

Jewelers of America – 2008 Scholarship Application Packet

The following JA 2008 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 Gemological Institute of America (GIA), Diamond Council of America (DCA), Jewelers Education Foundation (JEF), Gemmological Association of Great Britain (GEM-A) and Bench Jeweler Certification (BJC) scholarships; an applicant must:

- be at least 18 years old
- have at least one year's experience working at a JA member store or two years' experience working in the jewelry industry
- 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, a member may submit as many employee applications as desired, *but JA will award scholarships to only one person per store during the enrollment period from February 1 through September 30 each year.* Depending on the availability of funds, JA may hold an "open enrollment" period during October and November, during which any member or employee of a JA member store will be able to apply for a scholarship. In all cases, an individual is limited to one scholarship award per year.

Application Requirements

We accept scholarship applications from February 1 through September 30 each year. Each application should include the following material submitted in a single packet to JA:

- JA Scholarship Application Form (in this packet) and must accompany the enrollment form.
- BJC Enrollment Form and Proctor Proposal Form (if applying for funds toward a BJC program)
- GIA Enrollment Form (if applying for funds toward a GIA Gemology or Business course) DCA, JEF, GEM-A Enrollment Forms (if applying for funds toward any of the DCA, JEF, GEM-A courses)
- Co-payments from employer and applicant – 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, 52 Vanderbilt Avenue, 19th Floor, New York, NY 10017; 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.

Approved Courses, Their Costs and Co-Payments

A scholarship winner may apply the scholarship to any level BJC program or any of the courses listed in this section, but you should check with JA to verify current fees and course pre-requisites.

Reimbursement

We will reimburse the student for his or her co-payment upon successful completion of the course or program in the required timeframe.

Extension Courses

JA will also reimburse a JA Scholarship winner in the amount of \$300 towards a GIA extension class. The applicant must apply for a JA Scholarship before taking the GIA extension 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 JA Scholarship, the winner is responsible for enrolling and paying GIA for the class. Upon completion of the class, the student must send copies of the certificate of attendance and the paid GIA invoice to JA for the reimbursement of \$300.

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
- complete BJC bench test and written test within one year of signing up for the program; if candidate wishes to exceed the one year deadline he or she is responsible for the full cost of the program

In all cases except Diamond Council of America (see DCA enrollment form), when a JA Scholarship student leaves a member store and has started either a scholarship course or the test for JA Bench Jeweler Certification, the student has the option of keeping the JA Scholarship. However, if the student has not started the course or the test and does not wish to continue, the JA Scholarship will be canceled. The co-payment from the employer will be reimbursed and the student's 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 that the employer and student each will submit to JA with the application packet.



GIA Course Scholarship Information

GIA Course Name	Total Fee	JA's Scholarship Portion	Student Co-Payment Portion	Employer Co-Payment Portion	Maximum Completion Time Allowed in Months
Diamond Essentials	\$117.00	\$60.00	\$28.50	\$28.50	3
Diamonds*	\$1,080.00	\$580.00	\$250.00	\$250.00	15
Colored Stone Essentials	\$126.00	\$60.00	\$33.00	\$33.00	3
Colored Stones**	\$1,170.00	\$720.00	\$225.00	\$225.00	18
Gem Identification+	\$1,260.00	\$800.00	\$230.00	\$230.00	24
Jewelry Essentials	\$112.50	\$67.50	\$22.50	\$22.50	3
Pearls	\$445.50	\$225.00	\$110.25	\$110.25	6

* Diamond Essentials is a pre-requisite for Diamonds (Diamonds & Diamond Grading are now combined into one course)

** Colored Stone Essentials is a pre-requisite for Colored Stones (Colored Stones & Colored Stone Grading are now combined into one course)

+ Colored Stones is a pre-requisite for Gem Identification

NO EXTENSIONS WILL BE GRANTED FOR THE GIA HOME STUDY COURSES. STUDENTS ARE EXPECTED TO COMPLETE THEIR COURSE WITHIN THE MAXIMUM COMPLETION TIME SPECIFIED IN THE ABOVE CHART.



GIA School of Business Scholarship Information

GIA Course Name	Total Fee	JA’s Scholarship Portion	Student Co-payment	Employer Co-payment	Maximum Completion Time Allowed in Weeks
Various Business Courses	\$891.00 each	\$491.00	\$200.00	\$200.00	10 weeks

GIA School of Business Courses

The GIA's School of Business courses are offered in an online Distance Education format. GIA’s Jewelry Business Management Diploma consists of eight courses: five required courses, including Principles of Management, Principles of Economics, Fundamentals of Marketing, Accounting Basics, and Ethics and Law; and three elective courses of your choice from GIA’s selection of jewelry business topics. Each course costs \$891.00 (plus text and materials). Please go the GIA website (<http://www.gia.edu>) for more detailed course information and start dates.

- **Accounting Basics**
- **Ethics and Law**
- **Fundamentals of Marketing**
- **Principles of Management**
- **Principles of Economics**
- **Managerial Economics**
- **Entrepreneurship**
- **Finance**
- **Global Business Management**
- **Human Resource Management**
- **International Law and Trade**
- **Leadership**
- **Managerial Accounting**
- **Marketing Management**
- **Merchandising Management**
- **Retail Management**
- **Sales Management**
- **Business Negotiations**
- **Visual Merchandising**
- **Quantitative Methods**
- **Information Systems Management**



Diamond Council of America Scholarship Information

DCA Course Name	Total Fee	JA's Scholarship Portion	Student Co-payment	Employer Co-payment	Maximum Completion Time Allowed in Months
The Diamond Course	\$115.00 plus store DCA membership fee of \$100.00*	\$65.00	\$25.00	\$25.00	12
The Colored Gemstone Course	\$115.00 plus store DCA membership fee of \$100.00*	\$65.00	\$25.00	\$25.00	12

*** 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

The Diamond Course

The Diamond Course brings learning to life for the front line sales associate. The course is designed so that the student learns and applies new information from the onset. As bits of knowledge are presented, the course describes how to use them in sales and everyday store operations. Through practice modules and exercises, the student develops skills along with knowledge.

The Diamond Course presents a complete discussion of the subject of diamonds in 21 lessons divided into three general sections. The first part of the course provides the essential information associates need to be professional and honest in a sales presentation - the 4 C's of color, clarity, cutting and carat weight, diamond treatments, synthetic diamonds and facts about diamond jewelry. The second part provides important background information like where diamonds come from, how they're mined and processed, how they're cut and how they come to market. The third part of the course teaches the jewelry store skills related to diamonds - how to clean diamond jewelry, how to display diamond jewelry, how to present diamonds, the selling tools, the selling process, customer service and professionalism.

The Diamond Course is presented in 4-color, easy-to-read format, augmented with numerous photographs, charts and other graphics. The course may be taken at the student's own pace; 6-12 months is the anticipated completion time, although students may easily finish it in less time.

The Colored Gemstone Course

The new DCA Colored Gemstone Course brings learning to life for the front line sales associate. The course is designed so that the student learns and applies new information from the onset. As bits of knowledge are presented, the course describes how to use them in sales and everyday store operations. Through practice modules and exercises, the student develops skills along with knowledge.

The Colored Gemstone Course presents a broad but inclusive discussion of colored gemstones and pearls in sixteen lessons divided into three general sections. The first part of the course provides the essential information associates need to be professional and honest in sales presentation - the different types of gem materials (natural, treated and laboratory-grown), the 4 C's of value, size and durability factors, the importance of color in a person's life, the different types of colored gemstone jewelry and the concepts of designer and branded lines. There are also two comprehensive lessons on pearls. The second part provides important background information like where colored gemstones come from, how they're mined and processed, how they're identified, how they're cut and how they come to market. The third part of the course teaches the jewelry store skills related to colored gemstones and pearls- - how to clean gemstone jewelry, how to display colored gem jewelry, how to present colored gemstones, the selling tools, the selling process, customer service and professionalism. The course also provides the associate with a handy "counter compendium" - a brief encyclopedia of the colored gem world designed for use with customers at the counter.

The new DCA Colored Gemstone Course is presented in 4-color, easy-to-read format, augmented with numerous photographs, charts and other graphics. The Course may be taken at the student's own pace; 6-12 months is the anticipated completion time, although students may easily finish it in less time.

JEF (Jewelers Education Foundation) Scholarship Information

JEF Course Name	Total Fee	JA's Scholarship Portion	Student Co-payment	Employer Co-payment	Maximum Completion Time Allowed in Months
Graduate Sales Associate	\$349.00	\$199.00	\$75.00	\$75.00	12
Advanced Personal Property Appraiser	\$799.00	\$499.00	\$150.00	\$150.00	12

JEF Course Descriptions

Graduate Sales Associate Course

The Graduate Sales Associate course, offered by the Jewelers Education Foundation (JEF), provides the initial training that a sales associate needs on product knowledge, sales techniques and success strategies. This seven-chapter home or office-study course contains pertinent facts on diamonds, colored stones, pearls, metals, watches and period jewelry. Chapter lessons include information about the jewelry industry and the importance of good customer service and professionalism. As an added feature, each course includes a comprehensive full-color gemstone reference guide highlighting over fifty of the most important gem varieties used in fine jewelry.

This course is especially helpful for sales associates with less than 2 years in the industry and for veterans that would like a quick “brush-up” on their knowledge. The entire course is 7 lessons. It can be completed in a very short time. Self-test questionnaires at the end of each chapter make it ideal for either individual study or perfect for store meetings. Upon completion of a proctored final exam, you will be awarded the following:

- Graduate Sales Associate Certificate
- Jewelers Education Foundation Lapel Pin

Advanced Personal Property Appraiser Course

An advanced home-study training program for Personal Property Appraising education is available from the Jewelers Education Foundation of the American Gem Society. In its completeness, the program allows a new level of professional training for personal property appraisers.

The Advanced Personal Property Appraiser Program (APPA) is especially appropriate for those who currently practice or who are interested in practicing personal property appraisal. While the program is applicable to jewelry appraisal, it teaches all aspects of personal property appraising. Subjects included are insurance, estate settlement, trusts, tax liability, criminal and civil litigations, bankruptcy, appraiser liability and dissolution of marriage, among others, resolving any doubt about how to render an appropriate appraisal in the context of its assigned use and controlling law. The home study student will submit lessons to AGS for instruction and grading via mail. Upon successful completion of the proctored final exam, an Advanced Personal Property Appraiser Certificate will be sent from the JEF.

APPA was developed by AGS Appraisals Chair Cos Altobelli and researched and written by William Hoefler with support from specialists on the AGS Appraisals Committee. While the American Gem Society underwrote it, the program is available to all appraisers and is intended to increase professionalism among the broad appraisals community. The AGS provides the instructional support and administration of the program.



Gemmological Association of Great Britain (GEM-A)

Gem-A Course Name	Total Fee	JA's Scholarship Portion	Student Co-payment	Employer Co-payment	Maximum Completion Time Allowed in Months
The Foundation Course in Gemmology	£1035.00 (approximately \$2,050.00 US*)	\$800.00	\$625.00*	\$625.00*	12
The Diploma Course in Gemmology	£1410.00 (approximately \$2,795.00 US*)	\$675.00	\$1,060.00*	\$1,060.00*	24
Gem Diamond Course	£1650.00 (approximately \$3,270.00 US*)	\$1,100.00	\$1,085.00*	\$1,085.00*	24

***Exact price to be determined by exchange rate at time of enrollment**

Gemmological Association of Great Britain Correspondence Course Descriptions

Gemmology Correspondence Courses – Foundation and Diploma

Designed for students who do not live within reach of an ATC or require the flexibility to study at their own pace. Students are allocated an experienced tutor who will guide them through their studies and are not constrained to a start date. The Foundation course fee is £1035. The Diploma course fee is £1410.

Foundation Correspondence course students must attend a practical workshop (unless they are exempt) either at Gem-A London headquarters, at an ATC or an AGTC (minimum length 1 day). Diploma Correspondence course students will require further practical tuition at Gem-A London, an ATC or AGTC, please contact Gem-A for a list. Workshops are also available for those correspondence students who wish to have additional tuition leading up to their exams. Please note the cost of workshops and tutorials as mentioned above are not included in the cost of the course.

Gem Diamond Correspondence Course

This course is designed for students who do not live within reach of an ATC or require the flexibility to study at their own pace and start at a time of their choosing. Students are allocated an experienced tutor who will guide them through their studies. The Gem Diamond Correspondence course fee includes six days of practical tuition held at Gem-A. The practical tuition is followed immediately by the Gem Diamond Practical Certificate examination. The Gem Diamond course fee is £1650.



BJC Program Scholarship Information

BJC Level	Total Fee	JA's Scholarship Portion	BJC Applicant Co-Payment Portion	Employer Co- Payment Portion
First Level	\$745.00	\$445.00	\$150.00	\$150.00
Second Level	\$1,050.00	\$600.00	\$225.00	\$225.00
Third Level	\$1,400.00	\$800.00	\$300.00	\$300.00
Fourth Level*	\$1,400.00	\$800.00	\$300.00	\$300.00

This scholarship cannot be combined with other scholarships

***A \$100 prerequisite test is required if you are starting with the Fourth Level and have not been certified in the Third Level. The cost of the test is not included in the JA Scholarship.**



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JA Scholarship Application Form (page 1)

This 2-page form must be completed in its entirety and submitted to JA with both co-payments and Educational Provider’s form.

Applicant Information

Name (First/MI/Last):		
Company:		
JA Member # (ask employer)	Birth Date:	
Company Address:		
Business Phone: ()	Fax: ()	E--Mail:
Current Position:	Date of Hire:	
Educational Background		
High School (Name/City/State):		
College/University (Name/City/State):		
Technical Schools or Training:		
Previous Work Experience in the Jewelry Industry		
Company Name:		
Company Address:		
Position:	Date of Hire:	Date of Termination:
Company Name:		
Company Address:		
Position:	Date of Hire:	Date of Termination:
(Use additional paper for other significant employment history)		
Have you ever won a JA Scholarship?	If so, when?	

Course History

Courses Completed:
Student Number:
Courses in Progress (note that current students are not eligible for JA scholarships):



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JA Scholarship Application Form (page 2)

Payment

<input type="radio"/> Check Enclosed (payable to Jewelers of America)	
<input type="radio"/> Credit Card:	
VISA Card Number:	MasterCard Number:
American Express:	
Name on Card:	Expiration Date:
Signature:	Today's Date:

For Bench Jeweler scholarship applicants only

Years at the Bench:
I want the bench test at : ___ My bench (complete enclosed proctor form) ___ A JA test site
Indicate test level option and applicable fee: (from price listing)
You name as it should appear on certificate:

BJC Proctor Proposal Form

If you wish to take the test at your own bench and have contacted potential proctors, please complete this form with the name of one person who could proctor your bench test.

Name (First/MI/Last):
Title/Position:
Business:
Shipping Address for Fed Ex:
Day Phone: () Fax: () E-Mail: