

**AFTER COMPLETING THIS DOCUMENT PLEASE MAKE A PRINTOUT, SCAN, OR PHOTOCOPY
FOR YOUR RECORDS**
AGREEMENT

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.

Percentage of Work Completed by the Student	Percentage of Tuition Returned to the student minus the Registration Fee	Percentage of Tuition Retained by the Institution.
Up to 10%	90%	10%
10%-25%	75%	25%
25%-50%	50%	50%
50%-100%	0%	100%

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: _____