

# **SCHOOL CATALOG**

Effective: March 1 to December 31, 2013

Owner: Alan Revere

The **REVERE ACADEMY OF JEWELRY ARTS, Inc.** occupies a suite in the Humboldt Bank Building, a historic landmark in downtown San Francisco. The REVERE ACADEMY has pioneered curriculum development in the jewelry arts and offers an outstanding program of classes for working jewelry professionals and serious beginners. Each term, hundreds of students attend classes, with the majority coming from jobs in the jewelry industry around the country and abroad.

## **SCHOOL ADMINISTRATORS**

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

**CHRISTINE DHEIN** Assistant Director of the REVERE ACADEMY, has a Bachelor of Arts degree in jewelry fabrication. She exhibits her innovative jewelry designs nationally. Christine teaches Fabrication and Keum-boo.

**GLENDIA RUTH**, the Academy's Registrar, has a Bachelor of Arts degree, completed the JT Intensive and then the Graduate Jeweler program. Glenda is a JA Certified Bench Jeweler Technician.

**PAUL GRANITO**, the Academy's Shop Manager, completed the JT Intensive and then the Graduate Jeweler program.

## **INSTRUCTORS**

**ALAN REVERE**

**CHRISTINE DHEIN**

**SUZANNE PUGH** holds an MFA in metals. She was the Metals Studio Coordinator at Penland School of Crafts. Currently, Suzanne creates hollowware in her studio and is the head of Metal Arts at City College of San Francisco.

**JENNY REEVES** is a studio jeweler whose work is sold through galleries. Jenny completed Revere's JTI and Graduate Jeweler diploma and is a member of the Argentium Guild. Visit [jennyreeves.com](http://jennyreeves.com).

**REMY ROTENIER** received degrees in jewelry design from the French jeweler's Union BJO and in gemology from the National Institute of Gemology in Paris. He has worked for many prestigious design houses in Paris and New York and for private clients.

**JONATHAN RUSSELL** has operated JR Casting for over two decades. He is an adjunct faculty at Academy of Art University, and is the current recipient of three major sculpture commissions in the Bay Area.

**KAREN SPRAGUE** has degrees in fine arts and education. She is an award-winning designer/goldsmith with diverse experience in the jewelry industry from custom to production.

**MICHAEL DAVID STURLIN** is an award winning designer, goldsmith, and master marketer. His aggressive public relations strategy resulted in Michael's work appearing in many magazines including AJM, JCK, Lapidary Journal, Modern Jeweler and Professional Jeweler.

**ROBERTA M. L. TANAKA** holds a Bachelors of Fine Arts in Jewelry and Metalsmithing. With experience working for Bay Area designers and custom retailers, Roberta specializes in fabrication, repair and stone setting.

**YAS TANAKA** is a sixth-generation goldsmith who carries on a family tradition creating biological models in silver and gold. His mastery includes goldsmithing, custom design and repair.

**STARLA TURNER** is a Distinguished Fellow of the British Gemological Association and a Graduate Gemologist from the GIA. She has wide, varied experience in both retail and wholesale jewelry business.

**NANCY WINTRUP** is an expert in jewelry repair and custom fabrication. She was formerly a journeyman jeweler with the International Jewelry Workers Union, and operates her studio in the North Bay.

## APPROVAL DISCLOSURE STATEMENT

The REVERE ACADEMY OF JEWELRY ARTS, Inc., located in the Humboldt Bank Building, 785 Market Street, Suite 900, San Francisco, California 94103, was granted course approval from the California Superintendent of Public Instruction pursuant to California Education Code Section 94311(d). The Superintendent's approval means that this institution and its operation comply with the standards established under law for occupational instruction by private postsecondary educational institutions. Course approval must be renewed annually and is subjected to continuing review. Approved courses:

**GRADUATE JEWELER** - 460 total clock hours

**JEWELRY TECHNICIAN** - 235 total clock hours

**JEWELRY TECHNICIAN INTENSIVE** - 320 total clock hours

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

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

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

Class size is limited to 15 students. A diploma is awarded for successful completion of either of three Diploma courses named above. These courses may be completed in as little as one to two terms depending on the availability of class space, or diplomas may be completed at a slower pace if desired. This school is unable to assist prospective students in securing sponsorship programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

Prospective enrollees are encouraged to make an appointment and visit the physical facilities of the school and to discuss individual educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

Persons seeking to resolve problems or complaints should contact either the school's Registrar or Director. Unresolved complaints may be directed to the BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, 2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833, (888) 370-7589, [www.bppe.dca.gov](http://www.bppe.dca.gov). California residents may also be eligible for the Student Tuition Recovery Fund (STRF) if they prepaid tuition and suffered a financial loss as a result of the ACADEMY closing, failing to live up to its enrollment agreement or refusing to pay a court judgment. To qualify for STRF reimbursement you must file a STRF application within one [1] year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four [4] years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two [2] years of the final judgment. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education.

All information contained in this school catalog is current and correct, and is so certified as true by me.

Alan Revere  
Director

## Jewelry Diploma Programs

For individual class descriptions, tuition and materials kit fee, please refer to our current brochure.

**Note:** This list includes only classes that are required for diplomas. Elective classes and workshops are not listed.

<b>Totals</b>	<b>Graduate Jeweler</b>	<b>Jewelry Technician</b>	<b>Jewelry Technician Intensive</b>
Classes	22 classes	11 classes	11 classes
Hours	460 hrs	235 hrs	320 hrs
Tuition	\$ 11,110.00	\$5,635.00	\$7,650.00
Kit Fees (w/o tax)	\$1,575.00	\$880.00	\$1054.00
Registration Fee	\$50.00	\$50.00	\$50.00
Total Program Cost	\$12,735.00	\$6565.00	\$8754.00
Required tools (w/o tax) *	\$535.00	\$527.00	\$527.00
Basic hand tools (w/o tax) **	\$895.00	\$711.00	\$711.00

**\*Required Hand Tools:** Prices on tools may change without notice. All students are required to purchase these tools for class. The Academy DOES NOT have required tools available for student use.

**\*\* Basic Hand Tools:** These essential tools are available for students to use at no charge in Fabrication and Repair classes. However the Academy STRONGLY suggests that students acquire these tools as soon as possible. Often times employers require bench jewelers to provide their own hand tools on the job.

**Practice:** Students are encouraged to practice new skills outside of class. The Academy offers studio space to enrolled students at \$10 per hour.

**Financial Aid:** The ACADEMY does not accept nor assist with State and/or Federal financial aid.

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

**Office Hours** - 9am to 5pm, Monday through Friday, excluding legal holidays.

**Class Hours** - 9am to 6pm, 7 days/week. See current schedule for exact times of classes.

**School Facilities** - The ACADEMY is located in downtown San Francisco. There is an abundance of nearby parking, public transportation, hotels and residence halls. A list of hotels and residence halls will be sent to enrollees upon request. The REVERE ACADEMY office is located in Suite 900 of the Humboldt Bank Building. Two studio/classrooms, each with a capacity of fifteen students, are equipped with jewelry benches, torches, flexible shaft machines and engraving blocks, as well as other equipment and tools essential to jewelry manufacture and instruction.

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

**Enrollment Requirements** - Students without a high school diploma or equivalent enrolling in a diploma program must pass the Wonderlic Scholastic Level Exam (SLE). The Bureau for Private Postsecondary Education requires this Ability-to-Benefit testing for our diploma programs. The passing score for the Jewelry Technician Diploma is 13. The passing score for the Graduate Jeweler Diploma is 17. There are no additional requirements or prerequisites for admission other than the desire to learn new skills in the jewelry arts and/or to improve upon those already known, and a basic understanding of the English language. Aptitude Evaluation/Situational Assessment is available in certain circumstances. Students may enroll by mail or in person during office hours. Since space is strictly limited, it is advisable to apply early, in order to secure a place. Fabrication I: Beginning is required for all diploma students with no previous experience.

**ESL Instruction** - English as a Second Language is not provided at the ACADEMY.

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

**Granting of Credit** - Due to the unique nature of Academy's two diploma courses, their instruction, intensity and the importance of continuity, no credit towards completion is granted for previous experience or training.

**Attendance Requirements** - Students are expected to attend classes as scheduled, just as they would be expected to be present for work. Absences will be recorded. Students failing to maintain satisfactory attendance of 90% will be counseled by a school administrator. If attendance fails to improve, the school administration may

dismiss a student for unsatisfactory attendance. Re-admittance may be permitted if the cause for unsatisfactory attendance has been corrected.

**Tardiness Policy** – Student tardiness will be recorded. If a student is tardy six times, it will be recorded as one absence. Students failing to improve will be counseled by a school administrator.

**Drop Out/Leave of Absence Policy** - Students wishing to drop out of a program or take a Leave of Absence must submit their request in writing to the ACADEMY. If any refund is due it will be processed according to the ACADEMY'S refund policy.

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

**Progress System** - Faculty members will discuss individual student's progress upon request. Students will graduate if they attend at least 90% of the course with satisfactory performance. The student's performance assessment will be based on a Pass/Fail policy.

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

**Certificates** - A Certificate of Completion for individual classes is presented to non-diploma students at the last class of their enrollment during each term.

**Student Conduct** - At the discretion of the school administration, a student may be dismissed from the ACADEMY for hazardous or disruptive behavior.

**Student Records Retention** - Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for only a five year period after the date of the student's graduation, withdrawal, or termination.

**Placement Assistance** - The ACADEMY offers informal placement guidance and assistance. Prospective employers send notices of job opportunities to the ACADEMY on a regular basis. This information is available to all students by appointment and on the ACADEMY Bulletin Board.

**Bench Jeweler Certification** - Introduced in 1997, the Bench Jeweler Certification Program is quickly becoming the standard of the industry. After years of study and

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

The Revere Academy has participated in the development of these tests. Our programs are intended to provide the training needed to prepare candidates for testing at the first two levels. The Jewelry Technician diploma program leads beginners through a training curriculum in preparation for the first level of testing, Certified Bench Jeweler Technician. The Graduate Jeweler diploma program prepares students for the second level, Certified Bench Jeweler. We strongly urge all diploma students to invest time and money preparing for and taking these tests.

## **REFUND POLICY FOR TUITION AND OTHER FEES**

**REFUNDS**, less a \$50 non-refundable registration fee, are processed within 30 days of written notification, provided no more than 50% of course hours have been completed. After 50% of class, no refunds.

### **Open Session Classes**

Up to 2 business days before class: Tuition less cancellation fee of \$150 per class.

Less than 2 business days before class: Tuition less late cancellation fee of \$200 per class.

After class begins: Pro-rated tuition less dropout fee of \$250 per class.

Each class change will incur a \$50 administrative fee.

### **Master Symposium**

Before May 15, 2013: 5-day class tuition less \$250 cancellation fee or 2-day class tuition less \$100 cancellation fee.

After May 15, 2013: No Refunds.

Each class change will incur a \$50 administrative fee.

### **Jewelry Technician Intensive Spring 2013**

Within 3 business days of application: Full refund.

After 3 business days and before March 30, 2013: Tuition less \$500 cancellation fee.

After March 30, 2013 and before program begins: Tuition less \$1,000.

After program begins: Pro-rated tuition less \$1,750.

Each class change will incur a \$50 administrative fee.

**Jewelry Technician Intensive Summer/Fall 2013**

Within 3 business days of application: Full refund.

After 3 business days and before September 1, 2013: Tuition less \$500 cancellation fee.

After September 1, 2013 and before program begins: Tuition less \$1,000.

After program begins: Pro-rated tuition less \$1,750.

Each class change will incur a \$50 administrative fee.

**EXAMPLE OF REFUND** - A student submits written cancellation of the Fabrication 1 class with 24 hours of instruction, after one day (8 hours) of class. The student paid \$539 in tuition and is entitled to a refund 66.6% of the tuition (24 total hours less 8 hours taken equals 16 hours or 66.6% of the total hours), less \$250 cancellation fee for the class.

$$\begin{aligned} \text{Amount refunded} &= \text{Tuition paid} - (\text{Tuition used} + \text{Registration Fee}) \\ &= \$539 - ((33.4\% \text{ of } \$539) + \$250) \\ &= \$539 - (\$180.03 + \$250) \\ &= \$430.03 \\ &= \$539 - \$430.03 \\ &= \$108.97 \text{ refund due} \end{aligned}$$

**STUDENT'S RIGHTS** - This school is dedicated to serving students' needs and will do its best to resolve problems immediately. Any student with a question regarding school policies or a grievance is encouraged to discuss individual concerns with either the school's Registrar or Director, rather than with individual instructors.

**Any questions or problems concerning this institution which have not been satisfactorily answered or resolved by this institution should be directed to the Superintendent of Public Instruction, California Department of Education, 1430 N Street, Sacramento, CA 94814-5901.**

**REMEMBER, YOU MUST CANCEL IN WRITING.** Although early notification by telephoning the ACADEMY is appreciated, you may not cancel by telephoning the school or not coming to class. To be officially considered, your cancellation must be in writing by letter, e-mail or fax. Refunds will be calculated from the date of the ACADEMY'S receipt of the written cancellation notice.

If you have any complaints, questions, or problems which you can not workout with the school, write or call:

**The Bureau for Private Postsecondary Education, P. O. Box 980818, West Sacramento, California 95798-0818, (916) 431-6959, e-mail: bppe@dca.ca.gov.**

