



GIA®

2018 Education Catalog

Bangkok Campus



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Bangkok Campus U Chu Liang Building, 2nd Floor 968 Rama IV Road, Silom, Bangrak, Bangkok, 10500 Thailand T +66 2779 6100 F +66 2632 4595 GIAthai.net GIA.edu



Everywhere.

GIA®

This very moment, somewhere in the world, someone like you is learning a skill, expanding abilities and moving forward through GIA's incomparable educational programs. Someone else is turning to a GIA-trained jewelry professional to make an unforgettable purchase. Still elsewhere, someone is relying on the objectivity and accuracy of a GIA report to determine a gemstone's quality.





For more than 85 years, GIA has been the world's foremost authority in gemology – the place people turn to for answers. Our education, laboratory services, instruments and research set the professional standards for the global gem and jewelry industry. We at GIA are honored that you have chosen us for your education and we are proud to offer you the knowledge and credentials you need to reach across the world.

ON THE COVER


Left to right - Top - Earn your GIA credential and find your ideal career. / Bottom - GIA World Headquarters in Carlsbad, California. / Pearl strands. / Diamond Grading lab class. / Center diamond image - © Harry Winston emerald-cut diamond. / Colored gemstones.

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Welcome

As a GIA graduate, I can tell you firsthand how earning a Graduate Gemologist diploma changed the course of my life.

After I completed the program, I had a new set of invaluable skills – ones I could use to shape my future. I started at Borsheims as a sales associate and appraiser, and worked my way up to president. Now I have the privilege and honor of being the president and CEO of GIA.

I share this so that you know a GIA education is a true investment in your future. It provides the knowledge you need to achieve your most cherished dreams. I also want you to know that my experience is not unique. Thousands of other GIA alumni can testify to how a GIA diploma empowered them to create the future of their imaginings.

GIA is uniquely qualified to help you get ahead. You'll find a variety of programs at GIA to fuel your interest and passion. From gemology to jewelry design, GIA offers courses that inspire and empower. Since 1931, more than 365,000 people have chosen GIA for their gem and jewelry education. Many of these alumni now hold influential positions all along the industry pipeline, and with a GIA diploma, you can take your place beside them. As a student and alumnus, you'll become a member of the GIA family – a global network of industry professionals who share your passion and commitment to excellence.

Take some time to explore the Education Catalog and find the program that is right for you. Then get ready to embrace a whole new world of opportunities.

We look forward to helping you on your professional journey.



Susan M. Jacques, GIA GG
President and CEO



What Is GIA?

Mission

GIA's mission is to ensure the public trust in gems and jewelry by upholding the highest standards of integrity, academics, science, and professionalism through education, research, laboratory services and instrument development.

History

On February 15, 1931, former retail jeweler Robert M. Shipley and his wife, Beatrice, cashed in their savings to establish their long-held dream – the Gemological Institute of America.

When most jewelers knew little about the gems they traded, Shipley wanted to professionalize the industry through education, research and gemological instrumentation.

The Institute, initially based out of their home, offered mimeographed mail-order courses and provided gem-testing services using borrowed microscopes and other equipment. From these modest beginnings, GIA has become an institution with more than 365,000 students and alumni from seven campuses in six countries, a prestigious laboratory grading the world's most important diamonds, the leading gemological research center, and the creator of the 4Cs and the International Diamond Grading System™ – the worldwide standard for evaluating diamond quality.

Educational Philosophy

GIA education ensures the public's trust by delivering the highest-quality gem and jewelry education in the world. At the heart of GIA education are the following guiding principles:

Research

We design our educational programs based on the latest research and leading technology.

Relevance

We teach the necessary balance of theoretical knowledge and practical skills.

Leadership

We empower our graduates to become industry leaders who act ethically and honestly, meeting the occupational demands of the global gem and jewelry industry.

Accessibility

Our curriculum meets the various needs of all students by offering programs and courses across several learning methodologies without compromising quality.

Sustainability

Through ongoing support, our graduates are encouraged to grow continuously as confident, skilled and successful professionals. They are GIA's partners in ensuring the public's trust in gems and jewelry.

To learn more about GIA history, visit GIA.edu

Accreditation and Licensing

GIA is a nonprofit, private, postsecondary educational institution incorporated for the purpose of promoting education and research in gemology, jewelry manufacturing arts and related subjects.

GIA Bangkok's office is registered with the Office of the Private Education Commission, Ministry of Education in Thailand.

GIA's eLearning courses offered through GIA's headquarters in Carlsbad, California are accredited by the Distance Education Accrediting Commission (DEAC). GIA's lab classes do not fall within the purview of DEAC accreditation.

Office of the Private Education Commission,
Ministry of Education in Thailand
319 Chankasem Palace, Ratchadamnoen Nok
Road, Dusit, Bangkok 10300 Thailand
+66 2282 1000
www.opec.go.th



DEAC
1101 17th Street NW, Ste. 808
Washington, DC 20036 USA
+1 202 234 5100
deac.org

Programs and Courses

The following On Campus diploma programs and certificate courses are offered at GIA's Bangkok campus. "On Campus" refers to full-time, instructor-led programs and courses lasting seven weeks or longer. GIA also offers Distance Education programs comprised of eLearning courses and Lab classes. eLearning courses are offered by GIA's campus in Carlsbad, California while lab classes may be taken at GIA campuses worldwide. See GIA.edu for more information. Professional development courses provide fundamental education for industry professionals to build a foundation gem and jewelry knowledge.

DIPLOMA PROGRAMS - GEMOLOGY



Graduate Gemologist®

This diploma program offers a coveted credential in the gem and jewelry industry. Immerse yourself in the world of diamonds and colored stones.



Graduate Diamonds

You'll learn from the creators of the 4Cs of diamonds in this diploma program. Delve into the treasured beauty of diamonds.



Graduate Colored Stones

The possibilities are endless with this diploma program – just like the variety of gemstones out there.

CERTIFICATE COURSE - JEWELRY MANUFACTURING ARTS



Jewelry Design

Hand illustrations of custom jewelry pieces are timeless, and so is this certificate program where you'll explore this craft.

PROFESSIONAL DEVELOPMENT



Applied Jewelry Professional™

This diploma program provides fundamental education for professionals in the gem and jewelry industry. Applied Jewelry Professional™ (Intensive) is offered as an instructor-led, accelerated program at the Bangkok campus.



DIPLOMA PROGRAM

Graduate Gemologist®

GIA Graduate Gemologists often choose these careers:

- Appraiser
- Auction House Jewelry Specialist
- Colored Stone Buyer
- Diamond Buyer
- Diamond Sorter/Grader
- Estate Jewelry Dealer
- Gemologist
- Inventory Control Specialist
- Jewelry Business Owner
- Jewelry Buyer
- Lab and Research Professional
- Merchandiser
- Pawnbroker
- Retailer
- Sales Associate
- Wholesaler

The Most Coveted Credential in the Gem and Jewelry Industry

The GIA Graduate Gemologist diploma program delivers a comprehensive gemology education on diamonds and colored stones. Using the latest gemological equipment, you will work with real diamonds and gemstones under the trained eyes of GIA instructors. Through extensive lab work, you will practice identifying and grading diamonds and colored stones in an efficient, accurate and consistent manner. Skills taught include evaluating a diamond's proportions; distinguishing natural, treated and synthetic gemstones; and using the GIA Colored Stone Grading System to determine gemstone quality. When studying on campus, you will receive tweezers, a 10x loupe, a pointer probe, plotting pens, a gem cloth, a table gauge, a crown angle card, a color grading card, a polariscope, a dichroscope, a handheld spectroscope, pinpoint incandescent light source, a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, a lab manual and printed course materials.

WHAT YOU WILL LEARN

- Develop in-depth, hands-on experience with the GIA International Diamond Grading System™ and the 4Cs (color, clarity, cut and carat weight)
- Grade diamonds in the D-to-Z color range
- Build a knowledge base about colored stones and the colored stone market
- Use gemological equipment effectively to identify gemstones
- Use the GIA Colored Stone Grading System to evaluate gemstone quality
- Identify gemstone characteristics, simulants and treatments, and recognize when advanced testing is required
- Understand how gems are mined, fashioned and brought to the marketplace
- Recognize how quality, rarity and color affect value
- Determine how market factors affect gem value

WHAT YOU EARN

GIA Graduate Gemologist® Diploma

GIA Graduate Diamonds Diploma

GIA Graduate Colored Stones Diploma



Emerald crystal in white and smoky calcite
Crystal courtesy:
Bill Larson

PROGRAM DETAILS

Program Number	GEM 2500
Program Title	Graduate Gemologist
Clock Hours/Instructional Weeks	780 clock hours / 26 instructional weeks
Program Length (Calendar Duration)	28+ calendar weeks (program length may vary based on holidays or other scheduled breaks)

SCHEDULES

Please see the class schedule on page 34 or specific dates



DIPLOMA PROGRAM

Graduate Diamonds

GIA Graduate Diamonds graduates often choose these careers:

Auction House Jewelry Specialist
Diamond Buyer
Diamond Sorter/Grader
Jewelry Business Owner
Retailer
Wholesaler

The Tremendous, Treasured and Timeless Diamond

The Graduate Diamonds diploma program examines the technical expertise needed to grade, buy, and sell diamonds with the insight of a seasoned professional. This diploma program explores the GIA diamond grading procedures to assess the 4Cs – color, clarity, cut and carat weight and how they affect diamond value. Students use professional diamond grading equipment for the purposes of examining a diamond’s quality characteristics to grade and identify diamonds. Coursework also includes creating plotting diagrams; determining fluorescence; and detecting treated diamonds, synthetic diamonds and diamond simulants. Other topics covered include the effect of fluorescence on diamond body color, the role cut plays in the marketplace, and important sectors of the diamond industry, including dealers, cutters and manufacturers. When studying on campus, you will receive tweezers, a 10x loupe, a pointer probe, plotting pens, a gem cloth, a table gauge, a crown angle card, a color grading card, a lab manual and printed course materials.

WHAT YOU WILL LEARN

- Develop in-depth, hands-on experience with the GIA International Diamond Grading System™ and the 4Cs (color, clarity, cut and carat weight); appreciate how they affect diamond value
- Grade diamonds in the D-to-Z color range
- Detect diamond synthetics, treatments and simulants
- Recognize when advanced testing is required

WHAT YOU EARN

GIA Graduate Diamonds Diploma

PROGRAM DETAILS	
Program Number	GEM 2200
Program Title	Graduate Diamonds
Clock Hours/Instructional Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar Duration)	8+ calendar weeks (program length may vary based on holidays or other scheduled breaks)

SCHEDULES

Please see the class schedule on page 34 or specific dates



Above - Diamonds in many shapes and sizes.



DIPLOMA PROGRAM

Graduate Colored Stones

GIA Graduate Colored Stones graduates often choose these careers:

- Appraiser
- Auction House Jewelry Specialist
- Colored Stone Buyer
- Estate Jewelry Dealer
- Jewelry Business Owner
- Jewelry Buyer
- Pawnbroker
- Retailer
- Wholesaler

Countless Colors, Limitless Possibilities

The Graduate Colored Stones diploma program explores the identification of common and unusual gemstones found in the marketplace. Subjects covered include the GIA Colored Stone Grading System and the correct usage of standard gemological equipment to distinguish natural, treated and synthetic gemstones. The program also examines which gems are commercially important, shifting supply patterns, and how these factors affect gem prices and availability. This program also includes the study of more than 60 species of gemstones, and how illumination techniques can facilitate the identification process. When studying on campus, you will keep a polariscope, a dichroscope, a handheld spectroscope, a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, tweezers, a pinpoint incandescent light source, lab manual and printed course materials.

WHAT YOU WILL LEARN

- Build a knowledge base about colored stones and the colored stone market
- Use gemological equipment effectively to identify gemstones
- Use the GIA Colored Stone Grading System to evaluate gemstone quality
- Recognize how quality, rarity and color affect value
- Determine how market factors affect gem value
- Understand how gems are mined, fashioned, and brought to the marketplace

WHAT YOU EARN

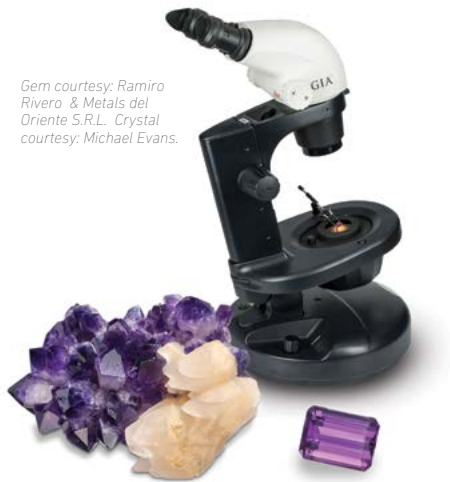
GIA Graduate Colored Stones Diploma

PROGRAM DETAILS

Program Number	GEM 2300
Program Title	Graduate Colored Stones
Clock Hours/Instructional Weeks	570 clock hours / 19 instructional weeks
Program Length (Calendar duration)	20+ calendar weeks (program length may vary based on holidays or other scheduled breaks)

SCHEDULES

Please see the class schedule on page 34 or specific dates



Gem courtesy: Ramiro Rivero & Metals del Oriente S.R.L. Crystal courtesy: Michael Evans.



CERTIFICATE COURSE

Jewelry Design

GIA Jewelry Design graduates often choose these careers:

- Custom Designer
- Hand Renderer
- Jewelry Business Owner
- Jewelry Designer
- Sales Associate

Illustrate Your Way to a Successful Future

In this intensive nine-week course, instructors teach creative and technical hand-rendering skills needed to begin a career as a custom jewelry designer. Jewelry design theory helps students acquire a working knowledge of jewelry artistry. Skills covered include illustrating the shape, form and texture of metal; working with drafting tools; and rendering yellow and white metals as well as a range of faceted and cabochon gemstones and pearls. Instructors show how to illustrate rings in five different views and how to keep design ideas flowing. At the completion of this course, you will have a hand-developed portfolio of your work and a digital copy to show prospective employers and clients. You will be able to keep your design toolkit, which contains a variety of paints, pencils, brushes, templates, papers and vellum and other art tools.

WHAT YOU WILL LEARN

- Develop sources of inspiration
- Understand jewelry design theory and artistry
- Illustrate shape, form, and texture of metal
- Render faceted gems, pearls, colored metals, etc.
- Learn traditional drafting techniques
- Develop motifs to create sketches of jewelry objects
- Create a portfolio of class projects and custom designs that is ready for presentation to potential clients and employers

WHAT YOU EARN

GIA Jewelry Design Certificate



Above - Students hand-illustrating faceted gemstones

PROGRAM DETAILS	
Program Number	JMA 370
Program Title	Jewelry Design
Clock Hours/Instructional Weeks	270 clock hours / 9 instructional weeks
Program Length (Calendar duration)	9+ calendar weeks (program length may vary based on holidays and other scheduled breaks)

SCHEDULES

Please see the class schedule on page 34 or specific dates



PROFESSIONAL DEVELOPMENT PROGRAM

Applied Jewelry Professional™

GIA Applied Jewelry Professional program provides fundamental education for professionals in careers like these:

- Jewelry Assistant Manager
- Jewelry Sales Professional
- Television Shopping Host
- Pawnbroker



Above - The Applied Jewelry Professional program will help you turn browsers into buyers.

The Front Line of the Jewelry Industry

The Applied Jewelry Professional™ (AJP™) program covers topics including jewelry designs, setting styles, jewelry care and other content that will support the product knowledge of current industry professionals. The AJP program also introduces basic information about diamonds, rubies, emeralds, sapphires and the GIA clarity grading system. Other subjects of study include how modern technology is changing the way diamonds are cut, the qualities of precious metals, major jewelry manufacturing methods and the important activities involved in the operation of a retail jewelry store. To enable effective product conversations, examples are provided on how to translate jewelry features into benefits and how to communicate the 4Cs of diamond value to customers. The AJP program provides clear and concise information that can be immediately implemented on the job.

WHAT YOU WILL LEARN

- Describe how the 4Cs (clarity, color, cut and carat weight) affect a diamond's value
- Recognize the relationship between size and weight of diamonds
- Explain the differences between treated, synthetic and imitation stones to sell with full disclosure
- Understand the steps of the jewelry sales process
- Translate jewelry design, style and manufacturing features into benefits
- Convey the romance, lore and characteristics of the most popular colored gemstones

WHAT YOU EARN

GIA Applied Jewelry Professional Diploma

PROGRAM DETAILS	
Program Number	GEM 110A, 120A, 130A
Program Title	Applied Jewelry Professional™ (Intensive)
Program Length (Calendar duration)	5 Days (35 hours)

SCHEDULES

Please see the class schedule on page 34 or specific dates

Applied Jewlery Professional™ (Intensive) is offered as an instructor-led, accelerated program at the Bangkok campus. Applied Jewlery Professional™ taught via Distance Education eLearning is offered only by GIA's campus in Carlsbad. For more information about eLearning classes taught in English, visit GIA.edu

CLASS DESCRIPTIONS

Lab Classes

The Ideal Blend of Classroom Instruction and Hands-on Learning

If you want to learn about diamonds, colored stones, how to grade and identify stones, your lab class can be a transformative experience.

Lab classes are where you gain hands-on experience under the watchful eye of experienced GIA instructors. You will also learn to use professional gemological equipment.



Above - Identify the characteristics of gemstones.

Lab Class Descriptions

Gemology Lab Classes

GEM 220L COLORED STONE GRADING LAB

Through extensive hands-on practice using gemstones, you will explore grading the color, clarity and cut quality of a wide range of colored stones. Coursework includes the study of the GIA Colored Stone Grading System; how to describe color by hue, tone and saturation; and how to judge gem quality factors. Topics also include the relationship between light and color and developing color memory. Study of this content can improve the consistency and accuracy of colored stone grading skills. Students must pass a two-stone practical exam to complete the class successfully. Once you have completed the class, you will keep a lab manual, a gem cloth, pinpoint incandescent light source and a color grading card.

Class duration: 3 days (21 clock hours)
What you earn: Letter of Completion

GEM 240L GEM IDENTIFICATION LAB

In this lab, students practice the same time-tested procedures and identification skills used by the Institute's renowned gemological experts. Tools used include a microscope, a refractometer with polarizing filter and a removable magnifying eyepiece, refractive index (RI) liquid, a polariscope with an optic figure sphere, a dichroscope, a table model prism spectroscope, a handheld spectroscope and a loupe. Students use these instruments to practice identifying natural gemstones, imitations, assembled stones and synthetics. Along with this hands-on training, your instructors will carefully demonstrate key tests and coach you in quick, effective testing procedures. (Be sure to read the Student Notification of Classroom Chemical Usage on page 21) Students must pass an instrumentation exam to complete the class successfully. Once you have completed the class, you will keep a lab manual, a gem cloth, pinpoint incandescent light source and a color grading card.

Class duration: 5 days (35 clock hours)
What you earn: Letter of Completion

GEM 149L PEARL GRADING LAB

Discover how the world's foremost experts determine the quality of akoya, freshwater, South Sea, and Tahitian pearls. Explore GIA's 7 Pearl Value Factors™. Key topics include how to evaluate cultured pearls in order to promote the relationship between beauty, value and quality in merchandise. Students must pass a two-stone assessment to complete the class successfully. Upon completing the class, you will keep a lab manual for future reference.

Class duration: 1 day (7 clock hours)
What you earn: Letter of Completion

GEM 230L DIAMOND GRADING LAB

Through a unique combination of hands-on training, one-on-one coaching and multimedia, the Diamond Grading lab class explores how to grade diamonds consistently and accurately using a modern gem microscope and a loupe. Students study GIA's International Diamond Grading System™, explore time-saving shortcuts to determine a variety of grading factors, and are introduced to methods for reading a GIA Diamond Grading Report. You will spend more than 16 hours practicing grading techniques on diamonds that were carefully selected and graded by GIA. In the process, you will study how to recognize the most common diamond features. Students must pass a two-stone practical exam to complete the class successfully. Once you have completed the class, you will keep a lab manual, a pointer probe, a gem cloth, a plotting pen set, a table gauge, a crown angle card and a color grading card.

Class duration: 5 days (35 clock hours)
What you earn: Letter of Completion

Jewelry Manufacturing Arts Lab Classes

JMA 330L QUICK DESIGN

Increase your professionalism by quickly and efficiently learning the basic skills in jewelry design presentations.

Through this hands-on, practical class, you learn to communicate designs effectively with bench jewelers, colleagues and customers. You are guided how to make realistic presentations with colored pencils, stencils and equipment which are yours to keep. These professional design illustration techniques help you translate ideas into reality.

Class duration: 5 days (30 clock hours)
What you earn: Letter of Completion

Admissions Policies and Procedures

Admissions Requirements

Applicants must be at least 18 years of age and have a high school diploma or equivalent to be admitted into GIA courses and programs.

All classes are taught in English. GIA does not offer English as a second language (ESL) instruction. An applicant who is not a native English speaker must demonstrate English proficiency by meeting GIA's English language proficiency requirement.

In addition to your completed application and deposit, the GIA campus in Bangkok requires the following documents:

All documents sent to GIA admissions must be in English or accompanied by a certified copy of English-language translation. GIA accepts copies, but may request original documentation.

1. Valid government-issued photo ID
 - a. **Thai residents:** Copy of your Thai Identity Card and a copy of your Thai Resident Certificate
 - b. **International students:** Copy of your passport (all pages that have been used)
2. Copy of high school diploma or an official transcript showing the graduation date:
 - a. Copy of high school diploma; or
 - b. Official high school transcript showing graduation date; or
 - c. Copy of high school equivalency diploma or GED; or
 - d. Copy of college or university degree or official transcript indicating the same
3. Color photo passport size not older than six months. Photo must have a white background, the individual must look straight ahead, and the face must be 3/4 size of the photo area.
 - a. **Thai residents and lab class applicants:** One photo required
 - b. **International students (On Campus only):** Ten photos required
4. Documentation of your English language proficiency (see English Proficiency Requirements)
5. **International students (On Campus only):** "Purpose of Attending the Course" and "Personal History" forms
Contact giabkkedu@gia.edu for these forms; original must be submitted to GIA by mail or in person.

Applicants who have been convicted of a felony must also submit the following documents to be reviewed by the Admissions Committee:

- A detailed explanation of the circumstances surrounding the felony and how a GIA education will support the applicant's career goals
- A copy of court documents stating the judgment, sentence, disposition, and any terms of parole or probation
- At least one character reference letter from a non-relative, written on appropriate letterhead

GIA will respond to the student within 10 working business days upon receiving the application.

English Proficiency Requirements

An applicant who is not a native English speaker must demonstrate English proficiency by meeting one of these requirements.

- TOEFL® (Test of English as a Foreign Language)*
Achieve a minimum score of 61 on the Internet-based next generation TOEFL or 500 on the paper-based TOEFL test. The Institutional TOEFL (ITP) test does not meet GIA's requirements.
ets.org/toefl
- IELTS™ (International Language Testing System)*
Achieve a minimum score of 6.0 on the Academic IELTS test. ielts.org
- iTEP (International Test of English Proficiency)*
Achieve iTEP Level 4 or higher on the iTEP Academic-Plus test.
ITEPexam.com
- PTE (Pearson Test of English)*
Achieve a minimum score of 43 on the PTE Academic test.
pearsonpte.com
- Cambridge English Exams
Earn an overall Cambridge English Scale score of 173 or higher on the First (FCE), Advanced (CAE) or Proficient (CPE).
cambridgeenglish.org/exams/first
- ELS Language Centers
Successfully complete the level 109 or higher course. Submit your official ELS academic record to GIA; certificates are not accepted. Please request your ELS academic record from the Academic Director of the ELS campus you attended. els.edu
- English as the medium of instruction:
 - If you graduated from a school in a country where English is the official language: Submit documentation of your graduation as explained under admission requirements, under point 2.
 - If you graduated from a school in a country where English is not the official language: Submit a letter specifying English was the medium of instruction. This letter must be on the school's letterhead, signed and dated by the dean, director or headmaster, stating years of study, diploma or degree earned.
 - If you attended, but did not graduate, you must have a combined total of at least three years of English medium instruction and documentation evidencing that you have successfully completed a minimum of three years at a school where English was the medium of instruction. Submitted documentation must be on the school's letterhead, signed and dated by the dean, director, or headmaster, stating years of study, diploma or degree earned.

*TOEFL®, IELTS™, iTEP and PTE academic scores are valid for two years from the date of the examination. Request the testing center to send your official results directly to GIA. GIA does not accept results submitted by the student.

Admissions Policies and Procedures (cont.)

Visa Requirements for International Students

International students who enroll in an On Campus program have to request a Non-Immigrant Student Education VISA (ED- VISA) when visiting the Thai Royal Embassy or Thai Consulate in your country.

International students must have valid student visas allowing them to attend GIA to complete the program. The entry visa must be obtained prior to entering Thailand. Lab class applicants do not require a visa. For details, please contact our education assistant at gjabkkedu@gia.edu

Once we receive all of your required documents, you will receive a letter of acceptance (Issued by Thailand Ministry of Education) which you can use to apply your Visa ("ED" Visa). Student, whose visa application is unsuccessful, will be refund the full deposit fee amount; GIA will withhold the registration visa processing fee of 5,000 baht.

How to Apply and Related Deadlines

GIA offers classes all year around. There are no application deadlines and students are enrolled on a first-come, first-served basis. Class sizes are limited, so apply early. For On Campus programs, we recommend you apply at least 3 to 4 months before the start date, especially international students who need to obtain a visa. For lab classes, we recommend you apply at least 2 to 3 months before the start date.

If a class reaches capacity, you will be placed on a waitlist and notified if a seat becomes available.

To apply, download the application form at GIATHAI.net/campus/admission. Submit the application form, payment and all required documents to GIA in person, by mail, by fax or via email:

GIA (International) Co., Ltd.
U Chu Liang Building, 2nd Floor 968 Rama IV
Road Silom, Bangrak
Bangkok, 10500 Thailand
E: gjabkkedu@gia.edu
F: +66 2632 4595

Your admission is not confirmed until GIA has received all of your required documents, payment, and you have received official written confirmation from GIA. GIA will notify you of your acceptance or denial of admission.

Students wishing to apply for admission at a GIA campus other than Bangkok should contact the appropriate campus directly, or for additional information about admissions requirements and the application process visit the campus section on GIA.edu

To apply for Distance Education (eLearning) classes taught in English, visit GIA.edu for more information.

Applicant Screening

All applicants are screened against global watch lists. Because GIA is a U.S.-based corporation, all GIA schools must comply with U.S. Office of Foreign Assets Control (OFAC) regulations and other applicable laws and regulations. Additional information may be requested.

Special Accommodations

GIA will make efforts to accommodate each prospective candidate with special requirements or needs by making reasonable adjustments where appropriate. Each circumstance will be considered on an individual basis according to the means, limits, and experience of GIA and the special request under consideration, at the time of such request. Each course requires students to perform particular physical and cognitive tasks. Upon request, GIA is pleased to discuss these tasks with you to allow you to evaluate your potential for success and your decision to apply. Students requesting special accommodations are asked to do so in writing following admission to GIA and at least 30 days prior to the date accommodations will be needed. Documentation must be from a professional who is qualified in the testing and diagnosis of the disability. Please make an appointment to discuss your request with the school director before class begins.

Nondiscrimination Policy

It is GIA's policy not to engage in discrimination against or harassment of any student enrolled in, or seeking enrollment in GIA on the basis of race, color, national origin, ethnicity, religion, gender, age, disability, medical condition, creed, pregnancy or parental status, marital status, sexual orientation, veteran status, gender identity, caste, union membership, political affiliation, physical appearance, HIV status, or any other classification protected by applicable local, state or federal laws. All students have the rights and privileges to participate in programs and activities generally accorded to or made available to all students of the school.

Retaliation

Threats, other forms of intimidation, and retaliation against a student or employee for bringing a complaint of harassment or discrimination or for assisting another in bringing a complaint are prohibited. Retaliation is itself a violation of GIA policy and applicable law, and is a serious offense. Acts of retaliation may result in discipline up to and including dismissal or termination.

Student Identity Verification

GIA has processes in place through which we establish that the student who registers in a course or program is the same student who participates in and completes the course or program and receives the academic credit. GIA verifies the identity of a student who participates in class or coursework by using at least one of the following options in all programs, courses, and classes in Bangkok.

- A copy of a government-issued photo ID or passport
- Class attendance recorded and monitored by instructor
- A student ID card or badge

Admissions Policies and Procedures (cont.)

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at the Gemological Institute of America is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Gemological Institute of America to determine if your diploma or certificate will transfer.

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion (i.e., school diplomas) are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

GIA Transfer Credit Policy

GIA does not accept transfer credit from other institutions or for experiential learning.

Credit for individual eLearning courses or lab classes is not transferable into full-time On Campus programs. Credit for completion of the Graduate Diamonds or Graduate Colored Stones program completed via Distance Education, however, may be applied to the award of a Graduate Gemologist program completed in residence through an On Campus program.

Credit for GIA lab classes successfully completed at any location will be accepted toward applicable GIA Distance Education programs.

Scholarships

GIA-administered scholarships are available for On Campus and Distance Education (eLearning and lab class) students worldwide. Available scholarships vary per program, campus, citizenship, and residency.

Scholarships are available for On Campus programs offered at the Bangkok campus. Applicants cannot be a U.S. citizen or U.S. permanent resident. Applicants will be considered for all available scholarships for the program they indicate on their application. Applications must be submitted online during the following application periods::

- Apply between August 1 and September 30 for a scholarship to be used for new enrollments that start the following year.
- Apply between February 1 and March 31 for a scholarship to be used for new enrollments starting the current year.

Scholarship recipients are responsible for all non-course related expenses, including but not limited to visa application, travel, housing, food and other expenses.

Additional details on eligibility, how to apply, and required documents are available at GIA.edu/scholarships

Facilities and Equipment

Facilities

GIA's Bangkok location occupies nearly 570 square feet including four classrooms, a student workroom, reception and student lounge, Internet cafe and administrative offices. Classrooms are equipped with the instruments and tools routinely used in each subject area.

The Bangkok facility has been designed and constructed in compliance with any applicable laws and codes in effect at the time of design.

Classroom Equipment

Colored Stone Grading Lab Class

Each student workstation includes either a binocular microscope or daylight equivalent light source, tweezers and a 10x loupe. Each student keeps a lab manual, a gem cloth, a pinpoint incandescent light source and a color grading card.

Diamond Grading Lab Class

Classrooms contain a GIA DiamondDock™, a UV lamp and viewing cabinet. Each student workstation has a binocular microscope, a loupe, tweezers, an LED light, a calculator and a diamond grading tray. Each student keeps a lab manual, a pointer probe, a gem cloth, a plotting pen set, a table gauge, a crown angle card, and a color grading card.

Gem Identification Lab Class

Classrooms contain an electronic balance with hydrostatic unit, a table model prism spectroscope, a color filter, a fiber optic light, a UV lamp and viewing cabinet and a utility lamp. Each student workstation has a binocular microscope with overhead light source, a handheld spectroscope, a dichroscope, a refractometer with polarizing filter and removable magnifying eyepiece and refractive index (RI) liquid, a diffuser plate, an optic figure sphere, a polariscope and tweezers. Each student keeps a lab manual, a gem cloth, a color grading card and a pinpoint incandescent light source.

Graduate Colored Stones

Classrooms contain an electronic balance with hydrostatic unit, a UV lamp and viewing cabinet, a table model prism spectroscope, a color filter and a fiber-optic light unit. Each student workstation has a binocular microscope with an overhead light source, diffuser plate, and utility lamp. On Campus students keep their polariscope, an optic figure sphere, a dichroscope, a handheld spectroscope, a pinpoint incandescent light source, a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, tweezers, a gem cloth, a lab manual and printed course materials.

Graduate Diamonds

Classrooms contain a GIA DiamondDock™, a UV lamp and viewing cabinet. Each student workstation has a binocular microscope. Each student keeps tweezers, a 10x loupe, a pointer probe, plotting pens, a gem cloth, a table gauge, a crown angle card, a color grading card, a lab manual and printed course materials.

Graduate Gemologist

See Graduate Diamonds and Graduate Colored Stones.

Pearl Grading Lab Class

Classrooms contain a pearl gauge and other instruction aids. Each student workstation includes either a binocular microscope or a daylight equivalent light source, and a pearl grading master set with an informational keycard.

Jewelry Design

Student workstations are equipped with a drafting board and two flat-screen monitors for close-up viewing of live instructor demonstrations. Students keep their design toolkit, which contains a variety of paints, pencils, brushes, templates, papers and vellum, and other art tools.

Student Workroom

Student Workrooms contain an electronic balance with hydrostatic scale, table model prism spectroscope, a color filter, a fiber optic light, a UV lamp and viewing cabinet, a utility lamp and a loupe. Each student workstation has a binocular microscope with an overhead light source, a handheld diffraction grating spectroscope, a dichroscope, a refractometer with polarizing filter and removable magnifying eyepiece, diffuser plate, refractive index (RI) liquid, an optic figure sphere, a polariscope, a pinpoint incandescent light source and tweezers.

Student Services and Student Life

GIA Gem & Jewelry Career Center

GIA Gem & Jewelry Career Center is a free, global service for those searching for a career and looking to recruit candidates. Employers from every sector of the gem and jewelry industry list positions with us, including wholesalers, department stores, jewelry designers, auction houses, gem laboratories and many others. As a job seeker, you will be able to create a dynamic portfolio, search for careers that will help you take the next step and find companies that match your interest. New and exciting careers are listed each week; search often as there are always updated postings to consider. Create your profile so you can begin your career search at GIA.edu/gem-job

GIA Alumni Association

Did you know that you qualify as a member of the GIA Alumni Association as soon as you successfully complete a GIA course or program? GIA will automatically recognize you as an alumnus and your membership is free. However, it is up to you to manage your GIA Alumni Membership in order to receive all the alumni benefits offered.

Current alumni benefits include an array of tools to communicate your GIA alumni status to customers and colleagues, alumni-focused publications and global events. You can also request to list yourself in the GIA Alumni Online Directory, a public search tool on GIA.edu that instantly verifies your GIA diploma credentials and leads business prospects your way. By connecting to the Alumni Association which is more than 120,000 members strong, with more than 70 chapters worldwide - you become part of an ever-growing global community of fellow GIA graduates who offer educational, networking, and mentorship opportunities that support you throughout your career. For more information contact us at alumni@gia.edu or call +1 800 421 7250 ext. 4145 or +1 760 603 4145.

You can also visit the alumni section of the GIA website at GIA.edu/gia-alumni to manage your alumni membership, sign up for alumni communications, find GIA alumni and catch up on alumni news; check out the alumni global events and a complete listing of the GIA Alumni Chapters worldwide.

Guest Speakers

GIA regularly organizes free on campus presentations by industry professionals on an array of subjects affecting the gem and jewelry industry, such as appraising information, mining practices and finds, diamond treatments, cutting-edge lab discoveries, and colored stone controversies. All students and graduates are invited to attend. Guest speakers offer valuable and fascinating insight to assist students and graduates in their career planning.

Library and Learning Resources

GIA's Bangkok campus has a small library with books on diamonds, colored stones and jewelry; trade magazines and journals. The library also subscribes to a variety of science, business, fashion, and jewelry industry magazines. No books belonging to GIA are to be taken from the premises. Photocopying is not permitted. For more details of how to use the library, please ask at reception.

The Richard T. Liddicoat Gemological Library and Information Center located at GIA's Carlsbad campus provides a reference service for scientists, jewelers, gemologists, students, researchers, authors, and the media from every corner of the globe. Providing quick reference on topics including treatments, synthetics, business management, jewelry history, and more, the Richard T. Liddicoat Gemological Library and Information Center staff are the first point of reference for gem and jewelry professionals around the world. The Library is open from 7:30 a.m. to 5:00 p.m. Pacific Time, Monday through Friday. Contact us at library@gia.edu, or +1 800 421 7250 ext 4046 or +1 760 603 4046.

The library section of the GIA website, GIA.edu/library, also has resources for students from recommended book lists to industry price guides. Bibliographies on a variety of gem topics are added on a continuing basis.

Student Services and Student Life (cont.)

Housing

Although GIA does not have dormitory facilities, you'll find housing opportunities in a wide range of sizes, amenities, and rental prices within close proximity of the GIA campus in Bangkok.

It is wise to start your research about 45 days before your arrival. GIA encourages students to use the listing of referred third-party providers to acquire housing while attending school on campus. GIA does not screen these listings, nor do we offer a roommate placement service.

GIA strongly encourages every student to thoroughly research any accommodation before committing to residence. For more information, visit GIA.edu/bangkok-student-housing

Food and Beverage

Students have several choices for snack and lunch needs that can be purchased off-campus from a variety of nearby locations. The student lounge is furnished with tables and chairs and a kitchen with refrigerator, microwave and utensils is available for those who prefer to bring their own food.

Eating is not permitted in GIA classrooms. However, beverages in closed containers are allowed. Alcoholic beverages are prohibited at any GIA location, except when served at official GIA functions. Persons under the age of 20 will not be served alcohol.

Visitors on Campus

Visitors to GIA must register with Reception before entering the building and must be prepared to show photographic identification. Students are not allowed to let in guests whether accompanied or not without prior arrangement or an appointment with Reception.

Animals on Campus

Pets are prohibited at all times, including all facilities.

Computer and Internet Access

GIA's Bangkok campus has computers available on campus for student use. These services, unless otherwise noted, are offered at no cost. Wireless Internet access is available at no charge.

Video and Audio Monitoring

Due to the nature of its business, GIA must ensure the integrity and security of its premises and processes, including but not limited to customer service and the handling of valuable customer property. Accordingly, GIA uses both electronic video and audio monitoring in the workplace. The monitored content may include students' personal data, including without limitation video recordings, audio recordings, footage and photographs of students, casual communications near these locations, and name or any other personal data revealed in video or audio recordings. We do so on the basis of compliance with a legal obligation or for our legitimate interests to protect our business, locations, workers and other parties. Students should not have an expectation of privacy in any public or work areas (GIA does not monitor restrooms or dressing areas). Each facility has signage posted in the locations where video and audio monitoring is/are occurring. Please see Student Privacy Policy at GIA.edu/privacy-policy for complete disclosure.

Dress Code

GIA encourages students to dress comfortably, with safety and good taste as important considerations. Shoes and appropriate undergarments are required. Revealing or body-hugging clothing, such as low-cut tank tops, halter tops, too-short shorts or skirts, tube tops, excessively saggy pants and obscene t-shirts are not appropriate. For special events, students should wear business attire, such as suits and ties for men and suits for women.

Smoking

Smoking, including e-cigarettes, or use of tobacco in any other form, is strictly prohibited inside GIA buildings. Please also refrain from smoking in front of the building.

Weapons

Under no circumstances are students or visitors allowed to bring firearms or other weapons to campus. Students found carrying or concealing weapons are disciplined, up to and including dismissal from GIA and referral to appropriate law enforcement agencies. Students who carry personal safety devices like pepper spray must inform GIA and keep them out of sight while on campus.

Search and Seizure

GIA may open and inspect the contents of any student's desk, locker, computer files and software, or other furnishings, if warranted in its judgment, to ensure the health and safety of students and employees. GIA, an independent security service, or law enforcement may conduct inspections or searches at any time without notice, including at times when the student is not present. In light of this policy, students should not bring to or store on GIA premises any documents, materials, or other item for which they desire privacy. Personal items such as backpacks, purses, totes, or other belongings may be subject to search if warranted. Failure to cooperate in any inspection can lead to disciplinary action, up to and including dismissal from GIA.

Student ID Badges

At the beginning of class, an ID card or badge will be issued to each On Campus student. ID badges must be carried and available at all times while on campus. There is a fee to replace lost badges. ID cards or badges must be returned to student services if a student's enrollment is dropped before his or her end date.

Commercial Activities

GIA does not permit students to conduct commercial or business activities on GIA property. The display and sale of merchandise is not permitted.

Health Care and Medical Insurance

GIA Student Services can help you locate medical professionals in the area. Health insurance for students is not provided by GIA. All students are strongly urged to maintain medical insurance coverage. If you do not have medical insurance, a GIA representative can give you information about companies that provide student medical insurance. Students should be aware that any medical needs, services, and expenses are the student's personal responsibility.

Academic Policies and Procedures

These policies and requirements help to ensure the quality of every student's academic experience. They support the investment our graduates make in their education, and help to preserve the value and integrity of GIA's certificates and diplomas. These policies and requirements apply to all courses and programs, unless otherwise noted. Policies are subject to change.

Student Code of Conduct and Standards of Behavior

Part of every student's experience at GIA includes learning to become a jewelry professional. GIA students are expected to behave in a professional manner and to treat others with dignity and respect at all times. Students are expected to adhere to the GIA Student Code of Conduct and Standards of Behavior to ensure a safe, secure and positive learning environment.

Students are required to follow all instructions given by instructors or other GIA representatives. Students who become aware of anything that seems unsafe, improper, or illegal must report it to a GIA staff member immediately.

Students who display offensive, harassing, disruptive, threatening, insubordinate or unlawful behavior may be disciplined immediately. This discipline can range from a warning to dismissal from GIA.

GIA has a zero tolerance policy for weapons, illegal drugs or controlled substances, and threatening or harassing behavior, including sexual harassment or misconduct. Students in violation of these policies may be dismissed as a result of the first violation. Students who exhibit disruptive or otherwise unacceptable behavior off campus may also be subject to discipline, ranging from a warning to dismissal from GIA. Students are responsible for reading and understanding all GIA student policies.

Academic Dishonesty

GIA regards cheating as a very serious matter. Students are expected to do their own work at all times and must adhere to the Testing Policies section on page 24. Cheating is defined as any unauthorized assistance in meeting the requirements of a class, including but not necessarily limited to, the following:

- Copying class work or homework from other students
- Reproducing or copying keycards
- Turning in work done by someone else
- Giving unauthorized aid to another student or receiving unauthorized aid from another person on assignments, quizzes, homework or examinations
- Taking a proctored exam without the supervision of an approved proctor
- Using unauthorized electronic devices
- Getting unauthorized help on assigned projects
- Being in unauthorized possession of practical assignments or projects
- Failure to report known or suspected cheating or academic dishonesty
- Photographing or reproducing quizzes, exams, worksheets, keycards and any other academically sensitive materials is strictly prohibited without instructor permission

Classroom Policies

GIA is dedicated in its efforts to uphold academic integrity. As such, students are required to adhere to the following:

- All students must work individually unless an instructor directs otherwise.
- Non-GIA issued personal tools are not allowed in the classroom. Exceptions may be granted for safety or ergonomic considerations, only if approved through the instructor. If they are allowed in the classroom, GIA is not responsible for loss of or damage to non-GIA issued personal tools.
- Photography or reproduction of quizzes, exams, keycards, worksheets and any other materials is strictly prohibited without instructor permission.
- Keycards are the property of GIA and cannot be taken from any classroom.
- Students cannot take gemology worksheets, blank or completed, out of the classroom.
- Students cannot remove any projects or materials from the classroom without their instructor's permission.
- Cell phones and other mobile communication devices must be set on silent mode and must be out of sight; they may not be used for accessing social media and the Internet, texting or making phone calls during class hours. Use of such devices in the classroom is strictly prohibited unless otherwise approved by your instructor.

Safety in the Classroom

GIA is committed to maintaining a safe and healthy campus. Students spend much of their time in hands-on laboratory sessions. During these sessions, students may use chemicals, equipment, and tools that can be hazardous if they are handled incorrectly or without taking proper precautions. Students must always follow their instructor's directions when using dangerous tools or hazardous substances, and wash their hands thoroughly after handling any chemicals.

Student Notification of Classroom Chemical Usage

GIA recommends the use of good laboratory practices while using or being exposed to Refractive Index (RI) Liquid, which contains Diiodomethane. RI liquid is used in the Graduate Colored Stones program, the Gem Identification Lab class, and the Student Workroom. You may need to exercise special precautions if you are pregnant, if you have certain medical conditions, and/or if you have sensitivity or are allergic to this chemical. If you are unsure, contact your doctor for advice.

GIA provides protective gloves and appropriate disposal containers in each classroom. The Safety Data Sheet (SDS) is posted in each classroom and GIA will provide a copy on request.

Academic Policies and Procedures (cont.)

Substance Abuse

The use, sale, purchase, transfer, distribution, or possession of illegal drugs or controlled substances, including alcohol, on campus is prohibited. Violation of this policy will lead to disciplinary action up to and including dismissal. In addition to GIA imposed sanctions, student may be subject to prosecution.

Students who are aware of the use or existence of any such substance at GIA should notify a staff member immediately. The terms "illegal drugs" and "controlled substances" include all chemical substances and drugs. Prescription medications that have not been properly prescribed by a doctor to the individual are included in this policy.

Gifts

The GIA Code of Conduct, which is adhered to by all GIA employees, provides a set of guidelines that help govern actions with all vendors, clients, students and the public GIA serves. Included in these guidelines is a stipulation that prohibits GIA employees from accepting gifts or gratuities. A PDF of GIA's Code of Conduct can be downloaded at GIA.edu

Social Networking

GIA understands the role and value of social networks. However, communication between current students and GIA employees on these networks can create the appearance of favoritism and conflicts of interest. Therefore, students and GIA employees who work together are not permitted to communicate with each other on social networks. GIA alumni and GIA employees may communicate with each other on these networks as long as they are not current students and there is no perceived or actual conflict of interest.

Lost Stone Policy

Students are responsible for all gem materials, instruments, and tools loaned by GIA during the term of their enrollment. Students are obligated for the cost of lost stones and replacement value or repair of any instruments and tools that are lost or damaged beyond normal wear and tear.

Students will be charged the replacement value of any diamond or colored stone they lose. If the diamond or colored stone is found at a later date, the amount will be refunded to the student.

Students do not have the option of replacing the lost diamond or colored stone and must pay the replacement fee determined by GIA.

Student Privacy Policy

The controller of your personal data is GIA, Inc., The Robert Mouawad Campus, 5345 Armada Drive, Carlsbad, CA 92008 USA and the GIA Campus Location to which you are enrolled ("GIA"). Contact details may be found at GIA.edu/privacy-policy.

GIA and its affiliates, branch offices and subsidiaries (collectively "GIA") seek to protect the privacy and security of information relating to an identified or identifiable individual ("Personal Data") in their possession or control. This Student Privacy Policy ("Policy") is intended to demonstrate and define GIA's requirement to follow strict guidelines in protecting the Personal Data of its students whose Personal Data it receives through its operations. GIA maintains the Personal Data it collects for legal, business and other legitimate purposes and takes reasonable physical and electronic security measures to protect the Personal Data in its possession. GIA also ensures that others who are permitted to access such Personal Data, such as non-affiliated third-party service providers or vendors, act in accordance with GIA's policies and procedures and all applicable Data Protection laws with respect to such Personal Data.

Notification of Student Privacy Rights

The U.S. Family Educational Rights and Privacy Act (FERPA) provides students with certain rights with respect to their education records. All student records are kept in accordance with the provisions of FERPA. Education records include all files, records, and documents that contain information directly related to a student's academic and financial records, placement files, and financial aid documents. Transcript information is retained permanently, and other signed documents and specific records are retained according to applicable state and federal regulations.

It is GIA's policy to release the following directory information to a requesting party upon receipt of a completed Education Verification request form: student name, fields of study; dates of enrollment; degrees, diplomas, and certificates awarded and dates conferred; and academic honors and awards received unless the student has opted out of the release of their directory information. The Education Verification Request form can be found at GIA.edu/doc/GIA_Education_Verification-Request.pdf and submitted to the education records department at records@gia.edu.

Students have the right to request that their directory information not be released. Such requests must be submitted in writing to the manger of education records at records@gia.edu within 30 days of enrollment or within 30 days of receiving notification of this policy. This request remains in place until rescinded in writing by the student.

GIA may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Students may examine their own records by submitting a written request to the school director, who will schedule an appointment with them to view their education records within 45 days of receiving the request. Students who believe their records are inaccurate, misleading, or violate their privacy may submit a written request to the school director that their record be amended.

Academic Policies and Procedures (cont.)

Grading System

Grading System	Final Transcript Grade
75% and above and must meet the graduation requirements	P (Pass)
74% or less and failure to meet the graduation requirements	NP (No Pass)
A grade of Incomplete (INC) is a temporary grade and will be converted according to the following standards. Students must successfully complete the agreed-upon remaining course requirements according to the written agreement between GIA and the student. Failure to complete the coursework as agreed will result in replacing the grade of INC with a grade of No Pass (NP).	INC (Incomplete)
Enrolled students withdrawing after the program, course or class start date receive a grade of Student Withdrawal (SWD) on their transcript. A grade of SWD will remain on a student's permanent record.	SWD (Student Withdrawal)

Grading Policy

Homework, quizzes, and exams are normally graded within 48 hours of receipt by GIA (excluding holidays and weekends) and in the order they are received.

Attendance at Orientation

On Campus students must complete an in-person orientation prior to the first day of class.

Attendance Policy

Attendance and punctuality are two keys to success at GIA. The curriculum is intense, and students are strongly encouraged not to miss any lectures or laboratory time. Classes begin promptly at their scheduled starting times. A student may not leave the classroom without advising their instructor, other than at regularly scheduled break times. Attendance is taken in the morning and after each break. Students who are not in the classroom at that time are marked tardy or absent.

- Absence is defined as being out of class for more than one hour during the daily scheduled class hours, without the instructor's permission, except during scheduled breaks.
- Tardiness is defined as being absent from the classroom for less than one hour during the daily scheduled class hours, without the instructor's permission, except during scheduled breaks.

Students are responsible for being aware of how many times they have been tardy and absent. Students may ask their instructor for an update on their attendance record at any time. There are a limited number of excused absences and tardies as described in the Maximum Allowable Tardies and Absences table.

On Campus Students

For the Graduate Gemologist program, a maximum of five tardies and three absences may be used in the first seven weeks of the program. Thereafter, the remaining tardies and absences may be used. Students who approach the maximum limit may be given a courtesy notice by their instructor. Students who accumulate one absence or tardy less than the maximum limit are placed on Attendance Probation and notified in writing. Students who accumulate more than the maximum number of absences are dismissed and receive a grade of SWD on their final transcript.

Lab Class Students

Lab students who miss any portion of the first day of class, or who otherwise exceed the maximum number of absences, are dismissed and receive a grade of SWD on their final transcript.

Maximum Allowable Tardies and Absences

Program, Course or Class	Tardies	Absences
Graduate Diamonds program	5	3
Graduate Colored Stones program	15	5
Graduate Gemologist	20*	8*
Jewelry Design course	5	3
Lab Class (1 day 7 hours)	N/A	Cannot miss any hours
Lab Class (3-6 days or 21 hours)	N/A	Cannot miss any portion of the first day. 2 hours maximum.
Lab Class (5-10 days or 35 hours)	N/A	Cannot miss any portion of the first day. 3 hours maximum.

* Students may only use a maximum of five tardies and three absences in the first seven weeks of the program.

Clock Hours

Clock hours are the number of classroom hours scheduled for each course or program. One classroom clock hour equals a minimum of 50 instructional minutes within a 60-minute time period. The clock hours for each program, course and class are included in the class descriptions.

Academic Policies and Procedures (cont.)

Testing Policies

Quizzes and exams measure each student's comprehension of the curriculum and mastery of skills. They also keep students motivated and committed to their studies. The following requirements apply unless otherwise approved or directed by your instructor.

- All written and practical quizzes and exams are the property of GIA and shall not be removed from the classroom by anyone other than the instructor or other designated representatives.
- Quizzes, tests and exams not taken on scheduled dates and times receive a score of zero. A student may be approved to retake a missed quiz on the basis of mitigating circumstances such as death in the family, student's injury or illness or other special circumstances as determined by the institution.
- Unauthorized electronic devices cannot be used during the examination period.
- Quizzes and exams in progress may be declared null and void if a classroom has to be evacuated for any reason. The quiz or exam will be rescheduled, if necessary.
- Reviews of specific exam questions are only given to On Campus gemology students who did not pass.
- Reconstructing quiz and exam questions, and sharing or exchanging them in any manner with other students or obtaining such information from any source, is prohibited.
- Failure to report known or suspected cheating or academic dishonesty is considered academic dishonesty and is a violation of the Student Code of Conduct.
- Copying, faxing, scanning, photographing and recording quiz or exam questions and materials by any electronic, digital or physical means, at any time, is prohibited.
- All written and practical quizzes and exams must be completed within the specified time limit.
- All quizzes and exams are closed-book unless the instructor indicates otherwise. Non-native English speaking students can use a printed English translation dictionary during quizzes or exams, but only after it has been examined by the instructor.
- Electronic language dictionaries cannot be used at any time during quizzes and exams.
- Only standard, nonprogrammable calculators are allowed.
- Cameras and other visual or audio recording devices are not allowed at any time during exams.
- Cell phones and other mobile communication devices must be turned off and placed out-of-sight. Use of such devices in the classroom and during testing is strictly prohibited unless otherwise approved by your instructor.
- GIA-provided electronic test-taking devices may be used in some classes; follow the directions of your instructor.

Extended Lab

Participation in extended lab is limited to students who are not making satisfactory academic progress. Priority is given to students who are nearing the end of their program; discuss your eligibility with your instructor.

Satisfactory Academic Progress (SAP) Policy

GIA monitors students' academic progress to ensure students are moving toward successful completion of their program or course. Students receive academic progress reports at scheduled benchmarks during the program or course. Students may request a conference with their instructor at any time to discuss their progress.

On Campus (Graduate Gemologist)

SAP is evaluated on both qualitative (grade-based) and quantitative (time-based) measures at the midpoint of the program. SAP is evaluated on the following measures:

- **Grading standards:** Students must maintain a cumulative average score of 75% or higher on all coursework including homework, practical assignments, quizzes and tests as well as minimum completion requirements for practical work as specified in the program syllabus.
- **Pace of progression:** Students must progress through the program at a pace that ensures they will complete their program within 150% of the published program length. Pace is calculated by dividing the number of clock hours the student has completed by the number of clock hours the student has attempted. The student's completion ratio must be 67% or higher. Pace is calculated and reviewed in both hours and weeks.

For example, a student who attends 360 of 390 scheduled clock hours has a completion ratio of 92.3%, calculated by dividing 360 by 390 clock hours.

- **Maximum timeframe:** The maximum timeframe in which students must complete the educational program may not exceed 150% of the published program length. Students who exceed the maximum timeframe of 150% will be dismissed. For example, a student must complete a 28-week program within 42 weeks from their start date.

Withdrawals (SWD) and Incomplete (INC) grades are considered in cumulative grading standards and as attempted hours in pace of progression and maximum timeframe measures. Repeated course time is counted as attempted; once the hours are passed, the clock hours are counted as both attempted and completed. Grades for repeated coursework replace previously earned grades.

All students who fail to meet SAP requirements at the midpoint of the program, as articulated above, are placed on Academic Probation, notified in writing and issued an Academic Improvement Plan. Students who do not meet the terms of their Academic Improvement Plan are dismissed.

In addition to the SAP requirements above, students are held to institutional academic standards evaluated at benchmarks specified in the program or course syllabus. Students who do not meet these academic standards are placed on Academic Advising, notified in writing and issued an Academic Improvement Plan. Students who do not meet the conditions of their Academic Improvement Plan are dismissed.

On Campus (Graduate Diamonds, Graduate Colored Stones, Jewelry Design)

Students are held to academic standards evaluated at benchmarks specified in the program or course syllabus. Each student's homework, projects, quizzes and tests are evaluated. Students who do not meet these academic standards are placed on Academic Advising, notified in writing and issued an Academic Improvement Plan. Students who do not meet the conditions of their Academic Improvement Plan are dismissed.

Students must complete their program or course within a maximum timeframe not exceeding 150% of the published program length, measured in calendar time and clock hours.

Academic Policies and Procedures (cont.)

Lab Classes

Lab class students are expected to attend scheduled classroom hours and participate in lectures, discussions and hands-on lab sessions in order to successfully progress through the class. Students who exceed the maximum allowable absences as described in the Attendance Policy are dismissed. Students must pass the final assessment within the allowable number of attempts to pass the class. Students who do not pass will receive a final grade of No Pass (NP).

Make-Up Policy

The attendance policy allows for a limited number of absences and tardies, and there is no provision for making up missed class hours. Students are strongly advised not to miss scheduled quizzes or exams. Students who are not present for a scheduled quiz, test or exam receive a score of zero.

A student may be approved to retake a missed quiz on the basis of mitigating circumstances such as death in the family, student's injury or illness or other special circumstances as determined by the institution.

Probation and Academic Advising

Students who do not meet academic, attendance or behavior standards may be placed on a probation or advising status as described below. The purpose is to notify students in writing that their performance is not meeting standards, set goals for improvement and give students a reasonable amount of time to raise their performance to meet or exceed minimum requirements.

Academic Advising

On Campus students who do not meet institutional academic standards are placed on Academic Advising and issued an Academic Improvement Plan. The student's progress is monitored by the instructor and the school director. If the student meets all conditions by the date specified in their Academic Plan, the student's academic status is returned to good standing. Students who do not meet the conditions of their Academic Improvement Plan are dismissed.

Academic Probation

On Campus students enrolled in the Graduate Gemologist program who fail to meet satisfactory academic progress requirements at the midpoint of their program are placed on Academic Probation, notified in writing and issued an Academic Improvement Plan. The student's progress is monitored by the instructor and the school director. If the student meets all conditions by the date specified in their Academic Plan, the student's academic status is returned to good standing. Students who do not meet the conditions of their Academic Improvement Plan are dismissed.

Attendance Probation

On Campus students who accumulate one absence or tardy less than the maximum number of allowable are placed on Attendance Probation and notified in writing. Students who accumulate more than the maximum number of absences are dismissed.

Behavioral Probation

Students who do not comply with the Student Code of Conduct and Standards of Behavior will be placed on Behavioral Probation and notified in writing. Students who do not meet the terms of their Behavioral Probation are dismissed.

Leave of Absence

Students may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation. The LOA request must be submitted in writing, and usually in advance, by the student, unless an unforeseen circumstance prevents the student from submitting the request in writing and in advance. Students must pick a date to return within 180 days when filing for a leave of absence. Students are required to provide the expected date of return within five business days of submitting their LOA request, or they will be withdrawn from their program, course, or class. If approved, a Change of Status form is generated that must be signed by the student and by GIA. A LOA will be approved for a documented family emergency, serious illness, or for active military duty. Contact the school director if you have questions or for additional information.

Students enrolled in programs with course time of 40 hours or less shall not be granted a leave of absence.

For On Campus students, the maximum length of time for a leave of absence is 180 calendar days. A student can be granted more than one leave of absence, but the combined leaves of absence cannot exceed 180 calendar days within a 12-month period. Students requesting a second leave must request an extension in writing to the school director and prior to the expiration of their original LOA. The student must choose a date to return to the program prior to the 180-day limit.

Students who do not return as agreed following a LOA are dismissed from their course of study, a grade of SWD (Student Withdrawal) is posted, and the published refund policy is applied.

Any GIA student who is called to active military service will be promptly re-admitted and should contact the school director to discuss his or her individual situation.

Academic Policies and Procedures (cont.)

Dismissal Policy

GIA may terminate a student's enrollment for academic, attendance or behavioral reasons at any time. Reasons for dismissal include, but are not limited to:

- Failure to maintain satisfactory academic progress
- Cheating or any other form of academic dishonesty
- Failure to follow instructions and policies
- Failure to abide by the attendance policy
- Offensive, disruptive, threatening, harassing, bullying or insubordinate behavior
- Stealing school property or the personal property of any individual
- Use, possession or sale of alcohol, illegal drugs or controlled substances anywhere on school premises
- Possession of firearms or other weapons on school premises
- Providing false information and/or willfully omitting information on any GIA document or form
- Conducting any activities that harm the name, reputation or property of GIA
- Violation(s) of Student Code of Conduct and Standards of Behavior

Upon dismissal, a grade of SWD is posted to the student's permanent record. Refunds will be calculated according to the terms of the student's enrollment agreement and GIA's refund policy.

International students dismissed from their course or program may be in violation of their visa status.

Appeals and Readmission Following Dismissal

Students who are dismissed receive a written statement of the reason for their dismissal and any readmissions terms or conditions. Students may submit a formal appeal for readmission. Submitting an appeal does not guarantee readmission. Readmission is at the sole discretion of GIA, and is subject to space availability. Current tuition and fees apply.

Appeal Process

On Campus students who are dismissed for attendance or academic reasons, and any student dismissed for behavioral reasons, must submit a completed Appeal of Dismissal Form and any additional supporting documentation to the school director. Appeals are reviewed by the Appeals Committee and the director will notify the student of the decision in writing within ten business days of the receipt of the appeal.

If the appeal is approved, the student may apply for re-enrollment. At GIA's sole discretion, On Campus students may be given the option of repeating time in within the same program on a space-available basis provided the student will be able to complete the program within the maximum timeframe. The amount of time repeated is determined by the instructor and the school director.

On Campus students repeating class time are required to participate fully in class assignments and to meet the minimum requirements as specified in the syllabus or schedule. Additional fees are charged for the repeated time. Final grades earned as a result of repeated time will not replace the grade of SWD, and will be shown as a separate grade.

A student may submit a maximum of three appeals. If a student is dismissed for behavior reasons and his/her first appeal is denied, subsequent appeals will only be considered following a two-year waiting period.

Complaint Policy and Procedure

Complaint Policy

GIA reviews all complaints in a timely, fair, and equitable manner. GIA gives all individuals named in a complaint, including students, instructors, or other school employees, the opportunity to respond to the complaint. Students are required to cooperate with all GIA representatives during an investigation in which GIA believes the student(s) may provide relevant information. GIA considers all of the information collected during the investigation in the decision-making process. Additionally, concerns related to sexual harassment or assault can be directed to GIA's Title IX Coordinator, at titleixcoordinator@gia.edu

Complaint Procedure

A formal complaint must be submitted to the school director in writing at bkkschooldirector@gia.edu. A complaint must contain, at a minimum, the basis of the allegation, all relevant names and dates, and a brief description of the actions forming the basis of the complaint. Copies of available documents, materials, or additional reasonable and credible information that supports the allegation should also be included. Within 10 working days of receiving a complaint, the director will respond to the complainant with a written summary of GIA's investigation and the disposition of the complaint. If the investigation is not complete at the end of 10 working days, the complainant will be notified in writing that additional time is needed.

After having received the school director's response, if the student does not feel that the school has adequately addressed the complaint, they may contact GIA World Headquarters by emailing the dean of students at deanstudents@gia.edu. Again, the complaint must contain, at a minimum, the basis of the allegation, all relevant names and dates, and a brief description of the actions forming the basis of the complaint. Copies of available documents, materials, or additional reasonable and credible information that supports the allegation should also be included. Within 10 working days of receiving a complaint, the dean will respond to the complainant with a written summary of GIA's investigation and the disposition of the complaint. If the investigation is not complete at the end of 10 working days, the complainant will be notified in writing that additional time is needed.

Academic Policies and Procedures (cont.)

Graduation Requirements

In order to graduate, all students must meet the Satisfactory Academic Progress Policy, meet the minimum attendance and behavioral standards, and meet the specific academic requirements shown on the following tables. A minimum final grade of Pass (P) is required to complete each program, course or lab class. All tuition accounts and miscellaneous student fees must be paid in full, and all stones, equipment, library books and materials must be returned in good condition prior to graduation. Certificates and diplomas are not awarded until all educational financial obligations are met.

Graduation Requirements - On Campus Programs and Professional Development

Programs	Minimum Requirement	Maximum Number of Attempts Allowed
Graduate Diamonds Diploma*		
Course Assignments	100% completed	–
Stone Worksheets	100% completed	–
Week 1 Exam	75% score	3
Diamonds & Diamond Grading Written Final Exam	75% score	3
Diamond Grading 5-Stone Practical Exam	75% score	3
Graduate Colored Stones Diploma*		
Course Assignments	100% completed	–
Stone Worksheets	100% completed	–
Week 1 Exam (Week 9 in Graduate Gemologist)	75% score	3
Colored Stones Written Final Exam	75% score	3
Gem Identification 20-Stone Practical Exam	100% score	5
Jewelry Design Certificate		
Unit I Design Assignments	100% completed with passing score	N/A**
Unit II Design Assignments	75% completed with passing score	N/A**
Written Quizzes	75% score average	1
Practical Tests	Pass each	2
Final Practical Exam Final	Pass each	2
Written Exam	75% score	3
Final Design Exhibition	Participation required, including all required components	1
Applied Jewelry Professional™ Diploma		
Jewelry Essentials Final Exam	75% score	3
Diamond Essentials Final Exam	75% score	3
Colored Stone Essentials Final Exam	75% score	3

*Graduate Gemologist program: Graduation requirements include the combined requirements for the Graduate Diamonds and Graduate Colored Stones programs.

**Unlimited attempts are allowed up to the portfolio/project/assignment due date.

Completion Requirements - Lab Classes

Class	Minimum Requirement	Maximum Number of Attempts Allowed
Diamond Grading Lab	75% score on 2-stone Practical Exam	5*
Colored Stone Grading Lab	75% score on 2-stone Practical Exam	5*
Gem Identification Lab	75% score on Instrumentation Exam	5*
Pearl Grading Lab	75% score on 2-stone Assessment	1
Quick Design Lab	Passing grade	1

* One attempt is taken during the class. Additional exam attempts are taken in a Student Workroom. Students who fail the exam three times will be required to complete additional remedial work prior to attempting the exam again. Standard Student Workroom fees apply to complete remedial work (see fees on page 32).

Academic Policies and Procedures (cont.)

Academic Records

Student records are retained in accordance with federal, state and accreditation requirements. The care and protection of student data is of utmost importance. GIA maintains a comprehensive global personal data protection policy that may be found on our website at [GIA.edu/privacy-policy](https://gia.edu/privacy-policy)

Letters of Good Standing

It is GIA's policy not to issue letters of recommendation. On request, GIA's Bangkok campus will issue letters of good standing as proof of student status, typically needed by insurance companies or other agencies as evidence of full-time student status.

Transcripts

Transcripts are available for 10 USD each. Students who enrolled in 2013 or later may order a transcript at my.GIA.edu. Students who enrolled prior to 2013 should contact education records at records@gia.edu to order a transcript.

Diploma/Transcript Holds

Please note that diplomas will be presented or mailed only if you have satisfied all your academic and financial obligations. If you have any unmet obligations to GIA, you will not receive a diploma or transcript until the obligation is fulfilled.

Replacement Diplomas

If your diploma was permanently lost or destroyed, a replacement diploma may be ordered from the education records department at records@gia.edu. Each replacement diploma follows the current diploma format and includes the reissue date. All replacement diplomas bear the signatures of GIA's current Chair of the Board of Governors, and President and CEO.

Change of Name

GIA requires official documentation and written authorization to make changes or corrections to the name listed in your student account. You must submit one item of documentation that shows the current/old name that is in our records, and one item of documentation that shows your new/updated name. The following documentation is acceptable:

- Valid government-issued photo ID
- Marriage certificate
- Divorce decree
- Naturalization documents

Academic Credentials Usage Policy

Applicability

Usage guidelines apply to all current and former students of the Gemological Institute of America, Inc. and its related entities (collectively referred to as GIA).

Usage Guidelines for Academic Credentials

Academic credentials earned at GIA are respected by gem and jewelry professionals around the world. They are the internationally recognized symbol of the highest standard of education in the fields of gemology, jewelry manufacturing arts and jewelry business.

It is appropriate and customary for recipients of GIA diplomas to signal their achievement by appending the relevant academic designation to the end of their name. It should be noted, however, that GIA alumni are required to abide by specific standards of usage.

Although the following examples do not reference every diploma offered by the Institute, they should help you determine how GIA's Usage Guidelines for Academic Credentials apply to you.

General Usage

You may reproduce and display your GIA diploma, certificate or letter of completion in its entirety. Note that when a credential is advertised, it must be used in association with the recipient's name, and the advertisement must not in any way state or imply an affiliation with, or endorsement by, GIA.

Only the acknowledgement of a diploma or degree from GIA should be placed on business cards. Individual coursework that is completed but does not result in a diploma is best listed on résumés and curriculum vitae.

Diplomas

The following examples refer to the Graduate Gemologist (GG), Applied Jewelry Professional™ (AJP™) diplomas:

- John Doe, GIA Graduate Gemologist, or John Doe, GIA GG
- Jane Doe, GIA Applied Jewelry Professional, or Jane Doe, GIA AJP

The following examples refer to the Graduate Diamonds and Graduate Colored Stones diplomas:

- Jane Doe, GIA Diamonds Graduate
- John Doe, GIA Colored Stones Graduate

Employment Citations

Companies may state that they have GIA Graduate Gemologists, Applied Jewelry Professional™ (AJP™), Accredited Jewelry Professionals, Gemologists, Graduate Jewelers, or Jewelry Design & Technology graduates on staff, provided that such statements are accurate and companies agree to cooperate with any verification that may be requested by GIA or others.

Academic Policies and Procedures (cont.)

Names, Trademarks and Copyrights

GIA's names and logos, like those of most organizations, are valid trademarks and as such may not be used in your advertising except as described herein. The same is true for GIA's copyrighted materials (including all GIA publications, course materials and certain printed forms used by GIA), which may be used only by obtaining prior written consent from GIA. Some specific examples of GIA's trademarks and copyrighted material that may NOT be used in your advertising without prior consent are:

- GIA (Gemological Institute of America) and its logo
- GIA Grading and Identification Reports, including but not limited to GIA Diamond Grading Report, GIA Diamond Dossier®, GIA Diamond Focus™ Report, GIA Identification Report and GIA Colored Diamond Identification and Origin Report. Use is acceptable if the report is for a product that the client/seller owns.
- GIA Facetware™ logo
- GIA educational materials and publications in any medium including but not limited to print, web, video or audio
- *Gems & Gemology* quarterly journal and its logo

Unauthorized Usage

It is an unauthorized use of GIA's name to imply that GIA and/or its subsidiaries directly or indirectly certify, sponsor or approve any individual or private business including its employees, products, services and pricing. It is incorrect to state that students, graduates, their businesses or particular gemstones are "certified" by GIA. The Gemological Institute of America does not certify anyone or anything. Neither a student nor a graduate who has been awarded a certificate or diploma, nor a gem that has been graded or identified by GIA has been "certified" by GIA.

Examples of unacceptable usage include: GIA Certified; GIA Certified Diamond Appraiser; GIA Certified Diamonds; GIA Diamond; Certified GIA Appraisals; Certified Graduate Gemologist; Member, Gemological Institute of America; Member, GIA Laboratory.

Because GIA is an educational and research institution, it is not allowed to participate in, or endorse, private business. GIA must also avoid the appearance of doing so, or its standing with the regulating and accrediting authorities could be jeopardized.

GIA does not permit the use of any of its trademarks in third-party domain names. Any use of GIA in a website domain name in the fields of diamonds, jewelry, education and related fields would constitute infringement of the GIA marks.

The use of the Facetware™ logo is not permitted. Those who wish to reference the use of GIA Facetware™ in estimating a cut grade may reference it by stating the following: "Cut grade was estimated using the GIA Facetware™ Cut Estimator."

For intellectual property usage requests that are not covered here, please email guidelines@gia.edu

GIA Alumni Identity Program

GIA's Alumni Identity Program is a precise set of standards and branded designs created by GIA to support and identify qualified members and recognized chapters of the GIA Alumni Association. GIA encourages our GIA alumni members and chapters to use the approved alumni identity logo and support tools to promote their education affiliation and preserve the power of the GIA mission and identity.

The GIA alumni identity is promoted, protected and maintained by GIA and use is restricted and made available only to members and chapters of the GIA Alumni Association, as long as they adhere to the GIA Alumni Association terms of use and usage guidelines. Visit GIA.edu/gia-alumni for more information.

Copyright Infringement

Students are reminded that they must comply with federal copyright laws. Unauthorized distribution of copyrighted materials, including peer-to-peer file sharing, may subject a student to civil and criminal prosecution, in addition to disciplinary action by GIA, up to and including dismissal. GIA's complete copyright infringement policy is available at GIA.edu/copyright-infringement

Cancellation, Withdrawal and Refund Policies

GIA's cancellation, withdrawal and refund policies are explained in detail in this section and in your enrollment agreement. If you have questions, please contact GIA Bangkok at +66 2779 6100 or email gjabkkedu@gia.edu

Cancellation or Withdrawal of Enrollment

Students may cancel their enrollment at any time before their end date by notifying GIA admissions by mail or in person at U Chu Liang Building, 2nd Floor 968 Rama IV Road, Silom, Bangrak, Bangkok, 10500 Thailand; by email at gjabkkedu@gia.edu; by phone at +66 2779 6100; or by fax at +66 2632 4595. Students who wish to withdraw after the class has started should notify the school director.

Students will be withdrawn from class if they fail to return from a leave of absence, do not maintain satisfactory academic progress or are otherwise dismissed due to a violation of GIA policy.

In all cases where a student's enrollment is terminated (cancellation or withdrawal), refunds are calculated based on the Refund Policy below.

Refund Policy

Students will receive a full refund of all monies paid if the class is cancelled by GIA. Students receive a refund of all monies paid if they cancel before the first day of class less any nonrefundable visa processing fee. Thereafter, a pro rata refund of tuition is calculated based on the percentage of class hours completed by the student.

Unused books and materials, that are undamaged, are eligible for full refund upon inspection by GIA. Books and materials that are used or not returned in salable condition are not subject to refund.

Students are responsible for any wire fees that they incur.

If a student has obtained a loan to pay for an educational program the student has the responsibility to repay the full amount of the loan, plus interest. Students who have received a scholarship are subject to the refund policy described in their scholarship acceptance letter.

Processing Refunds

If a refund is due, it will be processed back to the original remitter in the same manner payment was received. Refunds are processed within 30 calendar days after GIA receives the notice of cancellation.

The failure of a student to provide accurate and complete payment and banking information may delay a refund of tuition to the student.

Pro Rata Refund Schedule

PERCENTAGE COMPLETED BY STUDENT	GIA RETAINS	REFUNDED TO STUDENT
Up through 10% of the class hours	10% of tuition	90% of tuition
After 10% and up through 25% of the class hours	25% of tuition	75% of tuition
After 25% and up through 50% of the class hours	50% of tuition	50% of tuition
After 50% of the class hours	100% of tuition	No refund

Sample Refund Calculation

A student paid a total tuition of 50,000 THB for a class with a total of 35 class hours, completed 7 hours and then withdrew prior to the end date of the course. GIA retains 12,500 THB, calculated as follows:

Total Tuition Paid by Student = 50,000 THB
 Class Hours = 35; Class Hours Completed = 7
 Percentage Completed = 20% (7 / 35 Class Hours)
 Refund Percentage = 75% of Tuition
 Refund Amount = 37,500 THB (50,000 THB x .75)
 GIA Retains = 12,500 THB (50,000 THB x .25)

Tuition and Fees Schedule of Student Charges

Total charges are valid for programs, courses, and classes taking place in Bangkok from January 1, 2018 through December 31, 2018, and are subject to change.

On Campus Programs and Courses

Program Number	Program Title	Tuition	Fees	Total Charges*	First Payment (Refundable Deposit)**	Final Payment***
GEM 2500	Graduate Gemologist	460,000	42,000 (Books) 53,000 (Materials)	555,000	277,500	277,500
GEM 2200	Graduate Diamonds	185,000	12,000 (Books) 3,000 (Materials)	200,000	100,000	100,000
GEM 2300	Graduate Colored Stones	275,000	30,000 (Books) 50,000 (Materials)	355,000	177,500	177,500
JMA 370	Jewelry Design	133,000	5,000 (Books) 12,000 (Materials)	150,000	75,000	75,000

Lab Classes and Accelerated Gemology

Class Number	Class Title	Tuition	Fees	Total Charges*	First Payment (Refundable Deposit)**	Final Payment***
GEM 230L	Diamond Grading Lab	47,000	5,000 (Books) 1,000 (Materials)	53,000	5,000	48,000
GEM 220L	Colored Stone Grading Lab	34,000	3,000 (Books) 1,000 (Materials)	38,000	5,000	33,000
GEM 240L	Gem Identification Lab	47,000	5,000 (Books) 1,000 (Materials)	53,000	5,000	48,000
GEM 149L	Pearl Grading Lab	9,700	1,000 (Books) 300 (Materials)	11,000	5,000	6,000
GEM 110A, 120A, 130A	Applied Jewelry Professional™ (Intensive)	24,000	8,000 (Books)	32,000	5,000	27,000
JMA 330L	Quick Design Lab	23,000	1,200 (Books) 5,800 (Materials)	30,000	5,000	25,000

Amounts shown are in Thai Baht

* Total charges include tuition, books and materials. Books and materials are required.

**First Payment (Refundable Deposit) due with application includes 50% of the Total Charges or 5,000 THB for Lab classes and Accelerated gemology

***Final Payment due before the first day of class = Total Charges - First Payment

Total Charges do not include a non-refundable Visa Processing Fee of 5,000 THB for On Campus international applicants. International applicants must submit the application, all required documents, the Visa Processing Fee and the First Payment Due at least 60 days before the first day of class.

Tuition and Fees Schedule of Student Charges (cont.)

Total Charges Do Not Include:

- 5,000 THB non-refundable visa processing fee for On Campus international students
- Housing, food, insurance, transportation, entertainment and other living expenses
- Fees for lost or damaged equipment, precious metals and stones
- Wire transfer fees that the student incurs
- Replacement or additional refractive index (RI) liquid 1.81
- Transportation fee for optional field trips

Additional Student Fees May Include:

- 1,500 THB half day or 2,500 THB full day for the use of Student Workroom
- 27,000 THB per week for repeating On Campus class time
- 40 USD certificate replacement fee
- 45 USD diploma replacement fee
- 10 USD for each transcript
- 1,000 THB for replacement ID or badge
- 50 THB for replacement keys

Payment Methods / Student Accounts

All payments must be in Thai Baht drawn on a Thai bank. GIA cannot be responsible for any bank charges that result from payments through a non-Thai bank. All payments should be made payable to: "GIA (International) Co., Ltd."

Our staff members are available Monday through Friday from 9:00 a.m. to 6:00 p.m. to accept payments and to discuss your account.

Please note the following information regarding payment methods:

- Credit Card: You must make payment in person at GIA. Only VISA and Mastercard are accepted. A 3% bank surcharge is added. Applicants are responsible for paying any surcharges.
- Cash or Check: Cash or checks are not accepted; however, a direct deposit may be made to HSBC bank under GIA's account. Checks are payable to GIA (International) Co., Ltd.; drawn on a Thai bank only.
 - HSBC bank (in the U-Chu-Liang Building) is located in the same building as GIA, and is open from 09:30 a.m. – 03:30 p.m., Monday – Friday.
 - Send payment slip with your application for reference.
 - Contact giabkkedu@gia.edu for more information.
- Wire Transfer: Please contact us at +66 2779 6100 or giabkkedu@gia.edu for details. Applicants are responsible for any wire transfer fees.

Students who owe GIA past due monies may not enroll in future courses or programs until they have reimbursed GIA.



*Cut gem courtesy: Glenn Preus
Rough crystal courtesy: Neal Litman Company*

School Calendar and Hours of Operation

Hours of Operation

The Bangkok facility is open to students from 9:00 a.m. to 6:00 p.m., Monday through Friday.

The campus is closed on weekends and holidays, unless specifically noted otherwise. Only students enrolled in classes with evening hours, or who have special permission, may be in the building during these hours. There is a scheduled lunch break every day. Other breaks are given at each instructor's discretion. Classrooms are secured and students are required to leave the classroom during these breaks, unless otherwise directed by the instructor. Students should expect to spend several hours each day outside of class on homework and other assigned projects.

2018 Scheduled Bangkok Campus Closures

Date	Holiday
January 1 (Monday)	New Year's Day
January 2 (Tuesday)	Substitution of New Year's Eve
March 1 (Thursday)	Makha Bucha Day
April 6 (Friday)	Chakri Memorial Day
April 13 (Friday)	Songkran Festival
April 16 (Monday)	Substitution of Songkran Festival
April 17 (Tuesday)	Substitution of Songkran Festival
May 1 (Tuesday)	National Labour Day
May 29 (Tuesday)	Visakha Bucha Day
July 27 (Friday)	Asarnha Bucha Day
July 30 (Monday)	Substitution of H.M. King Maha Vajiralongkorn's Birthday
August 13 (Monday)	Substitution of H.M.the Queen's Birthday
October 15 (Monday)	Substitution of H.M. King Bhumibol Adulyadel Memorial Day
October 23 (Tuesday)	Chulalongkorn Day
December 5 (Wednesday)	National Father's Day
December 31 (Monday)	New Year's Eve

Classroom Hours

Class schedules for the Bangkok campus are listed on page 34; see GIA.edu for the most current class schedules. Classroom hours are listed here.

Program, Course, Class	Standard Classroom Hours
Graduate Gemologist Program*	9:30 a.m. to 4:30 p.m.
Graduate Colored Stones Program*	9:30 a.m. to 4:30 p.m.
Graduate Diamonds Program*	9:30 a.m. to 4:30 p.m.
Jewelry Design Course*	9:30 a.m. to 4:30 p.m.
Applied Jewelry Professional™ (Intensive)	9:30 a.m. to 5:30 p.m.
Colored Stone Grading Lab Class	9:30 a.m. to 5:30 p.m.
Gem Identification Lab Class	9:30 a.m. to 5:30 p.m.
Diamond Grading Lab Class	9:30 a.m. to 5:30 p.m.
Pearl Grading Lab Class	9:30 a.m. to 5:30 p.m.
Quick Design Lab Class	9:30 a.m. to 4:30 p.m.

*Orientation is scheduled for 10:00 a.m. to 1:00 p.m. Classroom hours for On Campus programs will be extended to 5:30 p.m. to accommodate for GIA-observed holidays or special events.

Contact us at giabkkedu@gia.edu for more information.

2018 Bangkok Class Schedule

All classes are held at GIA's Bangkok facility located at U Chu Liang Building, 2nd Floor 968 Rama IV Road, Silom, Bangrak, Bangkok, 10500 Thailand. The start date shown for On Campus courses and programs is the mandatory orientation date. GIA reserves the right to reschedule or cancel classes.

ON CAMPUS PROGRAMS

GEMOLOGY

GEM 2500 Graduate Gemologist®

May 31-Dec 14

GEM 2200 Graduate Diamonds

Jan 25-Mar 23
May 31-Jul 26
Aug 9-Oct 5
Oct 25-Dec 21

GEM 2300 Graduate Colored Stones

Jan 11-Jun 1
Jul 26-Dec 14

JEWELRY MANUFACTURING ARTS

JMA 370 Jewelry Design

Feb 1-Apr 5
Jun 7-Aug 10
Oct 18-Dec 21

PROFESSIONAL DEVELOPMENT

Applied Jewelry Professional™ (Intensive)

Jan 15-19
Apr 23-27
Sep 24-28

LAB CLASSES

GEMOLOGY

GEM 220L Colored Stone Grading

Jan 22-24
Jul 9-11
Sep 17-19

GEM 230L Diamond Grading

Jan 8-12
Jun 25-29
Sep 3-7

GEM 240L Gem Identification

Jan 15-19
Jul 2-6
Sep 10-14

GEM 149L Pearl Grading

Jan 25
Jul 12
Sep 20

JEWELRY MANUFACTURING ARTS

JMA 330L Quick Design

May 14-18
Aug 27-31

STUDENT WORKROOM

Student workroom is available on a first-come, first-served basis for up to four students.

Please contact us at +66 2779 6100 or glabkku@gia.edu to determine availability and reserve a seat.

Fees are 1,500 THB half day or 2,500 THB full day for the use of Student Workroom. No fees for exams.

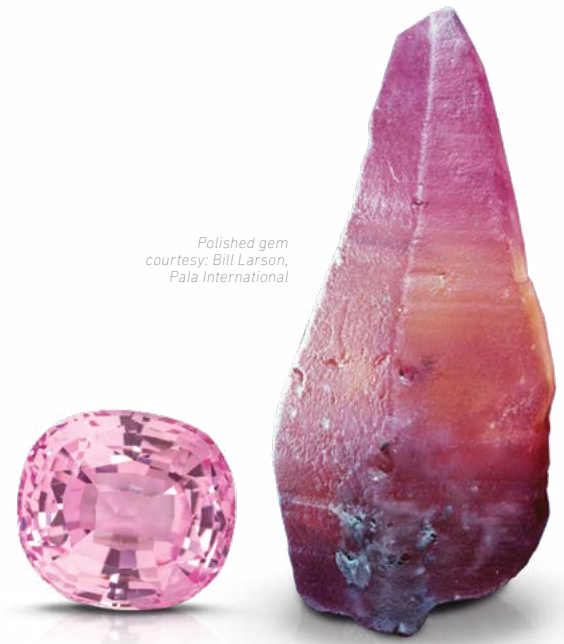
Students who wish to cancel their reservation must notify GIA at least 24 hours in advance. Otherwise, students will be charged for the reservation.

Students attending the Student Workroom must arrive on time at the start of each session, morning and afternoon. Students who are repeatedly late may lose Student Workroom privileges.

CLASS DURATION AND HOURS

Class schedules may vary depending on holidays, breaks or other events; please review the schedule carefully and plan accordingly.

Classroom hours are listed on page 33.



*Polished gem
courtesy: Bill Larson,
Pala International*

Governance and Executive Management

Board of Governors

Chair
Dione D Kenyon
Retired Financial Services Executive
Past President and CEO, The Jewelers Board of Trade

Amit Dhamani
Chief Executive Officer and Managing Director
Dhamani Jewels Group

Barbara Lee Dutrow, Ph.D.
Adolphe G. Gueymard Distinguished Professor
Department of Geology & Geophysics
Louisiana State University

Karen Evans
National Director, US Cyber Challenge and Partner
KT&T Partners, LLC

Thomas H. Insley
Chief Financial Officer
Intrepid Therapeutics, Inc.

Susan M. Jacques
President and Chief Executive Officer
GIA

Robert Andrew Johnson
CEO
Diamond Cellar Holdings, LLC

Stephen F. Kahler
Senior Vice President Global Sales Operations
Swarovski North America Limited

Lisa A. Locklear
Senior Vice President and Chief Financial Officer
GSN Games

Lawrence Ma
CEO, Lee Heng Diamond Group and Founding President
Diamond Federation of Hong Kong

Thomas M. Moses
Executive Vice President and Chief Laboratory and Research Officer
GIA

Glenn R. Nord
Past President and Governor Emeritus

Barbara A. Sawrey, Ph.D.
Dean of Undergraduate Education
University of California, San Diego

Elliot Tannenbaum
Senior Principal
Leo Schachter Diamond Group

Dr. John W. Valley
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Department of Geoscience
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Director, Education Resources

Susan Johnson

Director, Education Accreditation and Regulatory Affairs

Vusala Aranjó

Manager, Global Education Accreditation and Regulatory Affairs and Title IX Coordinator

Wendy Wang

Director, Student Financial Aid

Faculty

Instructor Qualifications

GIA instructors meet or exceed the accreditation standards and state requirements for experience and education (as they pertain to the specific students they serve).

See qualifications for instructors on GIATHAI.net

All information is correct as of December 2017.

Bangkok Faculty

Ninnate Plumkratoke
Panissara Navasamakkarn
Pitchaya Lopiti
Piyapratch Poonsilp

GIA Education Advisory Boards

The GIA Program Advisory Committee (PAC) and the Education Committee of the Governing Board are comprised of appropriately qualified representatives from the global gem and jewelry industry. The committee members provide valuable input, feedback, ideas, and multiple perspectives which are vital components to GIA's success, growth, and improvement as a career school. They also review the established curricula, course materials, equipment and facilities, and student achievement outcomes as a means to provide an external review of our programs. Their valuable input supports GIA's mission and further develops its efforts to ensure that its courses and programs keep pace with the global gem and jewelry industry and help to identify resources to address current occupational trends and practices.

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Baton Rouge, LA

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Department of Geoscience
University of Wisconsin
Madison, WI

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Consultants,
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San Diego, CA



GIA®

GIA Locations

GIA Campus Locations

CARLSBAD – MAIN SCHOOL

World Headquarters
The Robert Mouawad Campus
5345 Armada Drive
Carlsbad, California 92008 USA
T +1 800 421 7250
T +1 760 603 4000, F +1 760 603 4003
admissions@gia.edu
GIA.edu

NEW YORK - BRANCH OF CARLSBAD

50 W 47th Street, 8th Floor
New York, New York 10036 USA
T +1 800 366 8519
T +1 212 944 5900, F +1 212 719 9563
nyedu@gia.edu
GIA.edu

LONDON

104 Great Russell Street
London, WC1B 3LA
UK
T +44 20 7813 4321, F +44 20 7813 4331
gialondon@gia.edu
London.GIA.edu

MUMBAI

10th Floor, Trade Centre
Bandra Kurla Complex
Bandra (East)
Mumbai 400 098 India
T +1 800 41 999 14
T +91 22 4085 1500, F +91 22 4085 1554
eduindia@gia.edu
GIAindia.in

BANGKOK

U Chu Liang Building, 2nd Floor
968 Rama IV Road
Silom, Bangrak
Bangkok, 10500 Thailand
T +66 2779 6100, F +66 2632 4595
giabkkedu@gia.edu
GIAthai.net

HONG KONG

3rd Floor, New World Tower II
16-18 Queen's Road Central
Hong Kong
T +852 3166 7001, F +852 2334 0567
giahongkong@gia.edu
GIAhongkong.com

TAIPEI

3F, 270 Nanjing E. Road, Sec. 3
Taipei 10551, Taiwan ROC
T +886 2 2771 9391, F +886 2 2771 9921
giataiwan@gia.edu
GIAtaiwan.com.tw

Additional Education Locations

DUBAI

Office 02 G, Floor 02, AU Tower (Gold)
Cluster I, Jumeirah Lakes Towers
P.O. Box 625786
Dubai, United Arab Emirates
T +971 4 2754500, F +971 4 4473410
edume@gia.edu
GIAmideast.com

TOKYO

Yamaguchi Building 7, 7th Floor
4-19-9 Taito Taito-ku, Tokyo 110-0016, Japan
T +81 3 5812 0316, F +81 3 3837 7786
giaeducationjapan@gia.edu
GIA.edu

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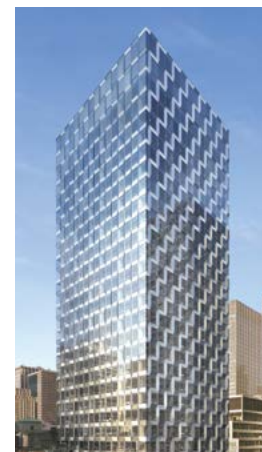
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