



**YORK TIME INSTITUTE**  
**312 WEST MARKET STREET**  
**YORK, PA 17401**  
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**DANIEL A. NIED, DIRECTOR**

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# **Horological Conservation, Restoration, and Repair Program Summary**

## **Admissions Requirements & Procedures**

- Applicants must have high school diploma or G.E.D.
- Every student must pass a background investigation before an enrollment agreement is formalized.
- To apply for program admission, applicants must complete *Application for Admission/Enrollment Agreement* (sent by request). Attached to the enrollment agreement package is the school's payment plan.
- Completed application should be returned to the Registrar with a copy of their high school diploma or G.E.D and an application fee of \$150.00.
- Photo identification must be provided with application for enrollment (copy of photo drivers license or passport photo page)
- Upon receipt of the payment agreement, the application and application fee from the applicant, and the results of the background investigation from the investigating agency, the School will notify the applicant in writing regarding the status of their enrollment.
- Program courses are limited to five students per class. Filled classes have waiting lists available for interested students.

## **Tuition and Laboratory Fee**

- Total tuition and lab fees for the complete Program is \$22,950.
- Program is 54 weeks, or 1890 clock hours. Each clock hour is 50 minutes in duration, and each week of instruction is five (5) days of seven (7) clock hours per day.
- The tuition and lab fee payment program consists of thirteen (13) payments.
- First payment of \$3400 (tuition and lab fees for first two months) due by the first day of class.
- Next payment of \$1700 due after at least 30 days of separation from the start date of the Program.
- Thereafter, payments of \$1700 each due and payable by the 15<sup>th</sup> day of each successive month for 10 months.
- A thirteenth and final payment of the remaining balance, \$850, due and payable by the 15<sup>th</sup> day of the following month.
- The total of those 13 payments is \$22,950.

## Program Schedule

- The Program is offered in sequential increments of twenty-one (21) courses, each course in the sequence being a prerequisite for the courses which follow. Relief from the prerequisites requirement may be had under exceptional circumstances by special arrangement with the Institute Director.
- The length of each course varies from one (1) to eight (8) weeks depending on the material to be taught and the skills needed to be acquired
- In general, the course sequence proceeds without intermediate breaks. Observed holidays and other recesses are limited to Labor Day, a one week recess during Thanksgiving Week, a two (2) week End of Year recess ending on first Monday after January 1, Presidents' Day, a one (1) week recess in the Spring, Memorial Day, July 4, and a two (2) week recess ending on the second Monday in September.

## Other Pertinent Information

- Each student is required to acquire a personal set of selected tools. The Institute has prepared a list of the recommended tools, and the name of the course by which each tool will first be required. The list is included as an addendum to this catalog.

## Courses in Program

<u>Number</u>	<u>Title</u>	<u>Wks</u>
YT I-100	Intro. to Watch and Clock Repair	1
MAT-101	Materials	1
MAT-102	Workshop and Tools	3
TRN-103	Turning	5
MIL-104	Milling	3
MIL-105	Making & Repairing Small Tools	4
CLN-201	Cleaning Watches	3
CLN-202	Cleaning Clocks	3
PWR-203	Power Sources	1
PWR-204	Power Transmission	4
PWR-205	Power Regulation I	4
PWR-206	Power Regulation II	8
SPR-301	Springs	3
TIM-302	Timing	1

MW-303	Motion Works, Hands, & Dials	2
CSE-304	Cases & Crystals	1
WS-305	Winding and Setting Mechanisms	1
CAM-306	Conversions & Alterations	1
CSW-307	Chronographs & Stop watches	2
TS-308	Trouble Shooting	2
BUS-309	Business Considerations	1

### **Refund Policy - Cancellation or Termination**

- In event of Rejection of the Application prior to the first day of class, all advanced monies will be refunded.
- If the student requests cancellation within five calendar days after signing the Enrollment Agreement, and no classes have been attended, lessons completed, or materials used, all advanced monies including the application fee shall be refunded.
- A request for cancellation which is not made in writing shall be confirmed in writing by the student within an additional five (5) calendar days.
- The School shall retain the application fee after five (5) calendar days or after ten (10) calendar days absent written confirmation.
- A student accepted into the Program who subsequently withdraws or is terminated for any reason at any time after classes first convene will be charged a *pro rata* portion of accrued tuition and laboratory fees according to the number of clock hours elapsed up to and including the day of the week in which the withdrawal or termination was effected.

### **Contacts**

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