and may be shared with non-affiliated collection agencies Admissions for the administration of scholarships and to complete admission criteria United States Department of Education for monitoring awarding and determining the eligibility of federal financial aid programs

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

GIA Alumni Association
Purpose: To deliver the GIA Alumni Association information, products and services you request and connect you with your global alumni network.

When you have successfully completed a GIA on campus program or GIA Distance Education course you automatically become a member of the GIA Alumni Association. You will also receive GIA alumni-related communications, ePublications, and be connected with your global alumni network. Local GIA alumni chapters may be operated by third parties who have their own privacy policies, for which GIA is not responsible. In certain cases, you may be asked to consent to receiving alumni-related marketing communications, which you can freely withdraw.

Administration of scholarships and awards through alumni and donor relationships

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

Video and Audio Monitoring
Purpose: To ensure the integrity and security of GIA’s premises and processes. GIA uses both video and audio monitoring in public and work spaces. Appropriate signs are displayed in all areas where video and audio monitoring are used.

Call Recording
Purpose: For quality assurance, training, responding to inquiries and providing customer service.

GIA may record inbound and outbound calls. A recorded or recited notice advises callers of call recording and by continuing the call, the caller consents to being recorded, as permitted by applicable law. Types of information we collect include without limitation: your name/s and other personal data you provide during the phone call.

Persons Under the Age of Majority
You represent, acknowledge, and agree that you are at least 16 years of age. If you are not yet 16 years of age, you may not submit information to GIA with respect to GIA’s educational services. Applicants to any GIA course or program in the United States must be at least 16 years of age. Applicants to GIA courses or programs in all other countries must be at least 18 years of age.

Automatically Collected Data
GIA controlled student websites (“GIA Student Sites”) collect certain information automatically and store it in log files. The information includes internet protocol (“IP”) addresses, the region or general location where your computer or device is accessing the internet, browser type, operating system and other usage information about your use of GIA Student Sites. We use this information to help us design our services to better suit our users’ needs. We may also use your IP address to help diagnose problems with our server and to administer GIA Student Sites, analyze trends, track visitor movements, and gather broad demographic information that assists us in identifying visitor preferences.

Information About Our Use of Cookies
GIA Student Sites use cookies to distinguish you from other users of these sites. This helps us provide you with a good experience when you visit GIA Student Sites and also allows us to improve these sites. Our Cookie Policy at Cookie Policy provides you with information about the cookies and similar technologies we use, and our purpose for using them.

Information About Our Use of Other Technologies (Web beacons, pixel tags and other technologies): Clear GIFs are tiny graphics with a unique identifier, similar in function to cookies. Clear GIFs are small pieces of code embedded invisibly on web pages, not stored on your hard drive, which often work in conjunction with cookies. We may use clear GIFs in connection with GIA Student Sites to, among other things, track the activities of users, help us manage content and compile statistics about use of these sites. We and our service providers also use web beacons in HTML emails to help us track email response rates, measure the success of our marketing campaigns, identify when our emails are viewed and track whether our emails are forwarded.

Analytics: We work with service providers (including Google Analytics and Flurry) who conduct analytics to help us track and understand how visitors use GIA Student Sites. If you prefer not to participate in Flurry, please follow the instructions provided at flurry.com. Google Analytics is a web analytics service provided by Google that uses cookies to help us analyze how users use GIA Student Sites. The information generated by the cookies about your use of the services will be transmitted to and stored by Google on servers in the United States. If you access the GIA Student Sites through different devices, Google may associate your devices with one another. Google has developed the Google Analytics opt-out browser add-on for the Google Analytics JavaScript (ga.js, analytics.js, dc.js). You can prevent Google’s collection and use of the data it collects as defined in its policy by downloading and installing this browser plug-in: tools.google.com/dlpage/gaoptout?hl=en-GB. For more information about Google Analytics cookies, please see Google’s help pages (support.google.com/analytics/answer/6004245) and privacy policy (www.google.com/intl/en/policies/privacy/).

Do-Not-Track: Currently, our systems do not recognize browser “do-not-track” requests. You may however disable certain tracking as discussed in our Cookie Policy.

Opting In and Out of Email and SMS Marketing Communications
In certain cases, when we obtain your contact information, we may send you marketing communications via direct mail, email or SMS (available in select markets only) or other available channels about GIA’s various products, services, newsletters or general updates of GIA and GIA affiliated entities. If you no longer wish to receive marketing and promotional communications from us, you may opt out by emailing our Privacy Office or as follows: for email: click the "unsubscribe" option; for SMS: text STOP in response to the text message. If you opt out of receiving marketing communications from us, please note that we will continue to communicate with you regarding your ongoing relationship with us and for customer service related purposes.
Retention of Personal Data
As a general matter, we do not retain personal data for longer than is required or appropriate for the purposes for which it was collected, unless a longer or shorter period is necessary for our legal obligations, or customs of the industry, or to defend a legal claim, or to comply with legal, accounting, regulatory or reporting requirements, and consistent with applicable law.

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

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

Disclosure, Transfer and Storage of Personal Data
We share and jointly use your personal data (please see “Types of Personal Data We Collect” regarding the types of personal data we jointly use) with other GIA affiliated entities for the following purposes: to assist us in performing the services that you have requested; for billing and collections; to host your data; to assist us in our marketing efforts; to assist us in performing our legal compliance obligations; to protect our rights and property and the rights and property of others; and for any other purpose 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 GIA.edu/ferpa

RIGHTS OF CALIFORNIA RESIDENTS
Pursuant to Section 1798.83 of the California Civil Code, residents of California have the right to request from a business, with whom the California resident has an established business relationship, certain information regarding the types of personal information the business shares with third parties for direct marketing purposes by such third party, and the identities of the third parties with whom the business has shared such information during the immediately preceding calendar year.

To see a copy of the information disclosure provided by GIA pursuant to Section 1798.83 of the California Civil Code, please contact GIA using one of the methods described in this Notice.

Additional Information for Residents of the European Union ("EU"), or where applicable and required by the laws of your jurisdiction
To the extent 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 compelling 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, 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 Acknowledgment

- I agree to GIA’s Student Privacy Notice. I consent to GIA’s processing of my personal data and to the transfer of information about me outside my home country as described in the Notice. I understand that subsequent withdrawal of my consent may prevent GIA from providing certain products or services to me.

- I have received GIA’s Know Your Student and Due Diligence Screening Policy and Notice and by submitting my personal data to GIA for consideration, I agree that GIA may undertake any of the referenced searches.

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Signature of Applicant

Print Name

Date (mm/dd/yyyy)
AGS Enrollment Form

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 ______________________ E-MAIL ______________________

Graduate Sales Associate Course - $249