



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
- Then call us at (800)-529-4763 or (615)-592-7051 and once we confirm that we have received your paperwork, we will explain how to pay your deposit and reserve your seat in the 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.

Eye Exam:

- You are required to have an up to date exam. You should explain to your doctor that you specifically a Near Point eye test. If you are nearsighted and wear contacts, you will need to bring your glasses as well.

Where to Stay:

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

Arrival Time:

- **We will contact you with information via email for our required orientation the Sunday afternoon prior to the first day of class.**
- 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. 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?: _____

Pleas tell us about yourself and why you want to be accepted into this program:

ENROLLMENT AGREEMENT:

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

Class: _____ Class Start Date: _____

Student Signature: _____ Date: _____

Deposit and Payment Agreement and Acknowledgement

Deposit: *I understand this agreement becomes a legally binding agreement upon my enrollment. I understand that I must pay a deposit of \$1000 for reserving my student placement in this program due to class size limitations. This deposit will be applied toward my tuition balance. Should I elect to cancel my enrollment, the following refund schedule shall be used to determine any outstanding financial obligations for which I may be responsible.*

- Cancellation request received at least 30 days prior to class start date - Your deposit will be refunded, less a \$100 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.
- If a student withdrawal occurs after the beginning of the first day of class through the end of week two of the program, the school may retain 25% of the total cost.
- If a student withdrawal occurs after the beginning of week three through the end of week four, the school may retain 50% of the total cost.
- If a student withdrawal occurs after the beginning of week five through the end of week six, the school may retain 75% of the total cost.
- If a student withdrawal occurs after the end of week six, the school shall retain 100% the total cost.

Payments: Students may pay in full, or choose to make three equal payments for their remaining tuition balance. These payments will be due at the beginning of week one, week five, and week nine of the program. Students may pay with cash, check, or credit card.

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

(Student Signature) Date: _____

(School Official's 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:

In addition, NASJ requires all students to have an eye exam prior to the first day of class. It is crucial when discussing your vision with your doctor to emphasize the distance at which you will be working. You need to specify that you will be working 8 inches away from your nose. If you are nearsighted 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.

8242 Malachi Lane, Arrington, TN 37014 - Phone: (800).529.4763 - Fax: (615).592.7052
email: blewis@newapproachscool.com

Our History:

In 1996 Blaine Lewis established New Approach School for Jewelers in his hometown of Virginia Beach, Virginia and in 2012 relocated the school to Franklin, Tennessee. Blaine designed the classes to provide superior communication between student and instructor. Live demonstrations are projected on large video screens using high magnification HD cameras for students to see their instructor's work with absolute precision. This visually intensive teaching method enhances our instructors' ability to communicate even the most intricate detail. Blaine uses his twenty-five plus years of experience as a bench jeweler and the training of over 6,000 students as an open forum. This continuing evolution of innovative stone setting, metalsmithing and teaching techniques has taken the industry by storm.

Equal Education Opportunity Policy:

NASJA does not discriminate unlawfully in any of its programs, procedures or practices against any person on a basis of age, citizenship, color, disability, national origin, political affiliation, race, religion, sex, sexual orientation, veteran status, or any other category or classification protected by applicable law. This policy applies to students enrolled in the school as well as employees of the school. Discrimination is prohibited by Federal law. Failure to abide by this policy will result in immediate dismissal or termination.

Admission Requirements:

No prior experience is required. Students must be at least 18 years old. ESL students must have proven English reading/writing proficiency. Students are required to have an eye exam within 6 months prior to the first day of class. If a student has any physical restrictions or limitations they must have their physician authorization attesting their ability to meet the physical requirements expected in this position.

Financial Agreement:

NASJA reserves the right to dismiss a student for failing to meet financial agreements. Failure to meet financial agreements may also result in the withholding of transcripts, certificates and services related to job recommendations or placement.

Books & Supplies:

Tools, supplies and books are provided as part of your student kit. You are responsible for keeping track of and maintaining these materials. We provide students with fully stocked benches for applied instruction, and ask that you take adequate care of such tools and instruments. The tools, benches, burs and instruments are to remain the property of the school, and you will be billed for any missing items from your bench upon graduation.

Accessibility:

The building and classroom, bathroom and dining area are handicapped accessible. Free parking is provided at the location with easy access. Students are encouraged to carpool, or otherwise ride share when possible. The classroom is spacious and has both natural and fluorescent lighting, creating a comfortable atmosphere. The classroom has large HD monitors for live demonstrations, giving students a close-up view of the instructor's techniques. We also provide a Technical Library for students, which contains current trade magazines and reference materials. We ask that these items remain on campus at all times.

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Attendance:

Students are asked to be in class for every day of the program, unless otherwise instructed, and are ultimately responsible for work and demonstrations missed. If you are running late, please call so we can start class. If you are sick, please call as early as possible, so we know you are okay. Absences must be excused in order to make up work, or have instructors stay late, and will be arranged accordingly. Excessive tardiness or absences may be grounds for counseling, or dismissal from the program. A student's request for a leave of absence due to extenuating circumstances, such as a family emergency or serious health issue will be granted at the discretion of the Director of Operations. Waiver of financial terms in these cases is also under the discretion of the Director of Operations. Documentation must be provided by the student for a financial waiver to be considered.

Weather Emergencies:

Occasionally the school may be closed and classes may be cancelled due to inclement weather. Please make sure we have your cell phone number and that we can reach you in such a circumstance. We will make every effort to contact you as early as possible in such an event. We ask that you show the same consideration, and call us as early as possible if you are not able to make it to class.

Student Conduct:

We ask that you refrain from the discussion of sensitive topics such as sex, religion and politics. It cannot be underscored enough that offensive language or coarse attitudes will not be tolerated, and may result in counseling or dismissal if not corrected immediately. Maintaining a tolerant, professional and thoughtful manner at all times is necessary in order to adhere to all safety procedures and policies, and to maintain a successful learning environment for everyone.

Drug Testing Policy:

The jewelry industry is a trust industry, and New Approach School has a Zero Tolerance policy regarding illegal use of controlled substances. The use or after-effects of alcohol and/or drugs on campus is a threat to the safety and health of other students, faculty and staff, and will not be tolerated, and is grounds for dismissal. Drug testing will be conducted only for students exhibiting behaviors which give school authorities just cause to suspect drug or alcohol use. Failure to comply with this policy or refusal to provide a drug-testing sample will result in expulsion. Attendance at New Approach School is not an absolute right; it is a privilege. We will protect our responsible students from having to deal with any such behavior immediately.

Print Name: _____

Signature: _____ Date: _____

*Please sign and fax to (615) - 592 - 7052
or email info@newapproachscool.com
Call us if you have any questions! Thank You!*