

Jewelry & Watch Repair



School of New England

School Catalog

2018-2019

Jewelry & Watch Repair School, LLC 194 Buckland Hills Drive
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WELCOME

At the Jewelry and Watch Repair School of New England, we feel that anyone interested in jewelry, watch, or clock repair deserves a chance to learn the skills and craft of the trade. Whether you are stepping into your new career or developing an exciting hobby, our flexible video-guided programs will give you the foundation you need.

Our instruction is backed by many years of practical experience in the jewelry, watch, and clock repair fields. Over the years, we have developed precise methods to complete standard repairs quickly and accurately. The knowledge and skills we share with you are influenced by both American and European traditions, and will satisfy any professional jeweler, watchmaker or hobbyist.

Our approach to teaching blends technology with tradition, bringing the expertise of a Master to your TV. We have broken down the elements of jewelry, watch, and clock repair into five easy-to-follow videos, available on DVD. We are proud to offer you the most convenient learning method available: each program is covered *completely in the video*, with no need to spend hours studying textbooks before you begin working with your hands. As an extra reference, we provide you with a short text supplement that covers the material in the video, with tips, hints, and background information packed inside it.

Our objective is to provide our students the highest level of education we can provide while providing a no stress and convenient atmosphere to work in.

OUR STAFF

Name	Title
Oleg Beznosov	President, Instructor
Richard Light	Student Support

APPLICATION PROCESS

Enrollment with our school requires a non-refundable \$50 application fee. To apply, you may request a copy of our application by mail or visit us on the web at www.jwrschool.com/apply to download and print copies yourself. Make sure your application is completely filled out and properly signed and dated in **ink** before you send it in to us. At this time you must include payment of the \$50 application fee. Keep in mind a separate application must be filed for each program in which you wish to enroll.

When your application is accepted, we will send you an acceptance package containing your Letter of Acceptance, Student Enrollment Agreement, and Payment Plan Agreement. Both copies of the forms need to be filled out and returned to us within 7 days of receipt. When we receive them, we will sign them and return your copy of each to you.

ADMISSION REQUIREMENTS

There are no specific requirements for admission into the Jewelry and Watch Repair School of New England. Our school is open to any and all people who would like to learn our trade.

DAYS OF OPERATION

Our office is open to phone calls Mon-Sat 10:00AM-8:30PM. Sunday 11:00AM-5:30PM. Weather permitting we are open every day except for Easter, Thanksgiving, and Christmas day. Holiday hours may vary. We can be contacted by email 24/7 and will normally respond within 24 hours.

PROGRAM FLOW & GRADING POLICY

We send you one lesson group at a time. Once you receive the project materials, you may complete them in any order you desire, though we have grouped them in the recommended order. After the entire lesson is complete, fill out your Student Comment sheets and mail them back to us. When we receive your projects, we need approximately 7-10 days to grade them. We will then send the next project materials and a grade sheet for the previous lesson to you. After you have completed the three lessons we will send you a final project. The final project is

designed individually to challenge you to use the skills you learned during the program. When your final project is graded, we will assess your total grade for the program. You will need an overall grade of 80% or better to complete the program and earn a Diploma.

Excellent	Good	Above Average	Average	Not passing
≥95%	≥90%	≥85%	≥80%	<80%

If you do not complete one of your projects successfully, we will mail you practice materials one time for no charge. If you would like more practice lessons, you may purchase them for the additional charge. If you do not complete your final project successfully you can purchase additional materials and redo the project one time for an additional fee. If you complete this project with satisfactory results, we will revise our grading.

You have approximately three weeks to complete each lesson and return your completed projects to us. We understand that unexpected things can happen, and you may request an extension for an extra three weeks if you find yourself running out of time. One extension can be filed for each of the 4 sections, meaning the entire program (including mailing time) must be completed within no longer than 24 weeks. If no extension is filed and we receive your work late, that lesson will be downgraded 25%. If we do not receive your work within 6 weeks, whether or not an extension has been filed, your enrollment will be considered terminated.

Upon completion of the program you will receive a Jewelry and Watch Repair Center Diploma along with a copy of your student transcript.

TUITION PAYMENT

You have two options for tuition payment: pay in full, or divide the tuition into three payments. If you do not pay your tuition in full, you must send 1/3 of the tuition (the first payment) back with your Student Enrollment Agreement and Payment Plan Agreement. Any remaining payments must be made within 30 days of each other, for a total of 60 days to pay in full. There is no penalty for early payment.

If you need extra time to make a payment, you must notify us via telephone or email 3 days or more before your payment is due. We can extend your due date by 14 days for each payment after the first payment. Your tuition must be paid in full within 90 days of your first payment.

Your tuition and shipping costs must be paid in full before we send any materials to you. We accept all major credit cards as payment via e-mail, post, or telephone. We also accept Personal Checks, Business Checks, Money Orders, and PayPal as payment via post. **Do not mail any cash to us.** If we receive an envelope with cash, it will be returned to the sender with no liability on our part as to the contents. You may want to send any documents containing payments or any private information through certified and/or insured mail, or any other method with higher security. We are not responsible for lost or stolen mail.

REFUNDS, CANCELLATION, & TERMINATION

If you decide you no longer wish to participate in the program for which you have enrolled, you should notify us in writing or via telephone that you would like to cancel your enrollment. If we receive your request in the middle of a payment plan or before we have sent you any materials, you can request to receive a refund of the full amount paid. If we have already sent you the materials for the first lesson, you can request a 50% refund. Refunds will be processed within 3 days after we receive your request, and should be received within 20 days of being processed. If we have sent you more than one lesson, you are not eligible for a refund. The \$50 application fee is not refundable at any time.

We reserve the right to terminate your enrollment if you fail to make a payment on time, fail to return your projects for grading on time, fail to file an extension, and/or do not contact us in any of those situations. If your enrollment is terminated, you are not eligible for a refund.

Upon receipt of a diploma, you have the option to seek job placement assistance with us. We can point you in the direction of available jobs in the industry, and/or provide a professional reference for you. We do not guarantee any type of employment after completing this program. Please be aware that certain criminal convictions may make it difficult to find entry-level employment in this industry.

PRIVACY POLICY

Any statements or comments you make regarding the school may be used and/or published by us as we see fit at any time, without notice to you. However, we respect your privacy and will

never publish, sell, rent, or give away your private information including email addresses, telephone numbers, mailing addresses, financial information, or anything else pertaining to your identity. We may use first and last names and/or initials, and cities and states along with comments as demographic information.

COMPLAINTS & INQUIRIES

If you have any complaints or inquiries at any time, you can reach us one of the following ways:

- Telephone: 1-866-854-4470
- E-mail: president@jwrschool.com
- Post: 194 Buckland Hills Drive, Manchester CT, 06042

Please be clear about your inquiry or complaint and we will do our best to resolve any issues as quickly as possible. If you aren't satisfied with our service, you can contact the Executive Director of the Office of Higher Education, 450 Columbus Boulevard, Suite 510, Hartford, CT 06103 or by telephone at 1-860-947-1816.

PROGRAM LIST

<u>Program Name</u>	<u>Cost of Education</u>
Beginning & Intermediate Jewelry Repair	\$950.00*
Beginning & Intermediate Watch Repair	\$850.00*
Master Watchmaker	\$850.00*
Clock Repair	\$850.00*
Restringing and Engraving	\$550.00*

*The cost of each program includes a \$50 non-refundable application fee and all instructional materials

Tools and Materials

We realize that tools are a big investment, and do our best to include everything you will need in the cost of tuition. Due to federal postal regulations, we cannot send hazardous materials through the regular mail system, so students will be responsible for purchasing those items at their local hardware store as described below:

Beginning and Intermediate Jewelry Repair: Butane and lighter for torch -- approximate cost \$2 - \$4

Clock Repair: Denatured alcohol cleaning solution -- approximate cost \$4 - \$8

Restringing & Engraving

\$500.00

Program Description

Learn a basic jewelry-making and repair skill with challenging projects that teach you to restring beads and pearls on a variety of materials. As a bonus, we provide instructions to use an inside-ring engraver and the New Hermes ILK-II model flat engraver. The length of this program is approximately 12 weeks.

Syllabus

Lesson One: Basic Restringing with Silk

Project I: Single Strand Restringing with Bead Tips

Use beads and silk thread to make a necklace.

Project II: Multi-Strand Restringing with Bead Tips

Use beads and silk thread to make a multi-strand necklace.

Project III: Continuous Necklace

Use beads and silk thread to make a lariat style necklace, and use elastic thread to make a stretchy bracelet.

Lesson Two: Basic Restringing with Other Materials

Project I: Plastic Coated Wire Restringing

Use beads and plastic coated wire to make a bracelet.

Project II: Stringing on a Chain

Use silver chain to string beads and make a bracelet.

Lesson Three: Advanced Restringing

Project I: Restringing a Pearl Necklace without Knots

Use pearls and silk thread to make a graduated necklace without using bead tips.

Project II: Restringing a Pearl Necklace with Knots

Use pearls and silk thread to create a knotted necklace.

Project III: Restringing a Multi-Strand Bracelet

Use beads and silk thread to make a multi-strand bracelet.

Final Project

Use a variety of materials to create a few pieces of jewelry.

Bonus – Engraving Instructions

Learn to use two different machines to engrave flat items and the inside of rings.

Grading Breakdown

Lesson	% of final grade	% of lesson
Lesson 1: 20%		
Project 1: Single Strand Restringing with Bead Tips	40%	
Project 2: Multi-Strand Restringing with Bead Tips		30%
Project 3: Continuous Necklace		30%
Lesson 2: 20%		
Project 1: Plastic Coated Wire Restringing		50%
Project 2: Restringing on a Chain		50%
Lesson 3: 20%		
Project 1: Restringing a Pearl Necklace – No Knots		20%
Project 2: Restringing a Pearl Necklace – With Knots		50%
Project 3: Restringing a Multi-Strand Bracelet		30%
Final project: 40%		

Price of Extra Materials

One Project: No Charge

Additional Project: \$50

Final Project: \$75

Beginning & Intermediate Jewelry Repair

\$900.00

Program Description

Learn the basics of handling jewelry and jewelry-making and repair through projects requiring you to solder with silver. You will become comfortable with jewelry repair tools and using them to handle and work with silver. You will also begin to develop the skills needed to work with silver, which can open up many jewelry design, manufacturing, and repair opportunities. The length of this program is approximately 12 weeks.

Syllabus

Lesson One: Basic Soldering

Project I: Soldering Jump Rings

Solder several jump rings closed in order to form a chain.

Project II: Repairing Simple Chain Links

Repair several styles of simple chain including curb and Gucci styles.

Project III: Repairing Box Chain

Repair box chain in several different places.

Lesson Two: Intermediate Soldering

Project I: Rope Chain Repair

Repair rope chain in several places.

Project II: Chain End Soldering

Unsolder broken chain end and replace with new ones

Project III: Glasses Frame Repair

Disassemble glasses, repair various parts of the frame, and reassemble.

Lesson Three: Basic Sawing and Ring Sizing

Project I: Sawing

Cut lines and shapes into sheet metal using a jeweler's saw.

Project II: Ring Sizing – Down

Make a ring a size smaller.

Project III: Ring Sizing – Up

Make a ring a size larger.

Final Project

Use several different components to create a few pieces of jewelry.

Grading Breakdown

Lesson	% of final grade	% of lesson
Lesson 1: 20%		
Project 1:	Jump Ring Soldering	40%
Project 2:	Box Chain Repair	30%
Project 3:	Flexible Chain Repair	30%
Lesson 2: 20%		
Project 1:	Rope Chain Repair	40%
Project 2:	Chain End Repair	30%
Project 3:	Glasses Frame Soldering	30%
Lesson 3: 20%		
Project 1:	Sawing	40%
Project 2:	Ring Sizing – Up	30%
Project 3:	Ring Sizing – Down	30%
Final project: 40%		

Price of Extra Materials

One Project: No Charge

Additional Project: \$50

Final Project: \$75

Beginning & Intermediate Watch Repair

\$800.00

Program Description

Step in to the world of watch repair by learning fundamental skills used many times daily in the watch repair profession. By taking this program you will become comfortable with watch repair tools and develop the specific skills and knowledge needed for battery changes, bracelet adjustment, crystal replacement, and more! The length of this program is approximately 9 weeks.

Syllabus

Lesson One: Beginning Watch Repair

Project I: Pin Removal and Bracelet Adjustment

Remove several different types of links.

Project II: Battery and Gasket Replacement

Replace batteries, lubricate and/or replace gaskets in 6 watches.

Project III: Crystal Replacement

Part 1: Mineral Crystal Replacement

Replace glass crystals.

Part 2: Plastic Crystal Replacement

Replace plastic crystal.

Lesson Two: Intermediate Watch Repair

Project I: Stem and Crown Adjustment

Fix two damaged stems and crowns.

Project II: Quartz Movement Replacement

Replace a worn-out quartz movement..

Project III: Mechanical to Quartz Conversion

Select the correct parts to replace a mechanical movement with quartz.

Final Project

Select the correct parts to fix watches that are completely disassembled.

Grading Breakdown

Lesson	% of final grade	% of lesson
Lesson 1: 30%		
Project 1:	Pin Removal & Bracelet Adjustment	30%
Project 2:	Battery & Gasket Replacement	40%
Project 3:	Crystal Replacement	
Part 1:	Plastic Crystal	15%
Part 2:	Mineral Crystal	15%
Lesson 2: 30%		
Project 1:	Stem & Crown Adjustment	40%
Project 2:	Quartz Movement Replacement	30%
Project 3:	Mechanical to Quartz Conversion	30%
Final project: 40%		

Price of Extra Materials

One Project: No Charge
Additional Project: \$50
Final Project: \$75

Master Watchmaker

\$800.00

Learn the finer skills of the watch repair trade with standard repairs performed on mechanical watches. It is recommended but not necessary to take the Beginning & Intermediate Watch Repair program first. The length of this program is approximately 12 weeks.

Lesson One: Basic Mechanical Watch Repair

Project I: Overhaul of a Mechanical Movement

Clean and oil a mechanical watch movement.

Part 1: Disassembling the Movement

Take the mechanical movement apart.

Part 2: Cleaning the Movement

Clean the separate pieces of the movement.

Part 3: Drying, Lubricating, and Reassembling the Movement

Dry and oil the movement and put it back together.

Lesson Two: Advanced Mechanical Watch Repair

Project I: Mainspring Replacement

Replace a damaged mainspring.

Project II: Mineral Crystal Replacement

Replace mineral crystals.

Project III: Plastic Crystal Replacement

Replace plastic crystals.

Project IV: Stem/Crown Adjustment

Repair damaged stems/crowns.

Lesson Two: Advanced Mechanical Watch Repair

Project I: Cannon Pinion Adjustment

Adjust a loose cannon pinion.

Project II: Dial Train Repair

Replace damaged dial train wheels.

Project III: Hairspring Cleaning

Clean a watch's balance.

Final Project

Repair some mechanical watches.

Clock Repair

\$800.00

Learn to adjust and repair quartz and mechanical clocks. You will become comfortable with the tools and techniques used in clock repair and maintenance. The length of this program is approximately 12 weeks.

Lesson One: Quartz Clock Repair

Project I: Quartz Movement Replacement

Replace two types of quartz movements.

Project II: Setting the Time

Set the time on your clocks.

Part 1: Without Chimes

Set the time without chimes.

Part 2: With Chimes

Set the time with chimes.

Lesson Two: Cleaning & Common Adjustments

Project I: Overhaul of a Mechanical Movement

Clean and oil a mechanical clock movement.

Project II: Escapement and Pallet

Adjust the escapement and pallet.

Project III: Pendulum Adjustment

Adjust the pendulum.

Project IV: Setting the Time

Set the time.

Lesson Three: Common Mechanical Clock Repairs

Project I: Mainspring Repair

Fix a broken mainspring

Project II: Gear Wheel Repair

Fix a broken gear wheel.

Project III: Bushings and Pivots

Re-bush pivot holes in a clock plate.

Final Project

Complete several repairs to a clock movement.

Grading Breakdown

Lesson % of final grade	% of lesson
Lesson 1: 20%	
Project 1: Quartz Movement Replacement	
Part 1: Setting the Time – Without Chimes	50%
Part 2: Setting the Time – With Chimes	50%
Lesson 2: 20%	
Project 1: Overhaul of a Mechanical Movement	40%
Project 2: Escapement and Pallet Adjustment	20%
Project 3: Pendulum Adjustment	20%
Project 4: Setting the Time	20%
Lesson 3: 20%	
Project 1: Mainspring Repair	40%
Project 2: Gear Wheel Repair	30%
Project 3: Bushings & Pivots	30%
Final project: 40%	

Price of Extra Materials

One Project: No Charge

Additional Project: \$50

Final Project: \$75