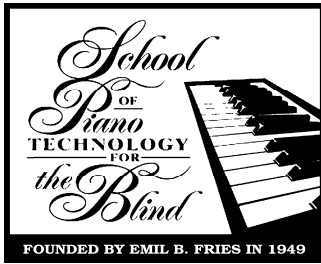


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School of Piano Technology for the Blind

“Home of the Emil Fries Piano Hospital & Training Center”

2510 E. Evergreen Blvd. Vancouver, WA 98661-4323

P 360.693.1511 F: 360.693.6891 Toll Free: 1.888.693.1511

info@pianotuningschool.org www.pianotuningschool.org

Emil Fries Piano Hospital and Training Center

also known as

The School Of Piano Technology for the Blind

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SCHOOL OF PIANO TECHNOLOGY FOR THE BLIND

OUR VISION

The vision of the School of Piano Technology for the Blind is to provide vocational training opportunities enabling blind and visually impaired people to live independent, productive lives in professionally challenging and financially rewarding careers.

MISSION STATEMENT

The mission of the School of Piano Technology for the Blind is to provide specialized quality education for blind and visually impaired individuals leading to successful careers in the piano service industry.

OUR PHILOSOPHY

The philosophy of the School is to foster independence, self-reliance, and confidence in each of our students. This is done by teaching a complex craft, piano tuning and technology, using blind piano technicians as both teachers and role models. When blind instructors act independently and productively in their professional and personal lives; students gain confidence that they can, also, be independent, productive, and successful. Our instructors provide blind and visually impaired students with opportunities to learn complex skills that challenge their mechanical aptitude, spatial reasoning, and problem-solving skills, as well as their patience and determination. Our individualized instruction creates a learning environment that maximizes the likelihood of success and is often life changing. Successful students learn they are capable of working with the same expectations and level of excellence as their sighted peers. Our philosophy manifests itself in the success of our alumni. Since 1949, many of our graduates have owned and operated piano service businesses. Although there are a variety of career options in the piano service industry, we empower our students with the technical, business and personal skills they will need to become independent and productive citizens.

HISTORY OF THE SCHOOL OF PIANO TECHNOLOGY FOR THE BLIND

The School was founded in 1949 by Emil B. Fries as the Piano Hospital and Training Center to advance piano tuning as a career for the blind. Mr. Fries learned to tune pianos as a student of Walter R. Dry at the Washington State School for the Blind (WSSB). Upon graduation, he attended the University of Washington. Mr. Fries supported himself by tuning pianos while earning a BA degree in 1930. He succeeded Mr. Dry as head of the piano tuning department at WSSB. He taught there until 1949, when WSSB phased out vocational programs, including piano tuning. Determined to maintain piano tuning as a career opportunity for the blind, Mr. Fries founded the Piano Hospital and Training Center as a private, post-secondary, vocational school.

In 1965, he formed a not-for-profit corporation to ensure that the Piano Hospital would continue to fulfill its purpose in the future. The Board of Trustees later changed the School's name to Emil Fries Piano Hospital and Training Center, in honor of the man

who, more than any other individual developed and taught the specialized skills that enable blind tuner-technicians to be successful.

The State of Washington licensed the Piano Hospital in 1992 as a private trade school. In 1993, the School earned national accreditation from the Accrediting Commission of Career School and Colleges of Technology (ACCSCT). In 2001, the School was approved by the U.S. Department of Education to offer Federal Student Financial Aid. In 2005, to more accurately describe the School's mission to prospective students and donors, the Board of Trustees voted to change the name to the School of Piano Technology for the Blind.

Students have come from 36 States, plus Guam and the American Virgin Islands, as well as from Australia, Belize, Canada, Ethiopia, Finland, Great Britain, Iceland, India, Israel, Korea, Malaysia, Switzerland, and Trinidad to study the School's practical curriculum and uniquely adapted techniques.

ADMISSION AND REGISTRATION INFORMATION

ADMISSION REQUIREMENTS

Academic

- High School or College Graduate, GED or Ability to Benefit Test (ABT) administered by CPAT, Career Program Assessment Test.

Musical Aptitude and Interest

- A musical background is desirable, not required; perfect pitch is not required.

Mechanical Aptitude

- Sense of spatial reasoning is essential; experience with hand tools is preferred.

Physical & Social

- Legally blind; normal hearing; normal sense of touch.
- Strength and dexterity to lift 40 lbs; stamina to stand for 3-4 hours.
- Current tetanus vaccination; freedom from repetitive motion problems.
- Statement from primary care provider stating the student is in good physical condition for training and employment as a piano technician.
- Good problem solving skills and good verbal communication skills.
- Ability to work independently, as well with others.

ADMISSION PROCEDURES

- Applicants must attend a Career Exploration and Evaluation workshop at the School. Please contact the School for the current workshop schedule.
- Students and their sponsoring agency will receive a written evaluation following the Career Exploration and Evaluation Workshop. The evaluation will report the School's determination of the student's aptitude for success as a piano technician.

- If the workshop evaluation is positive, the prospective student will be invited to complete the Application for Admission form and submit it to the School.
- The student must request an official high school or college transcript be sent directly to the School. For GED, please submit your Certificate of Equivalency.
- Applicants will be notified of acceptance and entry date will be confirmed upon verification and processing of completed application materials.

INTERNATIONAL STUDENTS

- International students must meet all the requirements listed above and in addition, must provide proof of financial support for the total cost of the two-year program, including sponsors and bank officials. In May of 2004, the School was approved by the Department of Homeland Security/Immigration and Naturalization Service (INS) for reauthorization to enroll non-immigrant students. All instruction is conducted in English.
- International students should apply for admission nine to 12 months before they plan to enter the School and they must submit all required documents. All overseas correspondence with documents should be sent by air mail. All materials become the property of the School and cannot be returned. Applicants must attend a Career Exploration and Evaluation workshop at the school. Please contact the School for the current workshop schedule. The School will not honor requests for waiver of admission requirements. Inquiries about the School may be made by e-mail: info@pianotuningschool.org
- Instruction is conducted in English, so fluent English language skills are required. If English is not the primary language of an applicant, the School will try to determine the student's ability to succeed in the training by in-person interviews.

International Students must submit the following to the Admissions Office:

- Application for Admission
- Supplemental application for international students. Include all certifications, names, and amounts indicated on the application, including sponsors and bank officials.
- English Proficiency (TOEFL paper/pencil test: 500 minimum score or computer based version: 173 minimum score). Please submit original document.
- Official transcripts from all previous educational institutions attended.

Issuance of the Certificate of Eligibility, Form I-20, will be made only upon completion of all admissions requirements. It is the responsibility of the applicant to make all necessary arrangements through official channels for entrance into the United States. Department of Homeland Security will be notified, if a student does not attend or drops out of the School.

ENROLLMENT PROCEDURES

If accepted, the student will be sent an Enrollment Agreement to complete and sign. The Enrollment Agreement states the responsibilities of both the student and the School, as outlined in the catalog. This includes the agreement that the student will not perform piano tuning, servicing, and repairing while enrolled in the School, in the Portland Vancouver metropolitan area without permission and supervision of an instructor. The Enrollment Agreement must be signed and returned to secure a space in the next available class. For questions about the admission and enrollment process, please contact the School by phone, fax or email.

INSTRUCTIONAL PROGRAM INFORMATION

STATEMENT OF EDUCATIONAL OBJECTIVES

The objective of the Piano Technology program is to prepare blind and visually impaired adults with the technical and business skills needed to have successful careers in the piano service industry. Graduates of the School of Piano Technology for the Blind will be able to perform entry-level, commercially acceptable aural tunings, routine repairs, and maintenance to the actions and other working parts of most pianos.

PROGRAM DESCRIPTION

The School of Piano Technology for the Blind is the only private, non-profit, post-secondary school in the world dedicated, solely, to training blind and visually impaired people to tune and repair pianos. Our highly individualized program is designed to provide blind and visually impaired people with proficiency in piano tuning and repair. We manage our enrollment to a maximum of eight (8) students, which enables a 4:1 student: faculty ratio.

The two-year piano tuning and technology curriculum is divided into four semesters, each approximately twenty weeks long and consisting of a total of 2,800 clock hours of instruction. A clock hour consists of 50-minutes of instruction. Students meet Monday – Friday from 9:00 – 4:00PM for lectures, discussions, and hands-on projects in piano tuning and repair. Every Monday provides an opportunity for students to study independently on technical project review, guest lectures, business plan development, field trips, job shadowing, library research, and other projects.

The School's long history of working with blind and visually impaired technicians has resulted in highly successful techniques of teaching aural tuning and repair skills using unique touch methods. These methods, taught by blind and visually impaired instructors, enable our graduates to gain the expertise needed to compete effectively throughout their careers. The pace and depth of our program is geared to each student's ability to demonstrate competency with assigned tuning and repair projects as demonstrated by established benchmarks. All students are expected to complete the program within 2,800 clock hours. The program has progressive benchmarks designed to build student competencies from beginning to advanced skills. Students will be able

to achieve the scope and depth of training their abilities allow. All successful students will receive sufficient training to enable them to earn a good living as a piano technician, but some students may demonstrate an ability to do more advanced work.

In addition to the basics of piano technology, all students will learn the basics of business operation and personal skills. All students will prepare a business plan. The outcome of the course is a certificate in tuning, servicing, and maintaining pianos. This certificate is issued to a student who has passed the standard tuning exam and the basic written and bench exams. The student will be able to tune and do light repairs and standard servicing of pianos. Students who show interest and aptitude may develop additional proficiencies.

Student progress is reviewed, informally, on a weekly basis. There are formal evaluations at the mid-point and end of each semester (approximately every ten weeks). These quarterly evaluations become part of the student's academic record and are sent quarterly to the student's sponsoring agency. Satisfactory scores on comprehensive written and practical examinations are required for graduation from the program.

COURSE SCOPE AND SEQUENCE

PIANO TUNING:

Students start with unison tuning and progress through the following sequence: tuning octaves: tenor, treble, and bass; tuning pure fourths and fifths; tempering fourths and fifths; setting piano to standard pitch; assembling a temperament; practicing and perfecting temperament skills and tuning a complete piano. Upon completion of the training sequence, students must pass the tuning exam within four hours with a score of 70% or higher as judged by two instructors. The student will be able to demonstrate the ability to use all tuning tools efficiently as judged by the instructor.

PIANO SERVICING:

After completing the piano servicing curriculum, the student will demonstrate, to the satisfaction of two instructors, the ability to plan and implement the regulation of an upright piano, and demonstrate the proper use of all required tools. The student will be able to demonstrate the ability to locate and alleviate common squeaks, rattles, buzzes, and malfunctioning keys, strings, and action parts.

RECONDITIONING:

After completing the sequential piano reconditioning curriculum, students will demonstrate, to the satisfaction of two instructors the ability to repair or replace: strings, hammers, action center pins, and flange and key bushings. After making such replacements or repairs the student will demonstrate the ability to properly fit and adjust the replaced parts. Through laboratory projects and outside shop experiences the student will develop confidence and gain practical experience.

BUSINESS:

During the 2,800 clock hour course, the student will learn about and develop a complete business plan. While learning the elements of the business plan the student will demonstrate understanding of: General business operations, money management,

business tax principles, marketing, and business planning and growth analysis. The student will demonstrate an understanding of basic business vocabulary and principles.

CURRICULUM ENHANCEMENT:

After completing the sequential piano business enhancement curriculum, within the 2,800 prescribed clock hours, or approved extension, the student will demonstrate, to the satisfaction of the instructor, by passing prescribed exams at a minimum of 70% the following subject areas:

- Basics of keyboard and harmony
- Piano case part nomenclature
- Piano action part nomenclature
- Basics of acoustics
- Theory, science, and history of tuning and temperament
- History of the development of the piano
- Music appreciation and history as it applies to the development of piano technology and tuning theory.

GRADING

On Friday of each week, instructors will discuss individually with students their progress on projects assigned during the previous week and review areas for improvement. Student evaluation conferences will be held at the mid-point and end of each semester to evaluate student progress and assign grades. The Director of Instruction and/or other faculty member will conduct the conference. Students will receive a written copy of the progress report, and a copy will go to the student's vocational counselor and be placed in the student's permanent file. Students of the School may request additional conferences. Student progress reports will be issued to Student Financial Aid programs as required. Grades are assigned on the following basis:

- A (90 to 100 %) = Superior
- B (80 to 89%) = Good
- C (70 to 79%) = Fair (Acceptable)
- D (Below 70%) = Poor (Not acceptable)

SCHOOL FACILITIES AND EQUIPMENT

The School of Piano Technology for the Blind is housed in a building that was specially designed and well equipped for the teaching of aural piano tuning, piano servicing, and piano reconditioning. The School has six individual soundproofed tuning booths, seven repair workrooms, and several dozen pianos on hand, so that students may gain proficiency through practical application. The School has a capacity for eight students at any one time.

As a private, not-for-profit school, the staff earns a substantial share of the operating budget by tuning, repairing, servicing, and selling pianos in the local community. Students benefit from the constant flow of piano repair jobs available for their observation and participation. They also have the opportunity for on-the job

training on customer pianos. Student tunings and customer relationship skills are critiqued by their instructors. By learning in the atmosphere of a busy, working piano business, students prepare to operate their own piano service businesses. In addition to technical skills, students learn how to contact potential employers and customers, advertise and market their services, keep necessary records, and deal with customers. Alumni often contribute their time and expertise to teach practical business-building procedures and share the secrets of their success.

Students at the School of Piano Technology for the Blind enjoy the use of an excellent library of books and trade magazines in print, tape, CD, and Braille formats. A complete file of the *Piano Technicians Journal*, from 1917 to the present, is available in print. The last 25 years of the *Piano Technicians Journal* are available in CD format that can be read by computer, in print, or using digitized speech. A complete set of *The Braille Piano Technician*, published from 1950 to 1984, is also available. The School has over 50 piano action models available for teaching and learning. We believe this is the largest collection of piano action models in a single place.

The School of Piano Technology for the Blind is located in Vancouver, Washington, U.S.A. Vancouver is a historically rich city with a population of approximately 162,400 on the north bank of the Columbia River across from Portland, Oregon. The School of Piano Technology for the Blind is located near the restored Fort Vancouver National Historic Reserve, a major tourist attraction. Vancouver has a countywide bus service (C-Tran) with connecting links with Portland's Metro system. The School is about 15 minutes from the Portland International Airport (PDX).

CERTIFICATION

A Certificate of Completion is awarded upon successful completion of the coursework and passage of the final written, tuning and bench examinations at the 70% level. The Certificate is presented at the annual Commencement exercises held in June.

BOOKS

All students enrolled in the School of Piano Technology for the Blind should have a membership in "Recordings for the Blind and Dyslexic" RFB&D. Some of the books used in our program may come from this source. RFB&D books may be borrowed by individuals with proof of a reading disability. For more information, contact:

RFB&D National Headquarters
866-RFBD-585 (866-732-3585)
<http://www.rfbd.org>

Books are available in Library of Congress formatted four track tapes and DAISY formatted audio CD's. Low cost DAISY and four track cassette players can be purchased from RFB&D. Foreign students must have a U.S. address to receive membership in RFB&D.

All students enrolled in the piano technology course will be enrolled in the Bookshare program. Bookshare provides books in downloadable files either DAISY format or Braille digital files free to all students enrolled in school in the United States. For more information go to <http://www.bookshare.org>.

PROGRAM ADVISORY COMMITTEE

A committee of educators, board members, employers, and professionals in the piano tuning and technology industry meets at least once a year to review the curriculum and other aspects of the program to assure that standards of the profession are met.

CAREER OPPORTUNITIES

As a way to explore career opportunities, current students, and graduates are encouraged to attend the Piano Technicians Guild (PTG) chapter meetings and conferences. They are encouraged to apply to take the examinations to qualify for Registered Piano Technician (RPT) certification as soon as they are eligible. A study by the Piano Technicians Guild indicated the average earnings for a full-time technician are \$35,000 to \$45,000 per year.

Approximately 250 blind and visually impaired people have graduated from the School of Piano Technology for the Blind. They have gone on to rewarding careers, both financially and professionally, as piano technicians. Typically, graduates of our program begin their career doing stock and warranty tunings in a retail piano store.

As they gain experience they often supplement their employment with work for private customers, which often leads to sufficient work to justify self-employment. Other employment options include careers at school districts, colleges and universities, recording studios, concert halls, and other businesses that use pianos.

PLACEMENT ASSISTANCE

The School of Piano Technology for the Blind does not make or imply any promise of a job upon graduation. The School does not have a placement office, but it is often contacted about job openings, and these notices are made available to current students and alumni. Opportunities may require a willingness to relocate. There is an extensive network of School alumni that meet online and in person regularly to share information about industry trends and employment opportunities. The School staff will assist students by reviewing their job application and resume and give suggestions. Industry statistics indicate a strong demand for piano technicians and excellent opportunities for self-employment. Please refer to the Piano Technician's Guild for more information at <http://www.ptg.org>

SCHOLARSHIPS

The School of Piano Technology for the Blind will cooperate with private or public scholarship grantors. In addition, the School encourages students to explore all other avenues of scholarship funding, such as, the National Federation of the Blind, American Council of the Blind, American Foundation for the Blind and others.

COMPARABLE PROGRAM INFORMATION

For comparable program information related to tuition and program length, please contact:

Accrediting Commission of Career Schools and Colleges of Technology

2101 Wilson Boulevard, Suite 202, Arlington, VA 22201

Telephone (703) 247-4212 FAX (703) 247-4533

FINANCIAL INFORMATION

TUITION

Tuition for the two-year program is \$26,000. Payment of one-fourth of the total tuition (\$6,500) is due at the beginning of each semester. In addition, there are annual student fees of \$500 for books and activities and a \$500 lab fee for the cost of parts and supplies used in lab projects. These fees will be invoiced when the tuition is billed.

PROFESSIONAL TOOLS

As a student progresses through the program, a list of professional tools will be generated by the faculty to meet the interests and aptitudes of the student. During the spring semester of the second year of training, tools will be ordered. The cost of a professional set of tools is approximately \$2,500. The school will order the student's tools upon receipt of payment by the sponsoring agency.

FINANCIAL ASSISTANCE

The primary responsibility for meeting the costs of education rests with individual students and their families. Students should contact the Department of State Services for the Blind and/or Vocational Rehabilitation in their state to open a case file to provide funding support in pursuit of the student's business plan to become a piano technician. Please contact the School if assistance is needed with this process.

In addition to DSB support, Pell Grants and Stafford Loans (Subsidized & Unsubsidized) may be awarded. Students must complete the Free Application for Federal Student Aid (FAFSA) to provide information needed for award determination. Financial aid is awarded regardless of sex, age, race, color, religion, or national creed. All Title IV Pell and Stafford Loan funds received by the institution will be applied to the balance of the student's account, with the exception of requirements set forth in Section 682.604 of current federal regulations. Remaining Title IV funds will be disbursed to the student as the student determines. All awards are dependent upon the student maintaining eligibility.

FEDERAL STUDENT FINANCIAL AID (FSA)

The School of Piano Technology for the Blind is recognized as an eligible institution by the United States Department of Education for participation in the Federal Family Education Loan Program and the Federal Pell Grant Program. Students may apply for financial aid programs to assist with expenses associated with attendance, but only eligible applicants, as determined by need following Federal Student Aid Regulations and Policies will be awarded funds. International (I-20) students are not eligible for Federal Student Aid. Students receiving Federal Student Aid must meet the School’s standards of academic progress specified in this catalog. The School of Piano Technology for the Blind’s Financial Aid Administrator (FAA) will assist students with the application process and determine eligibility. The School’s FAA award decisions are final. For further information on Federal Student Aid, contact the School. The Federal School Code for School of Piano Technology for the Blind is 034904.

REFUND POLICY

All refunds are made in compliance with the State of Washington Administration Code: *WAC 490-105-130*. Refunds will be paid within 30 calendar days of the student’s official date of termination.

1. The School will refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school;
2. The School will refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after classes have begun.
3. The School will retain an established registration fee equal to \$100 if the applicant cancels after the fifth business day after the start of classes. A “registration fee” is any fee charged by a school to process student applications and establish a student records system;
4. If training is terminated after the student enters classes, the School will retain the registration fee established under (3) this subsection, plus a percentage of the total tuition as described in the following table.

<i>If student leaves school</i>	<i>The student will be charged this percentage of tuition</i>
<i>Within first week</i>	<i>0%</i>
<i>After one week, but within 10% of the course.</i>	<i>\$100 Registration Fee</i>
<i>After 10%, but less than 25% of the course.</i>	<i>25%</i>
<i>After 25% through 50% of the course.</i>	<i>50%</i>
<i>After more than 50% of the course.</i>	<i>100%</i>

5. When calculating refunds, the official date of a student’s termination is the last date of recorded attendance:
 - a. When the School receives notice of the student’s intention to discontinue the training program;

- b. When the student is terminated for a violation of a published school policy which provides for termination;
 - c. When a student, without notice, fails to attend for 30 calendar days.
6. If instruction in any program is discontinued after training has begun, or if the School moves from one location to another, it will provide students prorated refunds of all tuition and fees paid. Students affected by a discontinuation must request a refund within 90 days.

REFUND POLICY FOR STUDENTS ON FEDERAL STUDENT FINANCIAL AID (FSA)

When a student who is a Title IV recipient withdraws from the School, the institution must complete the Federal Return of Title IV Funds form, which is a calculation that determines what the School and the student must return to the Federal Student Aid programs funds.

If the student (or parent, in case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional FSA funds. If the student received more FSA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and/or the student is required to return the unearned funds to the Federal program or Lender, as applicable.

Any unpaid balance of tuition and fees that remains after calculating the institutional refund policy and applying the amount of FSA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to the institution.

If it is determined that FSA program funds must be returned, based on the student's financial aid award, the return of FSA funds will be made in the following order:

- Unsubsidized Federal Stafford Loan Program;
- Subsidized Stafford Loan Program;
- Federal PLUS Loan Program;
- Federal Pell Grant Program.

There are six basic steps to the formula for calculating the amount of funds that must be returned to the Title IV programs:

1. Determine withdrawal date and percentage of payment period attended by the student.
2. Calculate amount of Title IV aid earned by the student.
3. Compare amount earned and amounts disbursed to determine amount unearned.
4. If amount earned is greater than amount disbursed, determine late disbursement.
5. If amount earned is less than amount disbursed, determine amount of Title IV aid that must be returned.
6. Calculate portion of funds to be returned by institution and student. Both the School of Piano Technology for the Blind and the student have specific responsibilities under this policy. Students who owe a repayment due to the return of Title IV funds must pay that obligation before regaining eligibility for additional financial assistance.

Contact the School's Director if additional information is needed.

SATISFACTORY ACADEMIC PROGRESS POLICY

A student doing at least C level (70%) work at the end of each semester is considered to be making satisfactory progress. These four progress points are approximately 21-week intervals. Written reports will be issued at the midpoint and the end of each semester. A student must maintain an 80% average attendance to have satisfactory progress.

Occasionally, to achieve a commercially acceptable level of competence, a student may require more time, instruction, and practice. This will not exceed 11 additional months (two semesters), or 1.5 times the standard length of the program.

The School reserves the right to suspend or dismiss any student who demonstrates unsatisfactory progress. The School uses a progressive procedure to address unsatisfactory progress. The first step is a verbal notification during a student conference. The next step is a written notice of unsatisfactory progress. If unsatisfactory progress continues, the student will be placed on probation, which includes a list of required actions needed to bring the student up to the satisfactory progress level. If the student fails to meet the probationary guidelines, he/she will be terminated from the program.

SCHOOL POLICIES AND PROCEDURES

TYPICAL WEEKLY SCHEDULE

Students attend school on Monday to Friday from 9:00 a.m. to 4:00 p.m. Every Monday will be a required independent study day. Students will work, unsupervised on self study projects and self review of previously learned tasks. Attendance will be taken on self study days and students may be assigned to any of the following activities:

- Job shadows, traveling with a piano technician and observing, or participating in the tuning and servicing of pianos.
- Making visits to music stores for job experiences or business plan information.
- Working with office personnel making tuning and service appointments and answering general piano questions to develop telephone skills.
- Working with SCORE volunteers, or local reference, or research from libraries to prepare their business plans.
- Using the School's library for general piano knowledge or technical information.
- Journaling about school projects for reviewing
- Practicing and reviewing learned tasks.
- Students will be evaluated on their independence and productivity on Mondays.

Each regular school day begins with a short class and question-and-answer session. Assignments are reviewed and students work on individual tuning or technical projects in the laboratory/shop during the day with individualized feedback by instructors. Students participate in theory classes of varying lengths. With the maximum number of students in the program at eight, students receives individualized attention daily and will gain experience in all aspects of piano tuning and service. The student teacher ratio is 4:1.

PRIVACY OF EDUCATIONAL RECORDS/RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) provides for specific rights to students regarding the privacy of their educational records.

The student records office of the School may disclose directory information without student consent. However, students have the right to withhold disclosure of this information. The School of Piano Technology for the Blind has designated the following as directory information: (1) student name, (2) home address, (3) local address, (4) home telephone number, (5) local telephone number, (6) email address (7) classification and major, (8) dates of attendance at the School of Piano Technology for the Blind, (9) date and place of birth, (10) certificates and awards received at the School of Piano Technology for the Blind, (11) institutions attended prior to admission to the School of Piano Technology for the Blind, (12) participation in recognized school activities. Students must notify the student records office in writing if they do not want their directory information released.

The Family Educational Rights and Privacy Act (FERPA) authorize the School to release student progress information to agencies providing financial support of the student without permission of the student.

PERMANENT STUDENT RECORDS

Copies of student progress evaluation reports and grades will be retained in the student's permanent file. A student may review their permanent file by request. Transcripts are issued upon completion of the program. Partial transcripts are available upon request.

ATTENDANCE POLICY

Daily attendance is important to provide time for development of proficiency. Attendance will be taken at the beginning of each class period, including Mondays. Attendance must be maintained at 80% or better. Dropping below 80% attendance will result in a written warning that attendance needs improvement. Continued unsatisfactory attendance will result first in probation and then termination from the program.

TARDINESS

Tardiness is defined as not being in the classroom when roll is taken. When roll is being taken, the classroom door will be closed. The tardy student will not disrupt instruction by entering the classroom after the door has been closed. It will be the tardy student's responsibility to obtain missed information from their classmates. Missed information must be documented in the student's journal to be checked weekly. Continued tardiness will result in disciplinary action, up to and including dismissal from the program.

MAKE-UP WORK

It is the student's responsibility to make up missed work. The independent study days can be used to make up missed work.

CHALLENGE EXAMS

Challenge exams are not available. A student may move more quickly through some parts of the program, because of prior experience, which creates an opportunity for advanced work and additional experience; but in all cases, students are required to complete the full two-year program, or to demonstrate competency in the complete content of the two year curriculum to receive School certification.

AFFIRMATIVE ACTION POLICY

The School of Piano Technology for the Blind does not discriminate on the basis of race, religion, gender, age, disability, or national origin.

ALCOHOL AND SUBSTANCE ABUSE POLICY

The School does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus is cause for dismissal.

SMOKING POLICY

The School of Piano Technology for the Blind is a smoke and tobacco-free campus. The use of all tobacco products in school buildings, facilities, and vehicles is prohibited.

STUDENT CODE OF CONDUCT POLICY

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interests of the School and the student body. Students should not interfere with other students' rights, safety, health, or right to learn. Violations of conduct standards include, but are not limited to:

- Theft or dishonesty, including plagiarism.
- Disruptive behavior, such as, horseplay and pranks.
- Possession or use of firearms, explosives, or other dangerous substances.
- Vandalism or threats of actual damage to property or physical harm to others.
- Possession, sale, transfer, or use of illegal drugs.
- Attending school under the influence of alcohol or illegal drugs.
- Harassing or abusive acts, which invade an individual's right to privacy including sexual harassment or abuse against members of a particular race, ethnic, religious, or cultural group.
- Reckless or intentional use of invasive software or data files.
- Unprofessional conduct, including disrespectful conduct toward students and faculty members and abruptly leaving classes or meetings without permission.

The School reserves the right to suspend or dismiss any student at anytime for misconduct or when the suspension or dismissal is deemed to be in the best interests of the student or the School.

SEXUAL HARASSMENT POLICY

The School will strive to provide and maintain an environment free from all forms of harassment. Sexual harassment is a violation of Title IV.

The following guidelines are issued, which legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- The School will not tolerate sexual harassment.

Behavior toward an employee or student by a member of the staff, faculty, or student body, which constitutes unwelcome sexual advances, including comments of a sexual nature or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal. Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify the Executive Director of the School or the Director of Instruction. The Executive Director or Director of Instruction will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

DISCIPLINARY PROCEDURES:

The School reserves the right to suspend or dismiss any student who engages in unacceptable conduct. The School utilizes a progressive procedure to address disciplinary problems. The first step, a verbal warning to cease policy violation, is followed by a written notice. If policy violations continue, the student may be suspended from school for a length of time to be determined by the Director of Instruction based on the severity of the infraction. As a last resort, the student may be terminated for refusal to adhere to school policies. Please refer to Procedure for Student Terminations.

WITHDRAWAL OR TERMINATION PROCEDURES

Either the student or the School may initiate withdrawal or termination from the School.

PROCEDURE FOR STUDENT WITHDRAWAL

The student must submit a letter addressed to the Director of Instruction notifying of the student's intention to withdraw from the School. The School may request a conference with the student before withdrawal is approved. If the student is sponsored by an agency, the student must inform a representative of the agency. Refunds are made following the School's refund policy.

PROCEDURE FOR STUDENT TERMINATION

The School may terminate a student's enrollment at the School if one or more of the following conditions exist:

- A student is unable to consistently demonstrate the ability to meet predetermined benchmarks.
- A student fails to meet the required attendance policy.
- It is the consensus of the faculty that a student cannot or will not benefit by further attendance.
- It is the consensus of the faculty that a student's continuation would be detrimental to the learning situation for other students.
- The student's behavior is deliberately non-compliant with the School's rules and regulations.
- A student placed on probation that is unable or unwilling to meet the terms of the written plan for student improvement will be dismissed from the program.
- If a positive relationship between student and faculty cannot be developed or maintained, it will serve as grounds for dismissal.
- Non-payment of tuition.

LEAVE OF ABSENCE

A student may arrange for a leave of absence for a reasonable cause by submitting a written request to the Director of Instruction. The written decision by the administration will define the length of the leave of absence. An on-leave student will be given priority, as space is available, for re-admittance to complete the program. If a medical leave of absence is requested, a doctor's statement is required.

COMPLAINT PROCEDURE

If a student has a complaint or concern about an activity or practice of the School of Piano Technology for the Blind, the issue should be addressed as follows:

- The student should contact the person involved to see if the issue can be resolved by discussion.
- If the issue is not resolved to the student's satisfaction, the student should contact the Director of Instruction, to discuss the complaint and seek resolution.
- If the issue is not resolved to the student's satisfaction, the student should put the complaint into writing addressed to the Executive Director. The Executive Director will investigate the complaint and issue a decision.
- The student may appeal the Executive Director's decision in writing to the President of the Board of Trustees. The President or designee will investigate the complaint and make a final decision.

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCST) must have a procedure and operational plan for handling student complaints. If a student does not feel that the School has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the School for a response. The complainant(s) will be kept informed as to the status of the complaint, as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of
Career Schools and Colleges of Technology
2101 Wilson Boulevard, Suite 302 Arlington, VA 22202
Telephone (703) 247-4212 FAX (703) 247-4533

A copy of the Commission's Complaint Form may be obtained by contacting the School office at 360-693-1511 or info@pianotuningschool.org

STUDENT SERVICES

HEALTH CARE

Students are responsible for their own health care. Health insurance is highly recommended. For students requesting health and dental care or professional counseling, referrals to community agencies may be made.

An up-to-date tetanus shot is required and the tetanus shot record must be submitted prior to beginning classes.

The School reserves the right to call a physician in case of student illness or call for ambulance services if, in the judgment of a school official, the situation merits such action. The student will be responsible for any costs related to medical or ambulance services.

HOUSING

Students are responsible for obtaining their own housing and furnishings. Affordable apartments are available in the local neighborhood. A list of housing options in the vicinity of the School is available from the office.

DRESS AND GROOMING

Students must be well groomed and dressed neatly, in clothing suitable for work in a piano store or other professional shop situation. Shoes with closed toes are required.

GUIDE DOGS

Guide dogs are welcome in the School, but they must be well groomed, free of fleas, treated humanely, and kept under control.

WAIVER OF LIABILITY

The School of Piano Technology for the Blind is not liable for damage, theft, or loss of personal property. Students are advised to check their homeowner or rental insurance for coverage.

SAFETY

Personal protective eyewear and hearing protection is required during some laboratory/shop activities. Students are allowed to operate specialized tools/equipment in the School, only after they have been properly trained and checked in the equipment/tool's use. The use of power tools is allowed only with the permission of an instructor and when supervision is available. Students are not allowed to move pianos until they have been trained in safe methods for piano moving. Students will not move pianos without permission and supervision of an instructor. Restringing can cause injury, so students are allowed to restring a piano, only after they have been issued the proper safety equipment and trained in the proper methods.

ADVISING

Faculty members provide academic advising to assist students in completing the program. A positive relationship between student and faculty must be developed and maintained.

THE ALUMNI ASSOCIATION

The Emil Fries Piano Hospital and Training Center Alumni Association provides a professional network for recent and former graduates. Graduates become members of the Alumni Association upon graduation. Annual dues are required.

The Alumni Association conducts a Technical Update Clinic on the Saturday after the annual Commencement Banquet. Current students are required to attend. The annual Alumni Association Meeting is also held this day. An elected representative of the Alumni Association serves as a member of the Board of Trustees.

The School encourages its graduates to continue upgrading their skills throughout their professional careers. Graduates are encouraged to become active in the Alumni Association and the Piano Technician Guild (PTG). In addition, technical assistance is available from Alumni Association members, School faculty and staff by telephone or email.

FACULTY & ADMINISTRATION

FACULTY

Donald L. Mitchell, RPT

Director of Instruction and Faculty Member
Graduate, Piano Hospital and Training Center, 1973
Graduate, Yamaha “Little Red School House”
Member, Piano Technician Guild

Steven Burke, RPT

Instructor and Technician
Graduate, Piano Hospital and Training Center, 1975
Member, Piano Technician Guild

Les Fitzpatrick

Instructor and Technician
Graduate, Piano Hospital and Training Center, 1970
Associate Member, Piano Technician Guild

ADMINISTRATION

Len Leger, Executive Director

MS, Higher Education Administration, University of Rochester

Julia Liudahl, Administrative Assistant

Kathi Kapron, Field Support Specialist

BOARD OF TRUSTEES

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Kim J. Capeloto; Ridgefield, WA – CEO of Greater Vancouver Chamber of Commerce

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Lois Rathvon; Seattle, WA – Chair, Dance Dept., Cornish College of the Arts (Ret.)

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Duane Lansverk; Vancouver, WA – Attorney, Landerholm, Memovich, et. al.

Martin Nemecek, RPT; Clackamas, OR – Owner, Martin’s Piano Service, PHTC ‘67

Rick Porter; Vancouver, WA – President, Union Corner Construction

Barbara Roberts; Vancouver, WA – Piano Teacher and Concert Pianist

Elson Strahan; Vancouver, WA – President & CEO, Vancouver National Historic Reserve Trust

Maurice Unis; Portland, OR – President, Classic Pianos LLC

John McDonagh, Vancouver, WA – Publisher, Vancouver Business Journal

Official School Calendar

School Year: 2009-2010

Fall Semester begins - September 8, 2009

First quarter ends - Friday November 13, 2009

Second quarter begins - Monday November 16, 2009

Thanksgiving holidays - Thursday and Friday November 26 -27, 2009

Christmas holidays begin - Friday December 18, 2009

School resumes - Monday January 4, 2010

Fall Semester ends - Friday February 5, 2010

Spring Semester begins - Monday February 8, 2010

Third quarter ends - Friday April 16, 2010

Spring break begins - Monday April 19, 2010

Fourth quarter begins - Monday April 26, 2010

Memorial Day holiday - Monday May 31, 2010

Graduation and Alumni Banquet - Friday June 25, 2010

Alumni Clinic - Saturday June 26, 2010 – 8:30 AM

School year ends - Saturday June 26, 2010 – 4:00 PM

School Year: 2010-2011

Fall Semester begins - September 7, 2010

First quarter ends - Friday November 12, 2010

Second quarter begins - Monday November 15, 2010

Thanksgiving holidays - Thursday and Friday November 25 -26, 2010

Christmas holidays begin - Friday December 17, 2010

School resumes - Monday January 3, 2011

Fall Semester ends - Friday February 4, 2011

Spring Semester begins - Monday February 7, 2011

Third quarter ends - Friday April 15, 2011

Spring break begins - Monday April 18, 2011

Fourth quarter begins - Monday April 25, 2011

Memorial Day holiday - Monday May 30, 2011

Graduation and Alumni Banquet - Friday June 24, 2011

Alumni Clinic - Saturday June 25, 2011 – 8:30 AM

School year ends - Saturday June 25, 2011 – 4:00 PM

LICENSES, AUTHORIZATIONS AND ACCREDITATION

- Accreditation: Accrediting Commission of Career Schools and Colleges of Technology (ACC SCT), 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, Telephone (703) 247-4212 FAX (703) 247-4533
- This School is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this School or any other private vocational school may be made to the Washington Workforce Training and Education Coordinating Board, 129 10th Avenue S.W., P.O. Box 43105, Olympia, WA 98504-3105. Telephone (360) 753-5673
- Authorized by the U.S. Department of Veterans Affairs for the vocational training of veterans and eligible persons. Facility Code 3-5-4023-47.
- Authorized by the U.S. Department of Education to offer Federal Student Financial Aid. School Code 034904.
- Authorized by the U.S. Department of Homeland Security/Immigration and Naturalization Services to accept nonimmigrant students.

SCHOOL OF PIANO TECHNOLOGY FOR THE BLIND

“Home of the Emil Fries Piano Hospital & Training Center”

2510 East Evergreen Boulevard, Vancouver, WA 98661

Telephone (360) 693-1511, **Toll-Free** (888) 693-1511 (outside WA)

Fax (360) 693-6891

Email: info@pianotuningschool.org

Website: www.pianotuningschool.org

This catalog is an official publication of the School of Piano Technology for the Blind. As such it is subject to revision at any time. The School reserves the right to add, withdraw or revise any course, program of study, rate of tuition or fees, provision or requirement described within the catalog as may be deemed necessary.