

INFORMATION CATALOG



2020

Volume 40
Published December 2016
Jupiter, Florida
(Palm Beach County)

2020 SCHEDULE OF CLASSES

This schedule presents the proposed classes of the 2020 school year. Class size is limited, so advance reservations are encouraged to secure a seat in the class. We would suggest that you allow at least 4 weeks to ensure you obtain the class schedule you desire.

Program # 1 JEWELRY REPAIR 5 DAYS \$1,495	Program # 2 ADVANCED DIAMOND SETTING 5 DAYS \$1,495	Program # 3 DESIGN/CASTING 3 DAYS \$1,095
February 17–21	February 24–28	
April 13–17	April 20–24	April 27–29
May 11–15	May 18–22	
June 15–19	June 22–26	June 29–July 1
August 3–7	August 10–14	
October 12–16	October 19–23	October 26–28
December 7–11	December 14–18	

This schedule may be changed or modified by management without notice.

A \$50 DEPOSIT IS REQUIRED TO RESERVE A SEAT IN EACH PROGRAM.

The BALANCE is payable on the first day of classes.

VACATIONS AND HOLIDAYS

January 1 – February 16

February 29 – April 12

April 30 – May 10

May 23 – June 14

July 2 – August 2

August 15 – October 11

October 29 – December 6

December 19 – December 31

The office is open to the students and the general public from 9:00 AM to 5:00 PM each weekday when classes are in session by appointment, and other times by appointment.

INFORMATION CATALOG

STEWART'S INTERNATIONAL SCHOOL FOR JEWELERS, INC.

651 W. Indiantown Road
Jupiter, Florida 33458-7557
www.stewartsintlschool.com
JewelSchl@aol.com
1-800-843-3409 Toll Free
1-561-746-7586 Phone

2020



Volume 40

Published December 2016

Licensed by the Commission for Independent Education, Florida Department of Education
Additional Information Regarding This Institution May Be Obtained By Contacting The Commission
325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400

Toll Free (888) 224-6684 • (850) 245-3200

License No. 375

© Copyright 2013

TABLE OF CONTENTS

Calendar of Classes 2020 and Class Hours.....	IFC
Holidays and Breaks	
General Information.....	1
Programs Offered	
Institution Location	
Important Quick Facts	
Program Changes	
Introduction.....	2
About the Owner, Philosophy, Objectives, Legal Ownership	
Faculty Listing	3
Student Tool and Equipment List.....	4
Program #1 Jewelry Repair.....	5–8
Program #2 Advanced Diamond Setting.....	9–12
Program #3 Design/Casting	13–16
Rules and Regulations.....	17–20
Tuition and Fees	
Refund and Cancellation Policy	
Admissions	
<i>Requirements, Language, Transfer of Credit</i>	
Enrollment Procedures	
<i>Interview, Records and Information</i>	
Description of Institution	
<i>Classrooms, Institution Resource Center</i>	
Student Services	
<i>Housing, Student Records/Transcripts, Family Educational Rights and Privacy Act,</i>	
<i>Academic advisement, Financial aid advisement, Personal Advisement/Counseling, Placement Services</i>	
Academic Information and Standards of Progress	
<i>Syllabi, Attendance, Absences, Tardiness, Make-Up Work, Leaves of Absence/Withdrawal, Probation,</i>	
<i>Reentry, Graduation, Grading, Termination, Changes Made by the Institution</i>	
General Information	
<i>Conduct, Drug Free Institution and Workplace, No Smoking Institution,</i>	
<i>Sexual Harassment policy/Anti-Hazing, Unresolved Disputes/Grievance Policy</i>	
Special Hotel Accommodations.....	21

GENERAL INFORMATION

PROGRAMS OFFERED

- Program # 1 Jewelry Repair
- Program # 2 Advanced Diamond Setting
- Program # 3 Design / Casting

INSTITUTION LOCATION

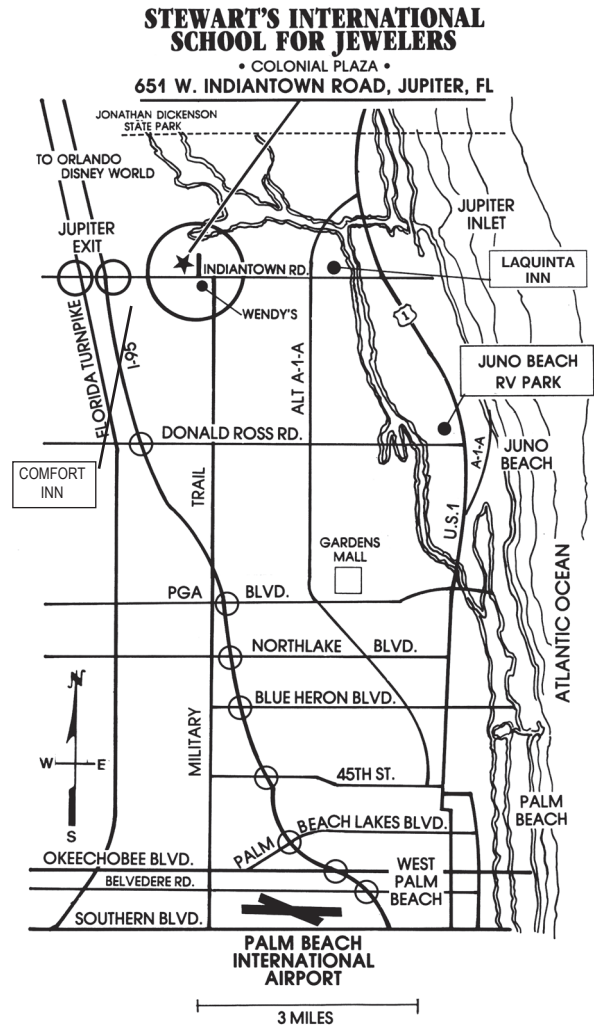
Our institution in Jupiter, Florida, is in the Palm Beach area. The map is included to assist you with travel plans and hotel arrangements for your stay in Jupiter.

IMPORTANT QUICK FACTS

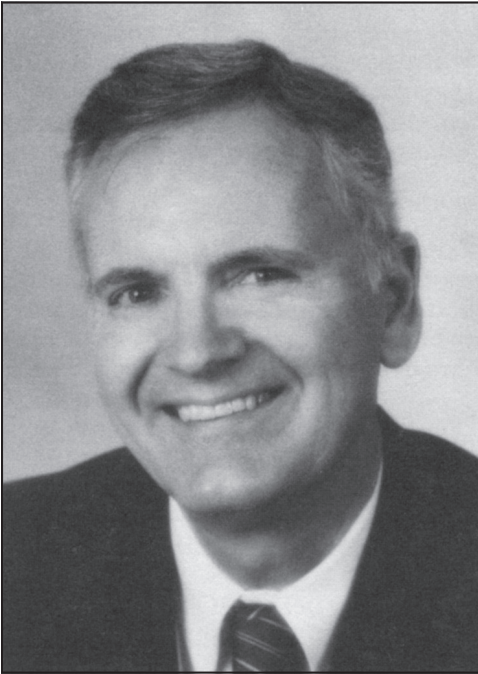
- Monday through Friday, 9:00 a.m. – 5:00 p.m.
- All equipment, tools, and materials are provided and included in tuition.
- Manual given with each program.
- Hands-on instruction.
- All work done in class is yours to keep.
- Diplomas awarded on successful completion of each program.
- Transportation is provided to and from classes for students who don't have a vehicle.
- Students should fly into the Palm Beach International Airport.
- Master Card / VISA accepted only.

PROGRAM CHANGES

Stewart's International School for Jewelers, Inc. reserves the right to modify its curriculum, tuition rate, programs, rules and regulations as deemed necessary, and according to rules set forth by the Commission for Independent Education. Students will be notified of any changes made at the school.



INTRODUCTION



JAMES W. STEWART

School Owner, Director, and Instructor

- 50+ Years Experience
- Owner/Repairman
Jewelry Trade Shop
- Owner/Repairman Two
Full Service Jewelry Stores
- Gemologist
- 3rd Generation Jeweler
- Owner/President/Instructor 49 Years
Stewart's International School for Jewelers, Inc.

All photographs contained herein were taken at this facility.

Our PHILOSOPHY

It is the intent of the **Stewart's International School for Jewelers, Inc.** (founded in 1975) to provide career education programs in basic and advanced jewelry repair and diamond setting, wax modeling, and lost wax casting. These programs are offered to all persons interested in learning the basic skills necessary to enter the jewelers' profession. We do not deny admission on the basis of race, religion, age, color, gender, physical handicap, national origin, or sexual preference.

Because of the nature of the programs offered, our instruction must be individualized, often on a one-to-one basis. Therefore our policy is to limit the number of students per class to a maximum of fifteen.

Our OBJECTIVES

- (1) To offer a previously neglected opportunity to train jewelers who want to upgrade their skills and all individuals who are interested in entering the jewelry profession.
- (2) To offer resident/training programs that include most areas of jewelry repair, diamond setting, wax modeling, and lost wax casting.
- (3) To provide the best instruction by only trained professionals as instructors.
- (4) To work with vocational rehabilitation centers and individuals to provide opportunities for the physically handicapped to learn a trade that will enable them to be self-sufficient.
- (5) To maintain a pleasant, relaxed training atmosphere with close attention to providing and maintaining proper sanitary facilities and health and safety devices.

LEGAL OWNERSHIP

*Stewart's International School for Jewelers, Inc.
is a Florida Corporation*

GOVERNING BODY

JAMES W. STEWART
651 W. Indiantown Road
Jupiter, FL 33458

FACULTY LISTING

FACULTY MEMBER:

DEGREES / DIPLOMAS

FIELD & AWARDING INSTITUTIONS:

James W. Stewart

Diploma: Jewelry Repair,
Diamond Setting,
Holland Jewelry
Selma, AL

Diploma: Gemologic Institute of America
New York, NY

Elly Stewart

Diploma: Jewelry Repair,
Advanced Diamond Setting,
Design / Casting,
Stewarts International School
for Jewelers
Jupiter, FL

STUDENT TOOL AND EQUIPMENT LIST

STUDENT TOOL AND EQUIPMENT LIST PROVIDED FOR EVERY WORK STATION FOR EACH PROGRAM

Jeweler's Bench	Rivet Hammer
Chair	Extra Hand
Light	Rawhide Mallet
Torch	Flat Nose, Chain Nose, and Round Nose Pliers
Flexible Shaft	End Cutters
Optivisor	Ring Bending Pliers
Soldering Pad and Block	Stone Setting Pliers
Steel Ring Mandrel	Ring Clamp
Setting, Hart, Round and Cup Burs	Saw Frame and Blades
Steel Burnisher	Prong Pusher
Drills	Beading Tools
Files	Oil Stone
Millimeter Gauge	Tweezers
Square, Flat, Round, and Point Gravers	Shears
Line Graver	Pickle Pot
Buffer	Plating Machine
Ultrasonic Cleaner	Rolling Mill

COURSE NUMBERING SYSTEM

All courses are identified by two letters and three numbers; for example, JR 101. The letters represent the course program (JR for Jewelry Repair, DS for Diamond Setting, DC for Design/Casting). The numbers represent the sequence of instruction and do not hold any special meaning.

CLOCK HOUR

Courses are measured in terms of clock hours. One clock hour includes 60 minutes: 50 minutes for instruction with faculty present and a 10-minute break.

PROGRAM #1

JEWELRY REPAIR

Five Days, 35 Clock Hours

PROGRAM OBJECTIVES

To train students to learn skills necessary for basic jewelry repair and diamond setting. To offer opportunity to develop and practice skills in a supervised learning environment so that graduates can function as a jewelry repair person and diamond setter in the jewelry industry.

PROGRAM DESCRIPTION

A jewelry repair person and diamond setter is expected to be able to identify the various precious metals, clean, remove tarnish, and polish jewelry. In addition, they should be able to size rings, repair clasps, change a brooch into a pendant, and repair broken chains. A repair person should be proficient in proper soldering techniques and be able to remove and replace stones (prong and needlepoint). He or she is required to be able to repair most of the broken jewelry items that come across a jeweler's counter. This program provides training, demonstration, and practice of skills needed.

MATERIALS FOR PROGRAM #1

Each student will have:

- Settings:
 - (a) Pin Point "Illusion"
 - (b) Head, Tiffany
- Gold Solder
- Materials
 - (a) Bezel Wire
 - (b) Prong Wire
 - (c) Wire Shank
- Synthetic Stones
 - (a) 6.5mm syn. Ruby
 - (b) 2.5mm syn. Ruby
 - (c) 12mm Cabochon Cut Stone
 - (d) 6.5mm Cubic Zirconia
- Jewelry Repair Instruction Manual
- Tool List

Courses

JR 101. Precious Metal Terminology, Testing & Identification	1 Clock Hour
JR 102. Cleaning Methods	1 Clock Hour
JR 103. Torch Systems And Flame Adjustments	1 Clock Hour
JR 104. Soldering Techniques	2 Clock Hours
JR 105. Sawing – Drilling & Filling	1 Clock Hour
JR 106. Soldering Heads & Shanks	1 Clock Hour
JR 107. Ring Sizing – Platinum, Gold & Silver	4 Clock Hours
JR 108. Tools, Findings & Supplies	1 Clock Hour
JR 109. Diamond Setting – Ruby	3 Clock Hours
JR 110. Diamond Setting – Cubic Zirconia	3 Clock Hours
JR 111. Diamond Setting – Pin Point	1 Clock Hour
JR 112. Polishing, Buffing & Lapping	2 Clock Hours
JR 113. Diamond Removing & Tightening	1 Clock Hour
JR 114. Prong Work	1 Clock Hour
JR 115. Re-Tipping	1 Clock Hour
JR 116. Karat Gold Beads	1 Clock Hour
JR 117. Hardening & Annealing	1 Clock Hour
JR 118. Cable Chain	1 Clock Hour
JR 119. Bezel Fabrication	2 Clock Hours
JR 120. Serpentine Chain	1 Clock Hour
JR 121. Hollow Rope Chain	1 Clock Hour
JR 122. Wire Drawing	1 Clock Hour
JR 123. Surface Texture	1 Clock Hour
JR 124. Hollow Jewelry	1 Clock Hour
JR 125. Electroplating	1 Clock Hour
Total Clock Hours	35 Clock Hours

Prerequisites

None

Award

Diploma

PROGRAM #1

JEWELRY REPAIR

DESCRIPTION OF SUBJECTS

	Clock Hours		Clock Hours
JR 101. PRECIOUS METAL TERMINOLOGY, TESTING & IDENTIFICATION	1	JR 106. SOLDERING HEADS & SHANKS	1
Students test and identify platinum, karat of gold, and fineness of silver by using premixed testing solutions. Quality and trademarks, karat and fine system, plumb and non-plumb gold are explained.		Students learn how to solder in a peg head and recess a setting. They solder two heads (settings) into a full shank in preparation for diamond setting. Expansion shanks, ball and spring guards are explained.	
JR 102. CLEANING METHODS	1	JR 107. RING SIZING – PLATINUM, GOLD & SILVER	4
Students learn how to clean jewelry ultrasonically followed by steam cleaning. They also learn how to prevent and remove black oxidation and tarnish.		Correct procedural methods for ring sizing, ring stretching and half shanks are explained and then practiced by each student. Instructions for platinum ring sizing, and working on old rings with many solder joints are given.	
JR 103. TORCH SYSTEMS AND FLAME ADJUSTMENTS	1	JR 108. TOOLS, FINDINGS & SUPPLIES	1
Types of torches (Hoke, Meco, Little and water torch), tips, gases and their application in gold, platinum and silversmithing are presented. Reducing, neutral and oxidizing flames are practiced by the students.		The tools and equipment needed for jewelry repair and diamond setting are demonstrated and used by the students.	
JR 104. SOLDERING TECHNIQUES	2	JR 109. DIAMOND SETTING – RUBY	3
How to correctly prepare an article for soldering, including two-tone, tri-color and hollow jewelry is explained. The use of fire coat, flux and anti-flux is demonstrated. Students practice the pick-up and tweezer methods of soldering.		bearings using special burs and setting procedures. Students dress prongs with a barrette needle file.	
JR 105. SAWING – DRILLING & FILLING	1	JR 110. DIAMOND SETTING – CUBIC ZIRCONIA	3
The correct methods for sawing, piercing, drilling, and filing metals are explained and put into practice by students.		Students set a 1.00 ct cubic zirconia by undercutting bearings using special burs and setting procedures. Students dress prongs with cup burs.	
		JR 111. DIAMOND SETTING – PIN POINT	1
		Students shellac up an illusion top and set a .06 ct. gemstone.	

PROGRAM #1

JEWELRY REPAIR

DESCRIPTION OF SUBJECTS

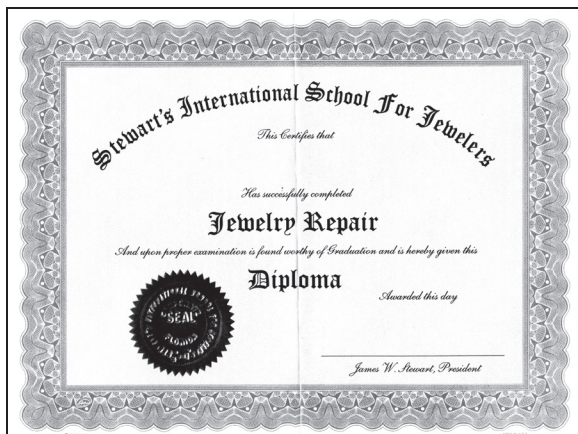
(Continued)

	Clock Hours		Clock Hours
JR 112. POLISHING, BUFFING & LAPPING	2	JR 119. BEZEL FABRICATION	2
How to polish, buff and lap using correct compounds is demonstrated and practiced by students.		Students fabricate a bezel for a coin or cabochon cut stone, burnish to tighten, and solder on a bail.	
JR 113. DIAMOND REMOVING & TIGHTENING	1	JR 120. SERPENTINE CHAIN	1
Students use various methods in removing and tightening gemstones in a prong, pinpoint or bezel mounting.		Students practice weaving a serpentine chain together so the solder joint is invisible. Special procedures are used where all the links move.	
JR 114. PRONG WORK	1	JR 121. HOLLOW ROPE CHAIN	1
Correct procedures for replacing worn prongs are demonstrated and practiced by the students.		Students practice weaving a rope chain together, soldering each link one at a time so that all the links move. Instruction is given on how to repair a hollow rope so that links are not cut.	
JR 115. RE-TIPPING	1	JR 122. WIRE DRAWING	1
Correct procedures for re-tipping worn prongs are demonstrated and practiced by the students.		How to draw wire to change gauge or shape is demonstrated and practiced by students.	
JR 116. KARAT GOLD BEADS	1	JR 123. SURFACE TEXTURE	1
Correct procedures for making karat gold beads for ball guards, safety catch and prong build-up are presented and practiced.		The correct techniques are demonstrated in creating the following surface textures: Florentine · Telato · Rigato · Satin · Bark · Hammer · Stone · Glass · “Diamond cuts” and “Laser” finish.	
JR 117. HARDENING & ANNEALING	1	JR 124. HOLLOW JEWELRY	1
The use of hardening and annealing, its methods and applications are demonstrated and practiced by the students.		Instruction is given in the correct procedures for soldering and removing dents from hollow jewelry.	
JR 118. CABLE CHAIN	1	JR 125. ELECTROPLATING	1
Instructions are given on cable chain. Each student practices this procedure.		Demonstration is given in the correct procedures for rhodium and gold plating.	

PROGRAM #1 JEWELRY REPAIR

(Continued)

Instructor Jim Stewart teaches a student how to repair a hollow rope chain.



Graduation requirements for all programs:
A diploma will be awarded upon successful completion of the required projects. In addition, the student must score at least 75% on the final exam.

PROGRAM #2

ADVANCED DIAMOND SETTING

Five Days, 35 Clock Hours

PROGRAM OBJECTIVES

To train students to learn skills necessary for diamond setting including advanced techniques in gem stone setting. To offer opportunity to develop and practice skills in supervised learning environment so that graduates are prepared to open and operate jewelry stores on their own and handle jewelry repair and gemstone setting.

PROGRAM DESCRIPTION

Students who complete this program will have the skills to assume advanced duties and responsibilities in the jewelry business in addition to the skills learned in Program #1. Graduates of Program #2 will be able to handle all types of settings, including emerald cut settings, bead settings, cluster setting, bar and star settings, channel setting, tube settings, gypsy, reverse, marquise, baguette, and pave settings. Classes include lecture, demonstration, and practice.

TRAINING FACILITIES AND EQUIPMENT

In addition to the jeweler's bench equipment and the general machines necessary for all types of jewelry work that were listed for PROGRAM #1, students in this program have the following additional materials.

MATERIALS FOR PROGRAM #2

Each student will have:

■ Settings:

- | | | |
|-------------------|-------------|--------------|
| (a) Head, Emerald | (e) Prong | (i) Pear |
| (b) Baguette | (f) Bar | (j) Oval |
| (c) Cluster | (g) Channel | (k) Princess |
| (d) Marquise | (h) Tube | (l) Trillion |

■ Synthetic Stones

- | | |
|-----------------------------------|----------------------|
| (a) 6 × 4 mm Emerald Cut Sapphire | |
| (b) 5.0mm Ruby | (g) 8 × 4mm Marquise |
| (c) 3.0mm Ruby | (h) 6 × 6mm Princess |
| (d) 2.5mm Ruby | (i) 6 × 4mm Oval |
| (e) 2.0mm Ruby | (j) 4 × 4mm Trillion |
| (f) 5 × 25mm Baguette | |

■ Diamond Setting Instruction Manual

■ Tool List

Courses

DS 101. Gemstones – Durability Factors And Characteristics	1 Clock Hour
DS 102. Emerald Cut Setting	2 Clock Hours
DS 103. Graver-Designing, Sharpening & Polishing	1 Clock Hour
DS 104. Bead Setting	2 Clock Hours
DS 105. Star Bright Cut Setting	1 Clock Hour
DS 106. Cluster Setting	1 Clock Hour
DS 107. Bar Setting	1 Clock Hour
DS 108. Block Bright Cut Setting	1 Clock Hour
DS 109. Tiffany Setting	1 Clock Hour
DS 110. Channel Setting	4 Clock Hours
DS 111. Tube Setting	1 Clock Hour
DS 112. Spin Setting	1 Clock Hour
DS 113. Gypsy Setting	2 Clock Hours
DS 114. Oval Setting	1 Clock Hour
DS 115. Reverse Setting	1 Clock Hour
DS 116. Marquise Setting	2 Clock Hours
DS 117. Pear Setting	1 Clock Hour
DS 118. Baguette Setting	1 Clock Hour
DS 119. Wedge Setting	1 Clock Hour
DS 120. Azured Setting	1 Clock Hour
DS 121. Princess Cut Setting	1 Clock Hour
DS 122. Pavé Setting “Decorative Beads”	1 Clock Hour
DS 123. Pavé Setting “Bright Cuts”	1 Clock Hour
DS 124. Pavé Setting	2 Clock Hours
DS 125. Thread Setting “Diamond Cuts”	1 Clock Hour
DS 126. Investment Soldering	1 Clock Hour
DS 127. Trillion Setting	1 Clock Hour
Total Clock Hours	35 Clock Hours

Prerequisites

Completion of Program #1 or proof of experience.

Award

Diploma

PROGRAM #2

ADVANCED DIAMOND SETTING

DESCRIPTION OF SUBJECTS

	Clock Hours		Clock Hours
DS 101. GEMSTONES – DURABILITY FACTORS AND CHARACTERISTICS	1	DS 107. BAR SETTING	1
Instruction is given on the various durability factors and other characteristics, such as the dangers of cleavage, of diamonds and other gemstones in preparation for diamond setting.		The students learn to set a gemstone in a bar setting using the setting bur and undercut methods.	
DS 102. EMERALD CUT SETTING	2	DS 108. BLOCK BRIGHT CUT SETTING	1
The techniques of undercutting a bearing into each prong and tightening the gemstone vectorally is demonstrated and accomplished by each student. Prongs are dressed with cup burs or split prong.		The students create a single and triple beadset block bright cut by making “relief cuts” and bright cutting the panel walls at a 45 degree angle.	
DS 103. GRAVER-DESIGNING, SHARPENING & POLISHING	1	DS 109. TIFFANY SETTING	1
How to design the graver to fit the individual student’s hand is demonstrated. Sharpening and polishing procedures are done by the students in preparation for diamond setting and bright cutting.		Students set a 1.00 ct cubic zirconia in a six-prong setting.	
DS 104. BEAD SETTING	2	DS 110. CHANNEL SETTING	4
Students cut a seat in a flat top setting, set stones by raising beads and form beads with beading tools. They also “work-up” beads over worn beads plus “build-up” (karat gold beads) over worn beads.		How to undercut, set and burnish (to tighten) channel-set gemstones is taught and practiced by students. Instruction is given on sizing and re-shouldering a channel set eternity ring.	
DS 105. STAR BRIGHT CUT SETTING	1	DS 111. TUBE SETTING	1
Students learn and practice star bright cutting and bead set to tighten a gemstone.		Students cut a bearing in a tube and burnish in a gemstone. Instruction is given on reshoulding a worn tube.	
DS 106. CLUSTER SETTING	1	DS 112. SPIN SETTING	1
By undercutting with a bearing bur, students learn how to set several stones together in a “cluster” setting.		Students cut a bearing and tighten gemstone in setting by spin method.	
		DS 113. GYPSY SETTING	2
		The students “hammer set” or burnish a gemstone in a gypsy setting by first undercutting a bearing.	
		DS 114. OVAL SETTING	1
		Students use special burs to set an oval stone in a six-prong peg setting.	

PROGRAM #2

ADVANCED DIAMOND SETTING

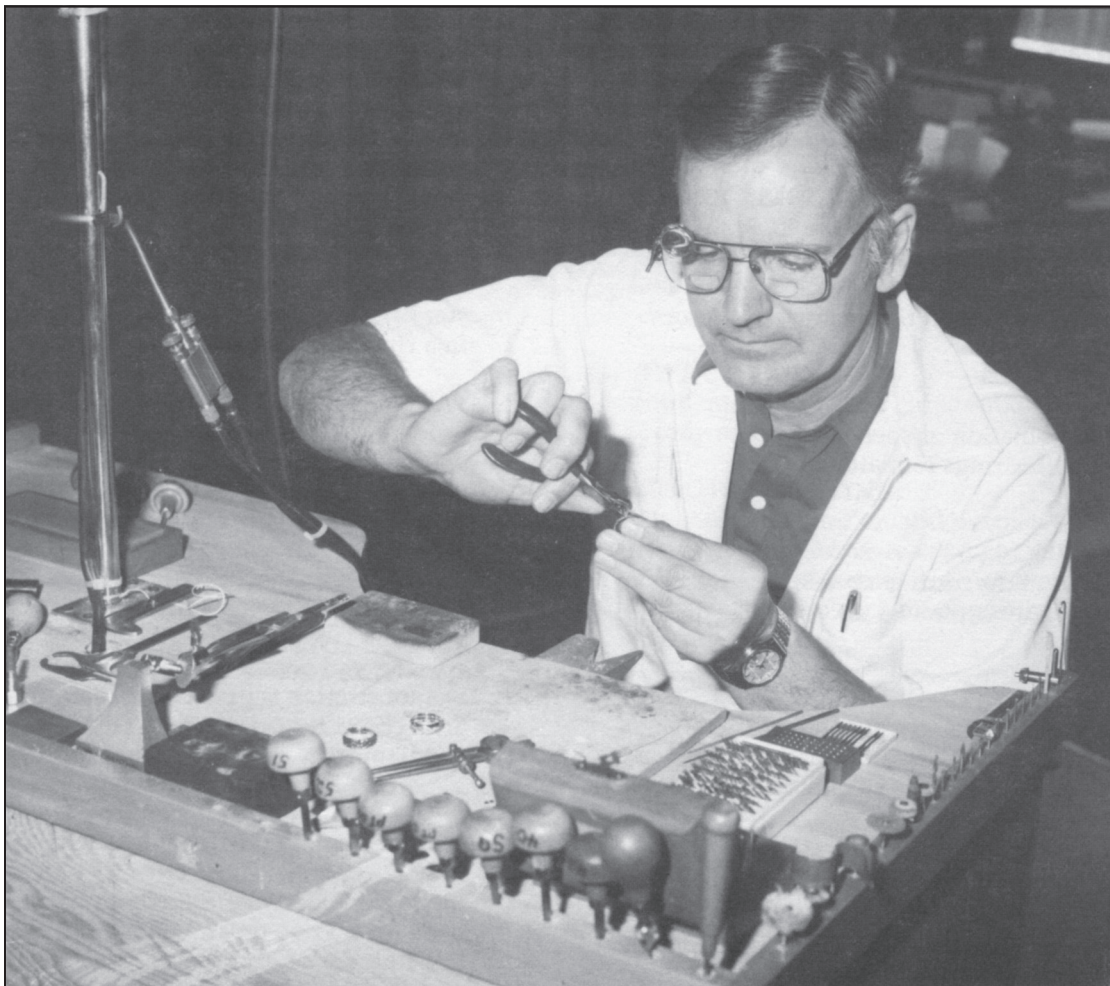
DESCRIPTION OF SUBJECTS

(Continued)

	Clock Hours		Clock Hours
DS 115. REVERSE SETTING	1	DS 122. PAVÉ SETTING “DECORATIVE BEADS”	1
How to “bright cut” designs (reverse star and round brilliant cut) is demonstrated and practiced. Students cut a reverse bearing and do reverse bead setting.		Students layout a design using small gemstones to cover the surface. Special techniques are taught for making decorative beads, which is the most popular form of pave setting.	
DS 116. MARQUISE SETTING	2	DS 123. PAVÉ SETTING “BRIGHT CUTS”	1
Students undercut bearings, make “relief cuts,” and set stone and dress prongs with graver. Instruction is given on the vector method of tightening.		Students layout a seven stone cluster with star bright cuts to create an attractive setting in a ring or pendant.	
DS 117. PEAR SETTING	1	DS 124. PAVÉ SETTING	2
Students use a combination of special burs when undercutting bearings to match the gemstone.		Students layout, shellac up jewelry and use special burs to cut away all the metal between the stones so there is no metal visible, and the surface is completely cover with diamonds.	
DS 118. BAGUETTE SETTING	1	DS 125. THREAD SETTING “DIAMOND CUTS”	1
Several methods of undercutting a bearing for a baguette stone are explained and practiced by the students.		Students layout a thread design with proper spacing and a variety of “Diamond Cuts”. Demonstration is given on 2 bead, 4 bead and 5 bead thread designs. This is excellent for diamonds set in initials and borders.	
DS 119. WEDGE SETTING	1	DS 126. INVESTMENT SOLDERING	1
Students layout a design, hand cut wedges, and “bright cut” the panels. The diamond looks like it is floating above the surface and reflecting from the panels.		A helpful method to design jewelry by holding many small settings together for soldering is explained and demonstrated. This is used for filigree repair and soldering settings to a foundation ring shank, plus designing and soldering together a cocktail ring.	
DS 120. AZURED SETTING	1	DS 127. TRILLION SETTING	1
Students learn and practice preparing azured cuts with gravers and special burs used on rings. Students learn why this setting is excellent for a reversible pendant and how it lightens the weight of platinum pendants to make them easy to wear.		Students set a Trillion stone in a mounting and dress prongs with Engraver.	
DS 121. PRINCESS CUT SETTING	1		
Students undercut bearings, make relief cuts, set stone, and dress V prongs. Students will learn another method to tighten princess cut stones.			

PROGRAM #2

ADVANCED DIAMOND SETTING



Instructor James W. Stewart

PROGRAM #3

DESIGN / CASTING

Three Days, 21 Clock Hours

PROGRAM OBJECTIVES

To train students to learn skills necessary to create an article of jewelry in wax and reproduce it in casting. To offer opportunity for jewelers to expand their services to include designing jewelry, reproducing copies, or fashioning custom jewelry. Jewelers will be able to design and reproduce special jewelry on their own premises or have new skills to offer to the job market.

PROGRAM DESCRIPTION

This program is for jewelers who want to expand their services to include designing of jewelry, or fashioning custom jewelry for clients. For practicing jewelers this opens up a new field of endeavor. They will be able to design and reproduce a special item of jewelry on their own premises. For graduates looking for employment in the jewelry industry, this program adds to the skill and techniques to offer an employer. Classes include lecture, demonstration, and practice.

TRAINING FACILITIES AND EQUIPMENT

In addition to the regular equipment included with all of the jeweler's benches (work stations) and the machines necessary for all types of jewelry work that were listed for Program #1, students in the Design/Casting use the following additional materials:

- Design/Casting Instruction Manual
- Tool List

EQUIPMENT AND SUPPLIES

Wax wires: assorted gauge	Wax polishing solutions
Wax sheets: assorted gauges	Flasks
Filing wax	Spruce bases
Wax ring tubes: assorted sizes	Investment weighing scales
Carving wax	Rubber mixing bowls
Wax files, card files, needle files	Triple balance beam gram scale
Stepped ring mandrels	Spring loaded broken arm
Wax casseroles	centrifugal caster

Bur, brush and wheel:
assortment for flex-shaft
Alcohol lamps
Wax carvers and spatulas
Tumblers
Assorted tumbling media
Mold frames
Ingot mold

Vacuum casting machine
Wax injector – Injection wax
Melting torch
Electro-Melt
Vulcanizer
Vulcanizing rubber
Sterling silver casting grain

Courses

Clock hours

DC 101.Types Of Waxes & Their Applications	1 Clock Hour
DC 102.Creating with Filing Wax	3 Clock Hours
DC 103.Fabrication with Wax Wires and Sheets	1 Clock Hours
DC 104.Wax Designing with the Flex-Shaft	1 Clock Hour
DC 105.Wax Spruing	1 Clock Hour
DC 106.Wax and Metal Weighing Methods	1 Clock Hour
DC 107.Investment Mixing and De-Bubblizing	1 Clock Hour
DC 108.Burnout Procedures for Wax Elimination	1 Clock Hour
DC 109.Metal Melting Methods	1 Clock Hour
DC 110.Centrifugal Casting	1 Clock Hour
DC 111.Eliminating Porosity from Castings	1 Clock Hour
DC 112.Polishing and Finishing Techniques for Castings	2 Clock Hours
DC 113.Tumbling	1 Clock Hours
DC 114.Replica Casting Organic/Inorganic	1 Clock Hour
DC 115.Vulcanized Rubber Molds	1 Clock Hour
DC 116.Wax Injection	1 Clock Hour
DC 117.Vacuum Casting	1 Clock Hour
DC 118.Tools, Equipment and Supplies	1 Clock Hour

Prerequisites

None

Award

Diploma

PROGRAM #3 DESIGN / CASTING

DESCRIPTION OF SUBJECTS

	Clock Hours		Clock Hours
DC 101. TYPES OF WAXES & THEIR APPLICATIONS	1	DC 106. WAX AND METAL WEIGHING METHODS	1
A varied selection of waxes on the market for the jeweler-craftsman are demonstrated and used by the students. Specific uses and applications are discussed and demonstrated.		The correct method for computing the amount of metal needed to cast the student's wax models is demonstrated and then practiced by each student.	
DC 102. CREATING WITH FILING WAX	3	DC 107. INVESTMENT MIXING AND DE-BUBBLIZING	1
Students design and create several wax patterns. Ring sizing is demonstrated and practiced.		The correct methods for measuring, mixing and de-bubblizing investment are demonstrated. Each student invests and prepares a flask for burnout.	
DC 103. FABRICATION WITH WAX WIRES AND SHEETS	1	DC 108. BURNOUT PROCEDURES FOR WAX ELIMINATION	1
Students are shown and then construct an article of jewelry using wax wires and sheets.		Instruction is given for correct burnout temperatures and burnout times needed for different sized flasks.	
DC 104. WAX DESIGNING WITH THE FLEX-SHAFT	1	DC 109. METAL MELTING METHODS	1
Students learn to carve and texture wax using the electric flex-shaft and an assortment of burs.		Different methods for melting the metal are demonstrated. Included are various torch systems and melting furnaces.	
DC 105. WAX SPRUING	1	DC 110. CENTRIFUGAL CASTING	1
Spruing procedures are explained and students sprue their completed wax pattern rings in preparation for casting.		Students cast their individual flasks in a spring-loaded, split arm centrifugal casting machine. Balancing, winding, actual casting procedure, and quenching of the flash are demonstrated and then practiced by each student.	

PROGRAM #3 DESIGN / CASTING

DESCRIPTION OF SUBJECTS (Continued)

	Clock Hours		Clock Hours
DC 111. ELIMINATING POROSITY FROM CASTINGS	1	DC 116. WAX INJECTION	1
All procedures and precautionary measures for eliminating porosity in casting are explained.		Students are instructed in the use of air pressure wax injection for filling rubber molds.	
DC 112. POLISHING AND FINISHING TECHNIQUES FOR CASTINGS	2	DC 117. VACUUM CASTING	1
Various techniques and proper procedures for finishing and polishing finished metal casting are explained and demonstrated. Students polish and buff their completed castings.		Class demonstration of vacuum casting.	
DC 113. TUMBLING	1	DC 118. TOOLS, EQUIPMENT AND SUPPLIES	1
Techniques for cleaning finished castings are demonstrated.		The type of equipment best suited and applicable to different situations is discussed at length.	
DC 114. REPLICA CASTING ORGANIC/INORGANIC	1		
How to cast objects made of different materials other than wax, and procedures for organic and inorganic objects such as insects, flowers or plastics, are explained.			
DC 115. VULCANIZED RUBBER MOLDS	1		
How to pack, vulcanize and cut rubber molds is demonstrated. Instruction is given on cutting locks, plugs, and air vents.			



Instructor, Elly Stewart
Jewelry Designer

RULES & REGULATIONS

TUITION AND FEES

Tuition for programs #1 and #2 is \$1,495.00 each program.

Tuition for program #3 is \$1,095.00.

All laboratory fees tools, equipment, and written materials are included in the tuition. A non-refundable registration fee of \$50.00 for **each** program is required at the time of registration to reserve a seat in each program. The registration fee is applied to the total tuition. The balance is due and payable on the first day of class.

REFUND AND CANCELLATION POLICY

Should a student be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in writing.
2. All monies will be refunded if the applicant is not accepted by the Institute or if the student cancels within three (3) business days after signing the enrollment agreement and making an initial deposit.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
Refunds will be made within 30 days of termination or receipt of cancellation notice.
7. An applicant who signs up, does not start school, and fails to cancel within three (3) business days will receive a refund less the registration fee.

ADMISSIONS

Admission is open to any qualified applicant. No qualified person may be excluded from enrollment in Stewart's International School for Jewelers, Inc. based on age, race, gender, disability, or national origin.

Requirements

Applicants must meet the following requirements

- ✓ Be at least 18 of age
- ✓ Earned a high school diploma, GED
- ✓ Have a personal or phone interview
- ✓ To enroll in Program #2 students must have experience in the field or complete Program #1
- ✓ No requirements for Program #3.

The catalog and the enrollment agreement constitute a binding contract between the student and Stewart's International School for Jewelers, Inc. Please read both carefully prior to signing the enrollment agreement.

Language

All courses are offered only in English.

Transfer of Credit

These are short and intense programs. Therefore no credit may be granted for previous education or training. Students may wish to continue their education at another institution after graduation. Transferability of credit earned at the school is at the discretion of the receiving institution.

ENROLLMENT PROCEDURES

Interview

A personal or phone interview with each applicant is required prior to acceptance into any program. The personal interview gives the institution an opportunity to evaluate the applicant and determine eligibility.

Acceptance by Institution

The applicant will be informed of the admissions decision at the end of the interview. Acceptance will be based upon successful submission and review of required documents, and having completed and met all admission requirements.

DESCRIPTION OF INSTITUTION

Classrooms

Stewart's International School for Jewelers, Inc. is part of a modern plaza complex. It contains a 23' × 40' classroom, and a reception-office area. There is a library section and the Student Bulletin Board where current job openings are posted.

The classrooms are set up with fifteen (15) jeweler's benches in the center area (back to back) with the shop and laboratory equipment along the walls. Students have their own bench completely

equipped with all of the tools and materials necessary for jewelry repair, diamond setting and casting.

Our institution is located in a beautiful recreational area with ocean beaches only a few miles away. Visitors to Jupiter can enjoy boating, swimming and deep sea fishing, as well as ocean cruises from the Port of Palm Beach. We are located a few miles north of West Palm Beach, with one of south Florida's largest shopping malls just minutes away. For those wishing to visit Disney World and Epcot Center, it is a short 2-1/2 hour drive north to Orlando.

Institution Resource Center

The programs do not require any resource materials to complete programs. There are publications relevant to the jewelry business available to students.

STUDENT SERVICES

Housing

Housing is available at motels or hotels in the area. Most of our students choose Fairfield Inn & Suites by Marriott on Indiantown Road, in Jupiter. The institution provides transportation from Fairfield Inn & Suites by Marriott to classes for those students who do not have a vehicle. For reservations, call the hotel directly at 561-748-5252. Ask for Stewart's Student Rate.

Student Records and Transcripts

Student records are retained perpetually at the institution site in Jupiter, Florida. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and fulfillment of tuition obligations. Additional transcripts are available to students upon written request and for a fee of \$15.00. Student records will be provided to potential employers only after a written request has been made by the individual student. Student records are maintained in a fireproof cabinet. Computer records are backed up weekly and stored off campus.

Family Educational Rights and Privacy Act

Stewart's International School for Jewelers, Inc. complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, Section 438. All students' records are confidential

Academic Advisement

Our goal is to assist students to reach their goals. We are available by appointment or informally to meet with students to discuss any obstacle that may be in the way of success. Students may be referred to professional counseling.

Financial Aid Advisement

The school does not offer Financial Aid. Students must make payment in full by the start date.

Personal Advisement/Counseling

Instructors and staff are warm and caring and will assist students who seem to be having academic difficulty or personal issues preventing them from success. The faculty and staff are available by appointment or informally to meet with students to discuss any obstacle that may be in the way of success. If required, students may be referred to professional services in the community.

Career Services

Career Services or Assistance shall be provided to all graduates without additional charge. The institution maintains a book of job openings that are available to students, graduates, and alumni. Stewart's International School for Jewelers, Inc. cannot guarantee employment. Records of all graduates are maintained permanently.

ACADEMIC INFORMATION AND STANDARDS OF PROGRESS

Syllabi

On the first day of class for each program students receive a copy of the course syllabi and course outlines. The student catalog is available one week prior to classes beginning. Students receive a catalog at the time of enrollment.

Attendance

Students are expected to attend every class, arrive on time, and stay through class. Occasionally situations occur that conflict with training. The following are guidelines.

Absences

Excused and non-excused absences are considered the same when computing maximum number of allowable absences. Unsatisfactory Attendance is when a student is absent more than 5% of the total program clock hours. If a student has Unsatisfactory Attendance, the student is placed on Probation until the following conditions are met as follows:

- ☐ The student establishes satisfactory progress or, meets the conditions of probation.
- ☐ The student has corrected the problems that caused the unsatisfactory attendance.

- ❑ The student has satisfactorily completed work missed because of the absence either by repeating the session(s) missed or performing required work outlined by the instructor.

A student is terminated for Unsatisfactory Attendance if the student does not meet these conditions within 5 days.

Tardiness

Students are expected to be punctual. Lateness or leaving class up to one-half hour early is counted as one-fourth of a day absence. Leaving one-half to two hours early is equal to one-half day absence. Over two hours early departure equals one full day absence. These absences are included in the 5% absence calculation. All class time missed in excess of 5% must be made by the student in order to graduate.

Make-up Work

Make-up work is required for any absence. Tests that are not taken as a result of an absence must be made up within a time frame determined by the instructor. A reduction in grade may be made at the discretion of the instructor. There is no charge for make-up work.

Leaves of Absence/Withdrawal

A student may be granted a leave of absence for a maximum of 60 days. A request for a leave must be in writing with the date of expected return specified. If the student does not re-enter within the specified time and has not notified the institution, the student's enrollment agreement will be terminated and s/he will be granted a refund according to the refund policy. The Withdrawal date is determined by the last date the student attended class.

Probation

A student who is tardy two or more days in one week will be put on probation. If tardy for a third day this will result in termination. A student must meet grading standards. If after two projects the performance evaluation indicates unsuitability for learning the skills, the student will be terminated. Probation occurs after unsuccessful completion of one project.

Re-entry

A student who has canceled or has been terminated and wants to re-enter their training program must notify the Institution Director and follow the required admission procedures. A student who was terminated for any reason can meet with the Institution Director and show why s/he should be re-admitted and how the student will meet program requirements. The decision of the Institution Director will be made based on the student meeting program

requirements. The timeframe for reentry must be 60 days from date of withdrawal or termination.

Graduation

Upon satisfactory completion of all academic requirements and tuition obligations, the student is awarded a Diploma and transcript. Additional transcripts are available upon request for \$10.00 each.

Grading

Student progress is determined by satisfactorily completing daily projects which allow a student to receive a pass grade. A student whose performance evaluation indicates unsuitability for learning the skills needed will be advised to terminate the training program and will receive a fail grade.

Projects are graded on a pass/fail basis.

Students have two opportunities to satisfactorily complete a project. This includes the first time it is assigned and then an attempt to re-try.

Termination

Students will be terminated if, after having being put on Academic or Attendance probation, they fail to meet Attendance or project completion requirements by the end of each session.

Changes Made by the Institution

If the institution cancels or changes a program of study in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the program who is affected by the cancellation or change. If the institution is unable to make alternative arrangements that are satisfactory to both parties, the institution will refund all money paid by the student of the program that amount from the total amount paid.

GENERAL INFORMATION

Conduct

Unprofessional conduct which discredits the individual or Stewart's International School for Jewelers, Inc. will be subject to termination. Students must conduct themselves so they do not interfere with other students or the instructor. The administration of Stewart's reserves the right to terminate a student on any of the following grounds:

- Non-compliance with Stewart's rules and regulations.
- Conduct that reflects unfavorably upon Stewart's or its students.

- Disruptive behavior to faculty members, students, or classmates.
- Unsatisfactory academic progress.
- Excessive absences or tardiness.
- Failure to pay fees when due.
- Cheating.
- Falsifying records.
- Breach of institution enrollment agreement.
- Failure to abide by the rules and regulations of clinical sites.
- Poor health.
- Entering the institution while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Carrying a concealed or potentially dangerous weapon.
- Sexual harassment.
- Harassment of any kind including intimidation and discrimination.

A student dismissed for unsatisfactory progress may be re-admitted into the program only at the discretion of the Institution Director.

Drug-Free Institution and Workplace

Stewart's International School for Jewelers, Inc. has a zero tolerance for drugs and alcohol. No student, instructor, or employee may be on the institution premises or affiliate clinic under the influence of any substance. As a drug free and alcohol free environment, individuals under the influence may be subject to immediate dismissal and/or removal. Students may request counseling for substance abuse and will be referred to community resources.

No Smoking Institution

Smoking will not be tolerated within 50 yards of the institution.

Sexual Harassment and Anti-hazing Policy

The administration of Stewart's International School for Jewelers, Inc. takes the issue of sexual harassment very seriously. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and staff. Sexual harassment or harassment because of age, race, color, religion, national origin, or disability, will not be tolerated. This includes any kind of intimidation or discrimination. Investigation of such concerns will be undertaken promptly and handled confidentially. Behavior that denigrates the integrity of another student (hazing) will not be tolerated. If a student or employee feels that he or she has suffered a form of discrimination or harassment, the individual should immediately contact a supervisor or institution director. Students or staff involved may be subject to termination.

Unresolved Disputes/Grievance Policy

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relates to a complaint about a course, program of study, or grade.

Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the institution director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made. The grievance policy for is as follows:

1. Complaints against students or college employees shall first be directed to the individual. Complaints must be made within 7 days of the complaint.
2. If the complaint cannot be resolved informally then students shall write up the problem and submit to the school director who will research the problem and respond with a resolution within 10 working days.
3. If there has been no satisfactory resolution then the student may take the problem to the president of the school.
4. All communications must be in writing and on file.
5. If the complaint cannot be resolved after exhausting the institution's policy and procedures, the student may contact:

Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
888-224-6684 toll free
850-245-3200

Faculty and staff are encouraged to address any disagreements or conflict directly with the individual involved. After this, if there is no satisfactory resolution, the individual may set an appointment by phone to see the institution director and then the corporate officers. This must be a document in writing via mail, fax, or email. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the employee file. Every attempt at a satisfactory resolution will be made.

SPECIAL HOTEL ACCOMMODATIONS

FAIRFIELD INN & SUITES BY MARRIOTT

6748 W. Indiantown Rd., Jupiter, Florida 33458

TEL: 561-748-5252

FOR RESERVATIONS

Please call the hotel directly, and identify yourself as a Stewart's International School of Jewelers student. Ask for student rates.

AMENITIES

Half-mile to our school, free continental breakfast, in-room coffee maker, valet and guest laundry facilities, irons/ironing boards available, Cable TV/Remote, HBO, CNN, ESPN, Pay-per-View Movies and Nintendo provided by Lodgenet, Dataport telephone connection for fast Internet access, free local phone calls, complimentary USA Today, heated outdoor pool, walking distance to restaurants, taverns and movie theaters, quarter mile to beaches, deep sea fishing, scuba diving and jet ski rentals, marina and fishing piers, billiards and Jupiter Lanes Bowling (1.5 mi.), and nearby Major League Spring Training Baseball Games, PGA Golf Courses, Loxahatchee Historical Museum and Lighthouse.

TRANSPORTATION

From the Airport:

Shuttle service is available from Palm Beach International Airport to the Hotel by Airport Shuttle. Reservations are required and may be obtained by calling 1-800-258-3826. Ask for rates.

From Fairfield Inn & Suites by Marriott in Jupiter:

Transportation to and from the school is provided gratis, but notification must be given in advance. Departure 8:35 a.m.

DIRECTIONS

From I-95: Take Exit 87A (Indiantown Road) and head east. From FL Turnpike: Take Exit 116 and head east. Hotel is on the right behind KFC.

STEWART'S INTERNATIONAL SCHOOL FOR JEWELERS

From I-95 or Florida Turnpike exit Indiantown Road, Jupiter. Travel 2 miles East on Indiantown Road. Turn left into the Colonial Plaza. School is across from Wendy's Hamburger.

We take your education seriously!

Enroll today in one or all of our dynamic jewelry training programs.

Benefit from

- Full-time instructor who has worked in all areas of the jewelry business.
- Practical hands-on instruction.
- Experience in the jewelry training profession since 1975.
- Training geared to both beginning and advanced students.

Act today!

Enroll in the program dates of your choice. Space is limited. Mail or fax your completed Enrollment Agreement today or call for more information.



Licensed by the Commission for Independent Education
325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, (888) 224-6684
License No. 375

1-800-843-3409 TOLL FREE
1-561-746-7586 PHONE

e-mail: JewelSchl@aol.com
www.stewartsintlschool.com

651 W. INDIANTOWN ROAD, JUPITER, FLORIDA 33458-7557
(PALM BEACH AREA)