



**CATALOG AND COURSE OUTLINE
2020 - 2021**

Executive Director:	Antoine Nédélec
Director Emeritus:	Tschu Ho Lee
Instructor:	Kristin Siegfried Ballenger
Repair Instructor:	Henrike Hahn
Violin/Viola Instructor:	Betty Lewis
Cello Instructor:	Steven Houser
Administrative Manager:	Serdar Cizmeci

Educational Philosophy

The Chicago School of Violin Making Inc. bases its instruction on developing the fundamental knowledge and skills necessary for graduates to enter the field of violin making and repair as professionals. Program emphasis is on quality hand craftsmanship in the tradition of the 17th and 18th century classical masters whose models and methods of construction are studied and utilized. Each student works on a one-to-one or small group basis with the instructors. Although instruction is individualized and mainly self-paced, students will be expected to reach the stages of achievement as outlined in the following course objectives.

Proficiency in playing a stringed instrument is vital to an understanding of sound production and design. Regardless of ability level, students must demonstrate advancement in their playing each trimester and be able to play simple classical literature upon course completion.

The school views its programs as a foundation upon which graduates will continue to build as they become employed and/or pursue advanced training. The violin making and repair field can be demanding, and students who set professional goals and are self-motivated are often those who succeed during and after their course of study at the Chicago School of Violin Making.

Course Description

The 3-year, full-time program's focus is on construction of instruments in the violin family. A minimum of six instruments are built in the 3 years; of these, two must be violins and one must be a viola. The remaining instruments are the student's choice subject to instructor approval. A cello is optional. One trimester in the third year will be devoted to the study and practice of set-up, basic instrument maintenance and repair.

Bi-weekly, 30-minute private lessons and string ensemble sessions are required and are an important aspect of the program. Previous playing experience, while helpful, is not required for admission.

Each student compiles a construction notebook from notes taken during demonstrations and lectures. Using diagrams, drawings and written notes, this notebook becomes the student's bench manual in which revisions and additions will be made throughout the 3 years. In addition, a daily log and record of work completed must be maintained by each student throughout the 3-year period.

Technical drawing is incorporated regularly into each trimester period. Students complete at least two technical drawings, one of which will be made during the final examination period.

The theory of sound production and violin design is incorporated into the construction learning process. Students are given opportunities through tours and visiting lecturers to see and hear violins made by old and modern masters. Required reading in history is supplemented by lectures and discussion.

Course Outline and Objectives

The following objectives show the expected achievement levels necessary for students to complete the minimum requirements for graduation. Although there may be some variance in what individual students accomplish each trimester, students are expected to adhere as closely as possible to the given outline.

First Year

First Trimester (420 clock hours)

- Complete one violin body through purfling and completion of arching; show understanding of tools and materials used in the construction process.
- Demonstrate proper handling, preparation and care of tools.
- Begin detailed construction notebook and daily log of individual progress.
- Begin bi-weekly individual violin lessons and large ensemble rehearsals.
- Begin technical drawing of a violin.
- Begin study of violin history and development with assigned reading, field trips, lectures and discussion.

Second Trimester (420 clock hours)

- Complete first violin body and begin second violin body.
- Demonstrate understanding of violin body construction through notebook, written and oral examinations.
- Demonstrate improvement in handling and preparation of tools.
- Maintain and continue notebook and daily log.
- Continue technical drawing, instrument lessons and ensemble.
- Continue assigned history reading, field trips, lectures and discussion.

Third Trimester (420 clock hours)

- Complete second violin body demonstrating the ability to work accurately with less supervision.
- Complete scrolls and neck sets for two completed violin bodies.
- Maintain notebook and daily log.
- Continue technical drawing, assigned history reading, instrument lessons and ensemble.

Second Year

Fourth Trimester (420 clock hours)

- Varnish the two completed violins.
- Complete one viola
- Maintain notebook and daily log.
- Continue technical drawing, instrument lessons and ensemble, history study.

Fifth Trimester (420 clock hours)

- Study and complete set-up of two violins.
- Varnish and set-up viola.
- Begin fourth instrument of student's choice (violin, viola or cello).
- Maintain notebook and log.
- Continue technical drawing, instrument lessons and ensemble, history study.

Sixth Trimester (420 clock hours)

- Complete fourth instrument.
- Maintain notebook and log.
- Continue technical drawing, instrument lessons and ensemble, history study.

Third Year

One trimester will be devoted solely to the study and practice of basic repair and set-up; this will take place in the January – April term each year. Students' starting date will determine whether this study term occurs in the seventh or eighth trimester

Seventh Trimester (420 clock hours) – January starts

Eighth trimester (420 clock hours) – September starts

- Study and refine set-up skills.
- Study basic repair and instrument maintenance techniques.
- Maintain notebook and log.
- Continue instrument lessons and ensemble, history study.

Eighth Trimester (420 clock hours) – January starts

Seventh Trimester (420 clock hours) – September starts

- Complete fifth instrument (violin/viola) in the white; this will be varnished and set up during the final examination period
- Varnish and set up other uncompleted instruments as necessary
- Build additional instrument, if time allows (not required)
- Maintain notebook and log
- Continue technical drawing, instrument lessons and ensemble, history study

Ninth Trimester – First 8 weeks (240 clock hours)

- Complete all unfinished instruments as necessary
- Complete first technical drawing, if not finished previously
- Prior to the examination period, all five required instruments must be completed as described and students must meet attendance requirements

Ninth trimester - final six-week examination period (180 clock hours)

- Complete one violin/viola in-the-white (including set-up) demonstrating knowledge of school procedures and techniques. Complete technical drawing of that instrument.
- Varnish and set up violin/viola previously completed in-the-white.
- Pass oral and written examinations in theory and history of violin making.
- Pass performance "jury" prior to graduation ceremony. Prepare and perform solo piece on stringed instrument at graduation ceremony.
- **Students must receive an average or above grade in each of the four categories of workmanship, theory, history and musicianship in order to pass the final exam. If the student is below average in one or more of these categories they may have the option, at the faculty's discretion, to enroll for another trimester and retake those sections or complete another six-week final exam.**
- Students receiving GI Bill benefits will not be eligible to enroll for additional trimesters and must meet a minimum 75% attendance average in addition to the final exam grade requirements in order to successfully complete the program.
- Upon successful completion of exam and payment of all fees, graduating students will receive a diploma certifying completion of the course.

* GI Bill graduating requirements outlined on page 11, 12

Admission

The School accepts students twice a year for trimesters beginning in January and September. Applications are accepted any time prior to the trimester starting date desired by the applicant. If a requested starting date is full, a qualified applicant will be accepted for the next available starting date.

Applicants must be 18 years or older and have received their high school diploma or GED.

The following skills and abilities are recommended: good hand/eye coordination, love of music, experience with hand woodworking tools, previous playing experience, and drawing / drafting experience.

A formal interview is not required for admission, but all applicants are strongly encouraged to visit the School before enrolling.

Students who have been on leave of absence due to medical, financial or personal reasons may reenter upon the approval of the Director / Instructor.

Admission is open to foreign students who meet requirements for a U.S. M-1 student visa.

The School is approved for GI Bill education benefits by the Illinois Veterans Administration.

The School is not accredited through a U.S. Department of Education recognized accrediting body.

The School does not discriminate on the basis of race, age, sex, creed, disability, or national or ethnic origin in the administration of its education policies, admission policies, or other school-administrated programs. It admits all students to the rights, privileges, programs and activities generally accorded or made available at the School. However, if school administrators feel that a disability would prevent safe and successful completion of the program, the individual may be advised not to enroll.

Facilities and Equipment

The School is housed in a one-story building in Chicago's near-north suburb of Skokie, Illinois. Adequate space is available for equipment, individual work and group gatherings. Every student is assigned a work area each trimester; the organization and maintenance of this space is the student's responsibility. All students are expected to assist with light maintenance cleaning on a regular basis.

Students have access to necessary high-quality hand woodworking tools, materials and equipment. Although the school provides basic hand tools for student use, students are encouraged to begin purchasing their own tools as soon as financially feasible. Wood for all instruments except the final examination instrument is provided by the school. Set-up materials and limited tools and supplies are available for sale to students.

The School maintains a library of reference books pertaining to violins, violin making and related topics. Students have access to these materials during school hours.

Housing is not provided by the School. Out-of-town students may request information on housing and transportation prior to their arrival.

Instrument Ownership

All instruments made by a student (except the final examination instrument) are the sole property of the Chicago School of Violin Making, Inc. Upon graduation, the student will also be given his/her first violin to keep. The final examination instrument is the student's property regardless of test results. At any point during the course, the student has the option to purchase any of his/her completed instruments. Instrument prices will be determined by the school. Any instrument not purchased by its student maker may be offered for sale to the public by the school.

Attendance

The Chicago School of Violin Making stresses the importance of regular attendance and punctuality in the development of professional work habits. The school day begins at 8:30 A.M. and ends at 3:30 P.M. There will be a 45-minute lunch break each day as well as a 15-minute break each morning and afternoon. Students are expected to remain in the School building for the duration of the School day taking only scheduled lunch and breaks.

Attendance (absence and tardiness) will be recorded daily by the instructors. At the end of each trimester and before the beginning of the next consecutive trimester, attendance totals (number days absent, number days tardy) will be recorded on each student's Permanent Record.

Tardiness is considered one 1/2-day absence. When a student has reached a total of seven (7) absences in one trimester, he/she will receive a written Notice of Excessive Absence. This notice will be signed by the student and placed in his/her student file; this is a notice only and does not constitute any change in enrollment status.

If a student reaches a **total of twenty (20) absences** (excused or unexcused) in one trimester, he/she will be required to participate in an interview with the Director / Instructor to determine continuing status.

A total of thirty (30) absences (excused or unexcused) in one trimester, will result in dismissal from the program.

Before the start date of the six-week graduation exam in the ninth (final) trimester, each student's total number of absences will be tallied. If a student has missed more than sixty-five (65) days due to absence or tardiness, the student will not be permitted to graduate as scheduled and will be required to complete an additional trimester of study at the full tuition rate. Also, during a student's final trimester, a student may not exceed ten (10) absences prior to the start date of the graduation exam. Students exceeding ten (10) absences in the final trimester will not be permitted to take the graduation exam. If a student must miss over ten (10) consecutive days for personal emergency or medical reasons, he/she must request Emergency or Medical Leave.

Unexplained absence of over ten (10) consecutive days in one trimester constitutes notice of cancellation, and the student will no longer be enrolled in the course.

The student is to notify the school by 10:00 A.M. if he/she will be absent that day.

****GI Bill attendance requirements are outlined on page 11**

Conduct

Creating excessive disturbances will not be tolerated; two written warnings will be given prior to expulsion. Consideration for re-admission will be at the discretion of the Director / Instructor.

Health and Safety

Open shoes such as sandals will not be permitted; this is for the student's protection in case a sharp tool is dropped. A shop apron of sturdy material should be worn in class and long hair should be tied back.

The power tools (drill press and band saw) are for student use only after successful completion of a short course and exam on power tool usage and safety. This will be given during the trimester in which the student starts scroll-making. Safety glasses (provided) must be worn when using power tools. Students may wish to provide their own dust mask and hearing protection for certain power tool operations.

The Chicago School of Violin Making carries general liability insurance as required by the Illinois Board of Higher Education. The School does not provide health insurance for enrolled students. Smoking is not permitted in the School building at any time.

Grading

All student work will be monitored and evaluated on a continuous basis. Good attitude and careful workmanship are very important. However, technical skill level and ability to complete objectives as listed in the course outline will constitute the major portion of each trimester's grades.

Students will have an oral evaluation with a Director / Instructor at least once each trimester.

At that time, students will be graded in each of four categories: workmanship, theory, history and musicianship.

Grading is based on the following scale:

A - Excellent

B - Above Average

C - Average

D - Below Average

F - Failing (Below minimum standards)

Grades will be recorded on a transcript as part of each student's Permanent Record. Student records and transcripts are maintained electronically and on paper at the school. These are available to students and graduates for a nominal fee. Requests for copies can be made by contacting the School directly.

Students receiving one or more failing grades will be placed on probation for the following trimester. Without visible improvement or a strong effort toward improvement, students on probation may be dismissed from the program.

Students falling significantly behind work outlined each trimester may be advised to take an additional trimester in order to complete the requirements for graduation. Students needing more than one additional trimester to complete the course or whose workmanship grade remains below average for two consecutive trimesters may be advised to reconsider vocational goals or may, at the discretion of the Director / Instructor, be dismissed from the program.

Students are encouraged to work outside of School either at home or, if possible, in a shop setting. While students are not graded on work done outside of school, and none is required, additional work is very important for reinforcing and expanding skills learned in School and for increasing confidence and speed.

***** GI Bill grading and progress requirements outlined on page 11, 12**

Placement

Although the School has no formal placement services, graduates should not have difficulty finding suitable employment in the United States or abroad. The School receives numerous requests and job notices throughout the year from violin shops and makers; this information is made available to all students. Because of the School's excellent reputation, graduates are primary candidates for these positions.

Student Complaints

Concerns or complaints should be brought to the attention of faculty or staff either in person or in writing. If an issue is not resolved to the student's satisfaction, the student may contact the Illinois Board of Higher Education, Division of Private Business and Vocational Schools, 1 North State Capitol Plaza, Suite 333, Springfield, Illinois 62701-1377, <http://complaints.ibhe.org/>. A notice to students from the Illinois Board of Higher Education is posted on the school bulletin board at all times.

Veterans who have complaints about the quality of training or administration of veterans' benefits provided by this school are encouraged to share their concerns with School officials. Veterans can also contact the Illinois State Approving Agency for Veterans benefits at (312) 814-2460.

Tuition and Fees

All payments to the School must be made in U.S. dollars.

Application for Enrollment fee is \$40.00 for applicants residing in the U.S. and \$90.00 for foreign applicants.

Tuition cost is \$3,760 per trimester and is payable in full at the beginning of each trimester or in monthly installments of \$940. This cost includes a \$100.00 deposit paid towards the following trimester. First trimester students pay a tuition deposit of \$100.00 and a one-time registration fee of \$100.00 with the submission of the Enrollment Agreement prior to the trimester starting date.

Other Expenses

Hand tools are available to students during School hours; tools that cannot be shared must be purchased and can range from \$50.00 - \$150.00. It is strongly recommended that students begin to acquire high quality, often-used tools as soon as possible. A pre-selected tool "kit" can be purchased from the School for \$440.00; this includes basic tools used during the first weeks of class. The purchase of a block plane prior to the first day of class is also recommended.

The student provides his/her own wood and set-up materials for the sixth instrument (final examination instrument). These can be purchased from the School or other supplier and can range from \$125.00 - \$300.00 for a violin.

FACULTY

Tschu Ho Lee, Director Emeritus

Graduate of the State School of Violin Making, Mittenwald, Germany. Received Master's certificate with Gold Medal from the German Government in 1968. Worked for six years with Kenneth Warren & Son firm in Chicago making, repairing, and restoring instruments. Co-founder of the original Kenneth Warren & Son School of Violin Making in 1975. Mr. Lee continues to build new instruments for a world-wide market, and is available in an advisory capacity to students. Member of the American Federation of Violin and Bow Makers.

Antoine Nédélec, Executive Director

Graduate of the Violin Making School of America. Antoine worked for Peter Prier and Sons while attending school, and for J & A Beare upon graduating in 2002. He opened his own studio in 2005. In 2012, he joined the American Federation of Violin and Bow Makers. Antoine regularly serves as a faculty member at the Oberlin Violin Making Workshops. In 2016 and 2017 he and his colleague Jeff Phillips led the workshop on copying the Jackson Stradivarius. Antoine is an active maker and has received numerous awards at the Violin Society of America competitions, including a silver medal for cello and a gold medal for viola. He served as a judge at the VSA competition in 2018.

Kristin Siegfried Ballenger, Instructor

Received a BA in Music from Illinois Wesleyan University and graduated from the Chicago School of Violin Making in 2012. She has had eight years of shop experience at Seman Violins, teaching repair and set-up to new employees and was also active in business operations there. She served on the planning committee for the American Federation of Violin and Bow Makers's 2014 meeting. Kristin was elected to serve on the Violin Society of America Board of Directors in 2018. She continues to work on her own instrument making.

Henrike Hahn, Set-up & Repair Instructor

Graduate of the State School of Violin Making in Mittenwald Germany. Received German Meister title in 1986. Henni has over 30 years of experience working in renowned shops both in Europe and the United States as a restorer and maker of string instruments. Became a member of the American Federation of Violin and Bow Makers in 1994 and a member of the Entente Internationale Des Luthiers et Archetiers between 1997 and 2015.

Betty Lewis, Violin Instructor

Betty Lewis received her B.M. from Chicago Musical College at Roosevelt University as a student of Elaine Skorodin. She is an active violinist and violist in the Chicago area. She is concertmaster with the Bach Cantata series at Grace Lutheran Church in River Forest and is a substitute player with many local orchestras such as Lake Forest Symphony and the Chicago Sinfonietta. Betty performs in many Broadway in Chicago productions, and has performed as a substitute with the Chicago Symphony Orchestra. In the summer, she is on the faculty of the Birch Creek Music Performance Center and is a member of the Peninsula Music Festival - both in Door County, Wisconsin. Betty maintains a private teaching studio at home as well as teaching violin and viola lessons and conducting the HS Orchestra at Francis Parker School in Chicago.

Steven Houser, Cello Instructor

A former scholarship student of Chicago Symphony principal cellist Frank Miller, Mr. Houser is very active as a freelance musician and has performed with many chamber and symphony orchestras in the Chicago area. He is currently a member of the Grant Park Symphony and serves as principal cellist with the Lake Forest, Park Ridge and Metropolis Symphonies and the Ars Viva Orchestra.

Student's Right to Cancel / Refund Policy

The student has the right to cancel this agreement at any time. Notice of cancellation must be made in writing and sent to the above school address made to the attention of the School's Director. The official date of cancellation will be the date of the postmark.

- When notice of cancellation is given within ten (10) business days after the date of enrollment, all registration fees, tuition and any other charges paid shall be **refunded** to the student.
- When notice of cancellation is given after the tenth day after the date of enrollment but is given prior to the close of business on the student's first day of class attendance, the school may retain no more than the registration fee
- When notice of cancellation is given after the student's completion of the first day of attendance but prior to the student's completion of 5% of the course, the school may retain the registration fee and \$300.00.
- When the student has completed in excess of 5% of the course, the school may retain the registration fee and the following percentages of the trimester course cost:

Percentage of days in class completed at notice of cancellation:	Percentage of tuition retained:	Percentage of days in class completed at notice of cancellation:	Percentage of tuition retained:
5%-10%	15%	50%-55%	64%
10%-15%	22%	55%-60%	68%
15%-20%	28%	60%-65%	73%
20%-25%	33%	65%-70%	75%
25%-30%	38%	70%-75%	80%
30%-35%	43%	75%-80%	85%
35%-40%	47%	over 80%	100%
40%-45%	52%		
45%-50%	60%		

- Refunds will be made within fifteen (15) calendar days from the date of receipt of notice of cancellation.
- All monies paid by the student shall be refunded in the following circumstances: if the student is not accepted by the school; the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin; the school cancels or discontinues the course of instruction in which the student has enrolled; the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
- The unexplained absence of a student for more than ten (10) consecutive school days in one trimester constitutes constructive notice of cancellation to the school. The student may elect to re-enroll in a later trimester upon approval of a Director, but may not enroll in the same trimester in which the unexplained absence occurs.
- Refund calculations are based on day of notice of cancellation or dismissal. Students who leave the program for one or more trimesters will be asked to execute a new Enrollment Agreement prior to resuming.
- In any case where hardship or circumstances beyond the control of the student make it impractical to complete the course, the school shall make a settlement that is fair and reasonable.

The refund policy stated above is in compliance with the requirements of the Illinois Board of Higher Education. ******See Page 11 for Refund of Tuition Policy for students receiving Veterans' Educational Benefits**

CONSUMER INFORMATION

The School is required to provide the following information to all enrollees per Section 1095.200 of 23 Ill. Adm. Code 1095.

Reporting period: July 1, 2018 – June 30, 2019

A) Program of study: Violin Making & Repair

- 1) The number of students who were admitted in the program as of **July 1**, of this reporting period: **22**
- 2) The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories:
 - (a) New starts: **7**
 - (b) Re-enrollments: **1**
 - (c) Transfers into the program from other programs at the school: **0** (There are no other programs at the school)
- 3) The total number of students admitted in the program during the 12-month reporting period: **30**
- 4) The number of students enrolled in the program during the 12-month reporting period who:
 - (a) Transferred out of the program and into another program at the school: **0** (There are no other programs at the school)
 - (b) Completed or graduated from the program of instruction: **8**
 - (c) Withdrew from the school: **2**
 - (d) Are still enrolled: **20**
- 5) Student to teacher ratio is 11 to 1.
- 6) The number of students enrolled in the program who were:
 - (a) Placed in their field of study: *****
 - (b) Placed in a related field: *****
 - (c) Placed out of the field: *****
 - (d) Not available for placement due to personal reasons: *****
 - (e) Not employed: *****

B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period: ******

B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period: ******

C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period, such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence: **8**

D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence: **\$20,000-\$30,000*****

****The School does not offer or provide job placement assistance and therefore retains no formal records of graduate employment***

*****Licensing examination or professional certification examination is not required in this field.***

******Starting salaries vary greatly according to city, region or country of employment, and may be based on piecework or hourly rates.***

Class Schedule– 2020

Classes meet Monday through Friday, 8:30 a.m. – 3:30 p.m. unless otherwise noted

January 2020 Trimester

January 8 – April 17, 2020

Tuesday, January 7	Class Begins – 1st Trimester Students
Wednesday, January 8	Class Begins – All students
Monday, January 20	MLK Day – No School
Monday, February 17	Presidents' Day – No School
Friday, March 20	School Holiday – No School
Friday, April 17	Graduation – Trimester Ends

May 2020 Trimester

May 6 – August 14, 2020

Wednesday, May 6	Class Begins – All students
Monday, May 25	Memorial Day – No School
Friday, June 19	School Holiday – No School
Friday, July 3	Independence Day (observed)– No School
Friday, August 14	Graduation – Trimester Ends

September 2020 Trimester

September 9 – December 18, 2020

Tuesday, September 8	Class Begins – 1st Trimester Students
Wednesday, September 9	Class Begins – All Students
Monday, October 12	Columbus Day – No School
Thursday, November 26/Friday, November 27	Thanksgiving Holiday – No School
Friday, December 18	Graduation – Trimester Ends

Class Schedule– 2021

Classes meet Monday through Friday, 8:30 a.m. – 3:30 p.m. unless otherwise noted

January 2021 Trimester

January 5 – April 16, 2021

Tuesday, January 5	Class Begins – 1st Trimester Students
Wednesday, January 6	Class Begins – All students
Monday, January 18	MLK Day – No School
Monday, February 15	Presidents' Day – No School
Friday, March 19	School Holiday – No School
Friday, April 16	Graduation – Trimester Ends

May 2021 Trimester

May 5 – August 13, 2021

Wednesday, May 5	Class Begins – All students
Monday, May 31	Memorial Day – No School
Friday, June 18	School Holiday – No School
Friday, July 5	Independence Day (observed)– No School
Friday, August 13	Graduation – Trimester Ends

September 2021 Trimester

September 7 – December 17, 2021

Tuesday, September 7	Class Begins – 1st Trimester Students
Wednesday, September 8	Class Begins – All Students
Monday, October 11	Columbus Day – No School
Thursday, November 25/Friday, November 26	Thanksgiving Holiday – No School
Friday, December 17	Graduation – Trimester Ends

Weekly Schedule

All classes meet Monday through Friday unless otherwise noted.

Monday	8:30am – 3:30pm
Tuesday	8:30am – 3:30pm
Wednesday	8:30am – 3:30pm
Thursday	8:30am – 3:30pm
Friday	8:30am – 3:30pm
Saturday	Closed
Sunday	Closed

GI Bill Addendum

Purpose of Addendum

This document is an addendum to the Catalog and Course Outline of the Chicago School of Violin Making. Its contents apply only to students who are attending the school with assistance from U.S. Department of Veterans Affairs benefits. All other terms of the School Catalog remain in effect; but if any term of this addendum conflicts with the catalog, this addendum controls.

Chicago School of Violin Making **will not** take any of the four following actions toward any student using U.S. Department of Veterans Affairs benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class

***Graduation Requirements**

A student who received GI Bill benefits must maintain a minimum 75% attendance and Average(C) grade completion for each trimester. Upon successful completion of the program, graduating students will receive a diploma certifying completion of the course.

****Attendance**

A student who receives GI Bill benefits must maintain a minimum 75% attendance each trimester. Students failing to do so will be placed on probation for the next trimester. If the student exceeds the 75% attendance requirement during the probationary trimester, the student will be terminated from the GI Bill program.

*****Grading and Progress Requirements**

Students receiving GI Bill benefits are required to demonstrate satisfactory academic progress by maintaining a minimum grade average of C (Average) each trimester. Those falling below average will be placed on probation for the next trimester. The School will reevaluate a student's progress at the conclusion of the probationary trimester. If it is determined at the evaluation that the student is meeting the attendance and academic progress requirements, the student will no longer be on probation. If the student fails to meet both of these requirements, he/she will be terminated from the GI Bill program

The School, however, may grant a second probationary period of one additional trimester if extenuating circumstances warrant such action. At the conclusion of this second probationary period, the student will be reevaluated and removed from probation if he/she has met the attendance and academic progress requirements. If the student fails to meet both of these requirements, he/she will be terminated from the GI Bill program.

*****Refund of Tuition Policy for students receiving Veterans' Educational Benefits**

The following table gives the amount of tuition to be refunded when the student is terminating CSVM attendance and enrollment prior to completing applicable Program(s) of Study. The table is based on an individual Program of Study.

REFUND TABLE

Percent of Total Days-of-Classes Remaining*	Percent of Tuition Refunded
96 to 100	100
91 to 95	95
86 to 90	90
81 to 85	85
76 to 80	80
71 to 75	75
66 to 70	70
61 to 65	65
56 to 60	60
51 to 55	55
46 to 50	50
41 to 45	45
36 to 40	40
31 to 35	35
26 to 30	30
21 to 25	25
16 to 20	20
11 to 15	15
6 to 10	10
0 to 5	0

* Use method of round up to next higher whole number to calculate Percent Remaining.

Credit for Previous Education and Training for Students receiving GI Bill Benefits

Credit for previous education and training experience must be evaluated and may be granted. Such a grant of credit is at the discretion of Chicago School of Violin Making. This credit will shorten the length and cost of the program proportionately. The School is required to maintain a written record of previous education and training experiences which indicates that credit has been given, where appropriate, by the school for noted experiences and provide evidence of the evaluation.

Acceptance

The Chicago School of Violin Making has given me, the undersigned, a copy of the School Catalog, this addendum to the Catalog, and a copy of the Student Handbook, all of which I have read and completely understand and will comply with.

Veteran's Signature: _____ Date: _____

Authorized CSVM Official: _____ Date: _____