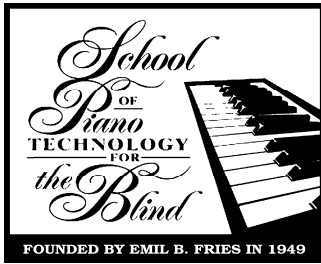


Revised October 25, 2011



School of Piano Technology for the Blind

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

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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 musical and 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 or GED.

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.
- 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 on-campus workshop schedule. Other pre-admission evaluations are acceptable if pre-approved.
- 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.
- 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. 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.

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.

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.

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.

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 a minimum of 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. Through the toastmasters program students are taught communication and basic leadership skills. Students are expected to 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

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.

CURRICULUM SCOPE AND SEQUENCE

TUNING THE PIANO

Introduction to the piano: Keyboard, Action, Strings, Basics of tone production

Proper use of piano tuning tools: Tuning hammer, Mutes, Temperament strip

Tuning: Unisons, Pure octaves, Pure intervals, Tempered intervals, Temperament, Systematic building on foundation, Completing temperament, Octaves in treble, Octaves in bass, Tuning tests and checks, Complete piano tuning, Tuning large variety of pianos

REGULATING THE PIANO

Introduction to tools: Proper use of tools, Manipulation by touch

Procedures: General procedures, Manufacturer's specifications, Order and theory of action adjustment

Tone regulation: Introduction to tools and procedures, Practice tone regulation of all types and ages of pianos

REPAIRING THE PIANO

Commonly repairs: Replacing strings, Splicing broken strings, repairing broken keys, replacing bridle straps, repairing soundboard, ribs and pin block-back separation, replacing and repairing action parts

RECONDITIONING THE PIANO

Common procedures, including: Reconditioning hammers, replacing broken and loose key tops, restoring tone in old bass strings

Restringing:

Taking measurements, making bass string chart, installing new strings, raising from zero tension to standard pitch

Replacing worn and/or broken parts: Hammers and other action parts, key bushings, key bed felts

THEORY OF THE SCIENCE OF ACOUSTICS

Music theory: The piano keyboard and music, musical scales, basics of harmony, importance of temperament in keyboard instruments, development of equal temperament

BUSINESS OPERATION AND PERSONAL SKILLS

Business procedures: Basic bookkeeping, business writing and spelling, writing itemized estimates and receipts, constructing a business plan, advertising

Customer relations:

Telephone skills, public speaking, sales skills and techniques, personal appearance and grooming

GRADING

Student evaluation conferences will be held every ten weeks 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 tuning, written and bench exam at the 70% level. The Certificate is presented at the end of the student's training program.

BOOKS

Books are provided to students in many alternative formats (CD, Braille, audio, etc). These books cover a variety of topics technical, business, interpersonal skills, etc. Some of these materials are published and others are produced by the School.

CAREER OPPORTUNITIES

As a way to explore career opportunities students 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. Graduates of our program often 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

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 \$28,000. Payment of one-fourth of the total tuition (\$7,000) 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

PROFESSIONAL TOOLS

Each student will be loaned a set of tools for piano tuning and servicing upon entering the program. During the program the student will be responsible for the care of these tools and damage or loss will be the student's responsibility. Upon graduation this set of tools plus a fixed list of additional tools will be sold to the graduating student. The student will be responsible for a one time \$300 tool security fee. This fee will be refunded minus the cost of any broken or missing tools. Students will be charged additional fees if loss or breakage exceeds the \$300 deposit. These fees may be paid in installments. Students should talk to the school director to arrange a payment schedule.

The school will not provide a student with tools who does not qualify for graduation. The cost of the complete set of professional tools is approximately \$3,000. The School will release the student's set of tools upon students meeting graduation requirements and receipt of payment by their 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 Students 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 Student 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 Direct Loan Program;
- Subsidized Direct 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.

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 10 week intervals. A student must maintain an 80% 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 10 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. 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. Students in the program receive individualized attention daily and will gain experience in most aspects of piano tuning and service. The School strives to maintain a small student-teacher ratio.

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. 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. It will be the tardy student's responsibility to obtain missed information from their classmates. 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. Students who fall behind in their class work will be expected to put in extra time after hours practicing to catch up. Instructors are not regularly available for after hours tutoring, but other opportunities may be arranged on a case by case basis.

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. Acts 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 satisfactory academic progress.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive educational environment.
- The School will not tolerate sexual harassment.
- Each student is to treat others with courtesy, kindness and respect.

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.

Academic discipline:

Students who are unable to maintain satisfactory academic progress, (see policy on page 14) will be given the following process: 1) a verbal warning 2) a written warning with a plan to avoid probation and 3) a probation period with exact terms and expectations. Terms for probation will be set by the teaching staff and the director of instruction. Unacceptable academic progress will occur when a student is not able to maintain attendance standards, or to meet the required benchmarks in the curriculum, or benchmarks set up in a plan for student improvement.

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 (ACCSCCT) 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
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. Guide Dogs are service animals and must be treated as such at all times in the school building. Social interactions between guide dogs and anyone except for the owner is not allowed. This includes playing with the dog or petting the animal.

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 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. In addition, technical assistance is available from Alumni Association members and School faculty 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

Les Fitzpatrick, RPT

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

ADMINISTRATION

Jeff Lann, Executive Director

BA, MA, Executive Director Mittleman Jewish Community Center,
Executive Director Oral Hull Foundation for the Blind

Julia Liudahl, Administrative Assistant

Kathi Kapron, Field Support Specialist

BOARD OF TRUSTEES

President

Kim J. Capeloto; Ridgefield, WA – Executive Vice President, Operations and Marketing,
Riverview Community Bank

Vice President

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

Secretary

Dean Stenehjem, Ed.D; Ridgefield, WA – Supt., Washington State School for the Blind

Treasurer

Douglas Hunt; Toledo, OR – Vice President, Umpqua Bank

Trustees

Robert Bernhardt; Vancouver, WA – Commercial Real Estate Broker, Coldwell Banker

Loren Buntmeyer, RPT; Lawrence, KS – Owner, Buntmeyer Piano Service, PHTC '65

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

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

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

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

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

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

Official School Calendar

School Year: 2011-2012

Fall Semester begins - September 6, 2011
Columbus Day holiday - Monday October 10, 2011
First quarter ends - Friday November 11, 2011
Second quarter begins - Monday November 14, 2011
Thanksgiving holidays - Thursday and Friday November 24-25, 2011
Christmas holidays begin - Friday December 16, 2011
School resumes - Tuesday January 3, 2012
Martin Luther King Day holiday - Monday January 16, 2012
Fall Semester ends - Friday February 3, 2012
Spring Semester begins - Monday February 6, 2012
Presidents Day holiday - Monday February 20, 2012
Third quarter ends - Friday April 13, 2012
Spring break begins - Monday April 16, 2012
Fourth quarter begins - Monday April 23, 2012
Memorial Day holiday - Monday May 28, 2012
Graduation and Alumni Banquet - Friday June 22, 2012
Alumni Clinic - Saturday June 23, 2012 – 8:30 AM
School year ends - Saturday June 23, 2012 – 4:00 PM

School Year: 2012-2013

Fall Semester begins - September 4, 2012
Columbus Day holiday - Monday October 8, 2012
First quarter ends - Friday November 9, 2012
Second quarter begins - Monday November 12, 2012
Thanksgiving holidays - Thursday and Friday November 22-23, 2012
Christmas holidays begin - Friday December 14, 2012
School resumes - Wednesday January 2, 2013
Martin Luther King Day holiday - Monday January 21, 2013
Fall Semester ends - Friday February 1, 2013
Spring Semester begins - Monday February 4, 2013
Presidents Day holiday - Monday February 18, 2013
Third quarter ends - Friday April 12, 2013
Spring break begins - Monday April 15, 2013
Fourth quarter begins - Monday April 22, 2013
Memorial Day holiday - Monday May 27, 2013
Graduation and Alumni Banquet - Friday June 21, 2013
Alumni Clinic - Saturday June 22, 2013 – 8:30 AM
School year ends - Saturday June 22, 2013 – 4:00 PM

LICENSES, AUTHORIZATIONS AND ACCREDITATION

- Accreditation: Accrediting Commission of Career Schools and Colleges (ACCSC), 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 private vocational school may be made to the:
Workforce Board, 128 - 10th Ave SW, Box 43105,
Olympia, Washington 98504
Web: wtb.wa.gov
Telephone (360) 753-5662
E-Mail Address: wtecb@wtb.wa.gov
- 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.