



Welcome to New Approach School for Jewelers. Please find the required steps for registration below. Simply fill out and return student paperwork to us, give us a call, then we will send you information on how to create a student account, and pay your class deposit. We look forward to helping you achieve your career goals!

**Register:**

- Fill out and sign the attached forms, then Fax (615) 592-7052 or Email your completed paperwork to [info@newapproachscool.com](mailto:info@newapproachscool.com)
- Then call us at (800)-529-4763 or (615)-592-7051 and once we confirm that we have received your paperwork, we will send you a link for you to pay your deposit, which will reserve your seat in class.

**Enrollment Policy:**

- Your spot is not reserved until we receive your student application, and deposit.
- Your deposit will be applied toward your class tuition.

**Tuition:**

- Tuition is due the first day of class. For those Students whose employer is paying for the workshop: please make sure that your employer has made arrangements prior to your arrival.

**Where to Stay:**

- Visit our website for suggestions on where to stay:  
<http://newapproachscool.com/pages/location-accommodations>

**Arrival Time:**

- Please plan to arrive between 8:00 and 8:15am. Class runs Monday-Friday 8:30am to 5:30pm.

**Tools:**

- We provide professionally stocked benches, with all the tools and materials you will need to be successful in class. If you have a visor or loupe, please bring it. Please remember to bring your glasses to class if you wear contacts. You may choose to bring a notebook and pen.

**Lunch:**

- Lunch is from 12:00-1:00 pm. Our campus has a full sized refrigerator, multiple microwaves, and a toaster/convection oven. It is strongly suggested that you bring a packed lunch each day, as the majority of local restaurants are 15 minutes or more away.

# Application for Admission

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Nickname: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current Employer (optional): \_\_\_\_\_

Title (optional): \_\_\_\_\_ Industry: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

How did you learn about New Approach School?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ENROLLMENT AGREEMENT:

I, \_\_\_\_\_ hereby apply for enrollment in:  
(Print Name)

Class: \_\_\_\_\_ Class Dates: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Deposit Agreement and Acknowledgement

*I understand I must pay a \$200 for reserving student Placement in the workshop due to class size limitations, and that this deposit will be applied toward tuition balance.*

Cancellation Policy: If you find that you are not able to attend a class you are registered for, please notify us by phone and in writing at least 30 DAYS PRIOR to the beginning of class. With at least 30 days notice, you may transfer your deposit toward another class ONE time. Transfers are discretionary and dependent on enrollment factors and class availability. We reserve the right to process your cancellation without holding on to transfer funds. We cannot guarantee your spot in another class, unless you have written confirmation from our Registrar that you are enrolled and your spot is reserved. Deposits and registrations are transferrable to another person if need arises. Material and Kit Fees are non-refundable. Refunds of deposit will be issued under the following terms:

- Cancellation request received at least 30 days prior to class start date - Your deposit will be refunded, less a \$25 cancellation fee.
- Cancellation request received 29 to 14 days prior to class start date - 50% of your deposit will be refunded.
- Cancellation request received 13 days or less prior to class start date - No deposit refund or class transfer will be issued.

Tuition is due the first day of class, and may be paid by cash, check or credit card. You are welcome to bring in a check or credit card, or call us with your credit card information. Thank you. *For those Students whose employer is paying for the workshop: please make sure that you bring payment with you or that your employer has made arrangements prior to your arrival.*

I \_\_\_\_\_ have read and understand this agreement.  
(Print Your First and Last Name)

\_\_\_\_\_  
(Student Signature) Date: \_\_\_\_\_

## Disclosure of Physical Limitations - Minimum Course Requirements

Attendance at the New Approach School of Jewelers involves periods of prolonged sitting while performing very detailed work with and without magnification equipment. Additionally, students are required to attend classes for eight hours a day enduring periods of work and study significant enough to permit him or her to complete the course at a rapid pace. Accordingly, NASJ asks each student to disclose any physical limitations and/or health matters that may impact the student during their period of instruction:

**Please disclose any of the following medical conditions:**

Vision Problems	YES	NO
Eye Sight Correctable to 20/20	YES	NO
Epilepsy	YES	NO
Black outs or dizzy spells	YES	NO
Posture or spinal problems	YES	NO

Please list any other medical conditions that may affect your ability to perform the minimum course requirements:

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If you are near-sighted and wear contacts, you need to bring your glasses to school as well. New Approach School for Jewelers does not discriminate unlawfully in any of its programs, procedures or practices against any person on the basis of age, citizenship, color, disability, national origin, political affiliation, race, religion, sexual orientation, veteran status or any other category or classification protected by law.

The student hereby warrants that he or she has disclosed all medical problems to NASJ that may affect his or her performance at the school, and will disclose any and all medical problems in the future, as they become known.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# General Release and Waiver

**I. Release and Waiver:** In consideration of goods and services provided or to be provided by New Approach School of Jewelry Technology, and the school's president, Marshall B. Lewis, individually and doing business as New Approach School for Jewelers (hereinafter referred to as "the school,") the undersigned (hereinafter referred to as "the student,") hereby acknowledging the above consideration to be good and sufficient to support this General Release and Waiver, hereby completely and forever releases and discharges New Approach School of Jewelry Technology's past, present and future, it's general and/or limited agents, employees, employers, attorneys, partner, heir, predecessors and successors in interest, and assigns, from any and all past, present or future claims, demands, obligations, actions, causes of action, rights, damages, costs, expenses and compensation of any nature whatsoever, whether based upon tort, contract or any other theory of recovery, and whether for compensatory or punitive damages or claims for attorney's fees (hereinafter collectively referred to as "the legal remedies,") which the student now has or may hereafter acquire, on account of, or in any way arising out of the school's instruction, demonstration or supervision of student in jewelry manufacturing and/or repair and associated business of the school or otherwise out of the school's provision of an opportunity for student to engage in any facet of the jewelry instruction business of the school. Furthermore, student hereby waives any and all rights and entitlements, directly or indirectly, to pursue any of such legal remedies arising out of such instruction, demonstration or supervision of student in the jewelry business of New Approach School of Jewelry Technology, or out of New Approach School of Jewelry Technology provision of an opportunity for student to engage in any facet of the jewelry business of NASJ.

**II. General Release and Waiver and Assumption of Risk:** The student further acknowledges and agrees that the release and waiver set forth in paragraph I hereof is a general release; that student expressly waives and assumes the risk of any and all claims for money due, compensation or damages which may exist as of this date, but which the student does not presently know or suspect to exist, and which, if known, would materially affect the student's decision to enter future claims for money due, compensation or damages which may arise or exist in the future; and that the student, while being instructed, shown demonstrations, supervised and/or provided an opportunity to engage in various facets of the jewelry business of the school will be exposed to hand tools and may be exposed to power tools and machinery that is inherently dangerous and that the student expressly waives and assumes the risk of engaging in these activities fully acknowledging that such activities could result in serious bodily injury or even death.

**III. Persons Bound:** This General Release and Waiver and the terms, covenants, conditions, provisions, obligations, rights and benefits hereof, shall be binding upon and shall inure to the benefit of New Approach School of Jewelry Technology, and the student and their respective officers, employees, employers, agents, representatives, successors and assigns.

**IV. Full Understanding and Acceptance:** The student represents that he or she has read this General Release and Waiver in full, completely understands the terms of the Release and Waiver and voluntarily accepts those terms.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Video & Materials Policy

All materials and coursework, including techniques demonstrated by our instructors or staff, fall under the intellectual property of New Approach School of Jewelry Technology.

Recording of instruction during class is not allowed unless approved by the instructor(s) under specific circumstances, for personal use only. As such, distribution of any recorded instructional material is strictly prohibited.

**We ask that you respect this policy to ensure a quality education for future students at New Approach School for Jewelers.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Social Media Sharing

We invite you to share your NASJ experiences and photos on Social Media Platforms. If you do share, we ask that you please tag us. We are currently active on: Facebook, Instagram and Twitter.