

PORT TOWNSEND SCHOOL OF WOODWORKING



2023 VOCATIONAL CATALOG
200 Battery Way, Fort Worden, Port Townsend, WA 98368
(360) 344-4455 www.ptwoodschool.org

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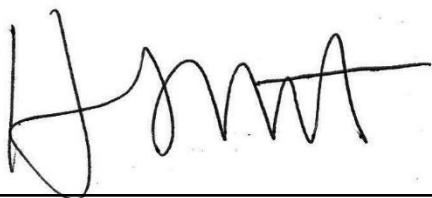
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Welcome/About Us

Catalog Certification Statement

This catalog is certified as true and correct for content and policy.



Signature

January 1, 2023

Date

Veterans Benefits Approval Statements

Selected programs of study at The Port Townsend School of Woodworking are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

The Port Townsend School of Woodworking does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance

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: <https://www.wtb.wa.gov/>

Phone: 360-709-4600

E-Mail Address: workforce@wtb.wa.gov

Welcome

Welcome to the Port Townsend School of Woodworking. We are committed to offering students small class sizes and the opportunity to study with an array of woodworking professionals who bring expertise and master craftsmanship to a wide range of specialties. No matter where you are in your career, there's a course for you at the Port Townsend School of Woodworking. We look forward to working with you!

Our History

For over 25 years, the idea of a woodworking school lingered in the imagination of Port Townsend. We lived with it, talked about it, agreed that it was a part of the essence of our community, but it always seemed to dissipate before anyone could organize the idea into a solid reality. Nonetheless, the enthusiasm for woodworking was undeniable and occasionally surfaced in organized events. Jim Tolpin and John Marckworth founded a woodworkers' guild, which hosted a woodworking show in 1984, and for a number of years, a Woodworker's Ball _ a fundraiser for the high school woodshop.

Then, in 2004, there was a neighborhood party. Tim Lawson, likely en route to grab a beer, crossed paths with Jim. Tim was new to town. He'd made his way here from the UK via a career in the high-tech industry and The Center for Furniture Craftsmanship in Rockport, Maine.

These two passionate woodworkers needed no help starting a conversation and eventually found themselves discussing the similarities between Rockport and Port Townsend and the fact that Port Townsend was ripe for a woodworking school. Jim later phoned Tim and announced: "It's time to do this!" And our three founders started meeting for morning coffee on a regular basis.

In late summer of 2007, eighty-six students enrolled in what the founders called "Sawdust Free Education"--seven courses with an emphasis on design offered in classrooms at Fort Worden State Park.

Mission

Our mission is to inspire a lifelong respect for craftsmanship and a passion for creating by providing a diverse, safe, and excellent woodworking education for all.

Values

Student Centered

Student experience drives all decisions. Instructors might have varied approaches to the material, but a professional and thorough approach to teaching is the commonality. The school provides a student experience that is simultaneously: intimate, welcoming, joyous, student centric, high quality, and recognizes accomplishment in its many forms.

Practice

The school staff and instructors work to develop a personal growth mindset; regardless of skill and experience, all woodworkers (instructors and students) are in development. The same is true for the crafts of teaching, learning, and problem solving. This practice never ends.

Respect

The school fosters a safe space that values all stakeholders and works to create broad access. Diverse perspectives and experiences are encouraged in regards to creativity and risk taking, program breadth and depth, cultural diversity, and honoring tradition along with contemporary practices. There is room for creativity, modern tools, and art alongside traditional methods; there is room for all at PTSW.

Diversity

The school is a place that welcomes, encourages, and accepts diversity and takes an active stance to increase the diversity of its staff, students, board, faculty, methods, and programs.

Community

The school works to be an integral part of the greater Port Townsend community.

Environment

The school's ethic of craftsmanship is to make the world more sustainable by making its objects less disposable. We focus on using local, sustainably harvested and/or salvaged wood, practice and teach efficient use and reuse of materials, minimize waste, avoid toxic finishes and solvents and compost sawdust.

Owners and Officers

The Port Townsend School of Woodworking (PTSW) is incorporated as a non-profit organization in Washington State. It received exempt status under section 501(c)(3) of the Internal Revenue Code in May 2011. The corporation is currently organized and operated exclusively for educational and charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

The Port Townsend School of Woodworking is governed by a Board of Directors: Paul Pearce, (President), Kirsten Campbell (Vice President), Judy Gelwicks (Treasurer/Secretary), Holly Varah, Craig Edelbrock, Raphael Berrios, and Buster Ferris.

School Administration:

Heron Scott

Executive Director

heron@ptwoodschool.org

360-344-44556,

School Certifying Official:

Marge Roark

Registrar and Finance Manager

Registrar@ptwoodschool.org

360-344-4455

[.www.ptwoodschool.org](http://www.ptwoodschool.org) * info@ptwoodschool.org * 360-344-4455

Description of Programs

Foundations of Woodworking



Clock Hours: 420 hours

Career Path: Students will be qualified as trainees or assistants to a furniture, chair, or cabinet maker or to enter into an assistant position in one of the many facets of traditional building construction. Students will receive a transcript and certificate of completion.

Lead Instructor: Philip Shelton and Gina Bonneau

Prerequisites: None

Calendar: Fall and Winter Quarter

The 12-week Foundations of Woodworking intensive is designed for beginning and novice students to develop the basic skills of woodworking. Students begin by using hand tools and are gradually introduced to machine milling. Students take home a series of completed projects including self-made tools, bench fixtures, and storage units. This course prepares students to work as trainees or assistants to a furniture, chair, or cabinet maker or to enter into an assistant position in one of the many facets of traditional building construction. This course is offered twice every year in fall and winter quarters. The majority of instruction is demonstration/lecture with hands-on practice in the shop. Students are considered full time at 35/hrs week and are awarded an official transcript and certificate of completion upon finishing.

Students projects include:

- Three legged stool from a log
- Traditional joiner's bench tools (straight edge, winding sticks, and bench hooks)
- Tool tote
- Hanging wall cabinet
- Frame and panel chest

Traditions of Furniture



Clock hours: 420 hours

Career Path: Students will be qualified for employment as furniture and cabinet makers or in many facets of traditional building construction. Students will receive a transcript and certificate of completion.

Lead Instructor: Lacey Carnahan and Philip Shelton

Prerequisite: Satisfactory completion of Foundations of Woodworking or equivalent skills

Calendar: Winter Quarter

In this 12-week intensive, students learn skills needed to make robust, well designed, well made furniture progressing through a series of projects from basic to increasingly more complex and various. Students will receive an introduction to the history of furniture making, learn design and layout, how to choose materials, how to source materials, and a wide variety of woodworking techniques. This course prepares students to work as a furniture, chair, or cabinet maker or to enter into an assistant position in one of the many facets of traditional building construction. The course is offered every Winter quarter. The majority of instruction is demonstration/lecture with hands-on practice in the shop. Students are considered full time at 35/hrs week and are awarded an official transcript and certificate of completion upon finishing.

Projects include:

- Build a Rustic Windsor-type Chair
- Student Drafting Portfolios
- Build a Side Table with a Drawer
- Build a Bookcase
- Build a Furniture Cabinet

Art of Furniture



Clock hours: 420 hours

Career Path: Students will be qualified for employment as furniture and cabinet makers. Students will receive a transcript and certificate of completion.

Lead Instructor: Kevin Reiswig

Prerequisite: Satisfactory completion of Foundations of Woodworking or equivalent skills

Calendar: Spring Quarter

In this 12-week intensive, students will hone their personal design sensibility, develop new woodworking methods and learn to solve problems in fun and exciting ways. Through dynamic demonstrations of methods, they will develop a vision of how to construct the object of their mind's desire; they will set personal goals and challenge themselves to experiment, and to be playful and trust their senses. Whether they are interested in advancing their skill set to excel in traditional forms or are looking for a deep dive into the world of contemporary furniture, this class will push them to step outside their comfort zone, where accelerated learning begins. The course is offered every Fall and Spring quarter. The majority of instruction is demonstration/lecture with hands-on practice in the shop. Students are considered full time at 35/hrs week and are awarded an official transcript and certificate of completion upon finishing.

Projects include:

- Wall Hanging Piece
- Chair Project
- Table Project
- Multi-functional Final Project



Built Environment: Timber Frame Tiny House

Clock Hours: 280

Career Path: Students will be qualified for apprentice level traditional building construction, finish carpentry, and cabinetry. Students will receive a transcript and certificate of completion.

Lead Instructor: Chris Landingin

Prerequisite: Some skills required. Students must have some experience with hand tool joinery; including sharpening as well as using saws and chisels to cut mortises and tenons. Completion of a PTSW Beginning Handtool Woodworking course is a good option. Students also must be able to meet the physical demands of the course; we are lifting heavy timbers and heavy tools all day long. Please feel free to contact us if you have questions about the tools required and your ability to meet the physical requirements.

Calendar: Summer Quarter.

The Built Environment program is a 8 week long course designed to equip students with a foundational understanding of wooden buildings and their exterior envelopes. During this course, students will build a timber framed small structure complete with building envelope features such as roofing, siding, windows, and doors. The majority of instruction is demonstration/lecture with hands-on practice in the shop and onsite. Students are considered full time at 35/hrs week and are awarded an official transcript and certificate of completion upon finishing.

Projects and skills include:

1. Timber Framing and Infill Framing
2. Insulation, Waterproofing, Flashing
3. Door and Window Installation
4. Exterior Envelope (Roofing, Siding, Trim Carpentry)

Facilities

The Port Townsend School of Woodworking occupies two buildings on the campus of Fort Worden State Park. The school has renovated the interiors of each of these buildings to provide

aesthetically pleasing and efficient bench rooms and machine shops. Buildings 304 and 315 (the old Powerhouse) each have a bench room, machine room, library, and kitchenette. School administrative offices are located in building 200.

Building 315: The bench room has 12 workbenches individually equipped with the necessary high quality hand tools required for the various classes taught there. Stationary power tools are located in the machine room adjoining the bench room. This facility's entryways and lavatories are compliant with Americans with Disabilities Act (ADA).

Building 304: The bench room has 12 workbenches. The adjacent machine room is used for preparing materials and housing larger class work that requires more machine use and space such as Timber Framing. These classrooms are not compliant with the ADA.

Equipment Used for Training

Each PTSW classroom is split into a bench room and machine room. Bench rooms are equipped with a variety of high quality hand tools and a bench for each student. Machine rooms house stationary and portable power tools. Table saws are SawStop.

Each classroom is also equipped with a 65" TV with a video document reader used for video demonstrations. Each classroom is equipped with WIFI.

Personal Protective Equipment (PPE) is provided by PTSW.

Faculty

Gina Bonneau (Faculty) gina@ptwoodschoool.org

Gina moved to Washington state from the Midwest in 2012 to attend the Northwest School of Wooden Boat Building. After graduating she worked as a shipwright, carpenter, and studio furniture shop assistant. She is a graduate of the University of Nebraska and is an outdoor educator and sailor.

Lacey Carnahan (Faculty) lacey@ptwoodschoool.org

Lacey has been running her own cabinetmaking and furniture business for the past 10 years and since 2016 has been the shop teacher for the Chimacum School District near Port Townsend. Lacey has a BA from the University of Washington, an AA in cabinetmaking from Seattle Central CC and is a graduate of PTSW Foundations.

John Edwards (Faculty) john.edwards@ptwoodschoool.org

John has been crafting in multimedia and wood for as long as he can remember. He has taught classes as diverse as drawing and making musical instruments and has worked in residential construction as both a carpenter and manager. See John's bio online at <https://www.ptwoodschoool.org/john-edwards>

Steven Habersetzer (Faculty) oatsplanter@gmail.com

A self-taught artisan, Steve specializes in non-toxic construction and finishing, and building for chemically sensitive people, including the use of non-toxic glues and finishes. His work is very diverse - from caravans (gypsy wagons), furniture, cabinetry, stairs, to the occasional coffin. See Steve's bio online at <https://www.ptwoodschool.org/steve-habersetzer>

Chris Landingin (Faculty) chris@ptwoodschool.org

Chris graduated from UCLA with a BA in Anthropology and an interest in Architecture. With her interest in building and humans she became a teaching artist developing design and build projects for teens 14-17 eventually moving into construction as a woodworker/carpenter and finally production manager. Chris has worked for the same builder for the last 8 years.

Tim Lawson (Founder and Faculty) lawson.tim@gmail.com

Tim, a 2001 graduate of the Intensive Furniture Making course at the Center for Furniture Craftsmanship in Rockport, ME, specializes in sculptural furniture using a mixture of techniques including: steam bent double tapered laminations, coopered sections, traditional joinery and traditional tools. See Tim's bio online at <https://www.ptwoodschool.org/tim-lawson>

Kevin Reiswig (Faculty) info@kevinreiswig.com

Kevin Reiswig is a sculptor and furniture maker from the United States' Midwest. His imaginative work inspired by the natural world emphasizes quality, utility, and ethical responsibility. He is a graduate of the College of Wooster in Ohio and was an intern and artist-in-residence at the Anderson Ranch Arts Center in Snow Mass, Colorado. In 2010, Kevin moved to Chicago to work for a variety of organizations and now lives and works in Port Townsend Washington. See Kevin's bio online at <https://www.ptwoodschool.org/kevin-reiswig>

Seth Rolland (Faculty) seth@olypen.com

Seth considers himself mostly self-taught. He started off making patio furniture 100 pieces at a time, throwing in cabinetry and limited production accessories. With those skills, he began designing and building one of a kind custom furniture and sculpture, and he enjoys putting curves in almost everything. See Seth's bio online at <https://www.ptwoodschool.org/seth-rolland>

Annalise Rubida(Faculty) annalise@ptwoodschool.org

Annalise has a B.S. in Geology from Western Washington Universtiy and is a graduate of Foundations of Woodworking at PTSW. She has been a TA for the school since her graduation as well as working at local wood shops.

Philip Shelton (Faculty) philip@ptwoodschool.org

Philip Shelton grew up woodworking in a shop with his father who makes Windsor chairs. Following the advice of high school counselors he went to college and earned a degree in Latin American and Caribbean Studies but later realized he would not be happy working in an office and so returned to working with his hands. Philip completed PTSW's Furniture Intensive in March 2019 and is now a much admired and skilled instructor. See Philip's bio online at <https://www.ptwoodschool.org/philip-shelton>

Ginsy Stone (Faculty) ginsy@ptwoodschool.org

[.www.ptwoodschool.org](https://www.ptwoodschool.org) * info@ptwoodschool.org * 360-344-4455

Ginsy graduated from Evergreen College in Olympia, WA in 2014 with a degree in art. They have been a teaching assistant/woodworker at the school since June of 2020.

Academic Calendar

Built Environment: Timber Frame Tiny House 2023

- Start: Monday, July 10th
- End: Friday, September 1st

Foundations of Woodworking Fall 2023

- Start: Monday, September 25th
- End: Friday, December 15th

Foundations of Woodworking Winter 2024

- Start: Monday, January 1st
- End: Friday, March 22nd

Traditions of Furniture Winter 2024

- Start: Monday, January 1st
- End: Friday, March 22nd

Art of Furniture Spring 2024

- Start: Monday, April 1st
- End: Friday, June 21st

Built Environment: Timber Frame Tiny House 2024

- Start: Monday, July 8th
- End: Friday, August 30th
-

Hours of Operation

Classes meet Monday through Friday from 9:00 a.m. to 5:00 p.m. with 1 hour for lunch. Individual instructors schedule lunch and other breaks so exact timing may vary with the curriculum of the day.

Business office hours are by appointment.

Observed Holidays and Breaks

The School is open year round. The following holidays will be observed and classes will not be held New Year's Day, Christmas Day, Independence Day, and Thanksgiving Day. Holidays are not counted as part of the contracted time schedule. The school has two week breaks between Fall, Winter, one week between Winter, Spring and Summer programming followed by a three week break between Summer and Fall.

Admission Policies and Procedures

Policy for Evaluating Prior Woodworking Experience for efficient placement.

The Port Townsend School of Woodworking is committed to helping students reach their educational goals as quickly as possible. Since the school does not grant credit towards a

degree, students wishing to receive recognition for previous training must show proof of having completed projects using the skills taught in prerequisite classes. They then may be placed in a higher level class to start.

Eligibility for Admission

To enroll at PTSW, students must have:

1. A high school diploma or equivalency, OR be approved for entrance via an interview and reference check by which potential students show evidence of practical problem solving skills, a passion for, and understanding of, wood as a material.
2. An ability to understand written and oral instruction given in English
3. For classes with skills prerequisites, applicants must verbally confirm with an admissions person that he or she can meet the skills requirements. The school reserves the right to ask for photos or examples of student work.

Physical Requirements

Students must be prepared to handle the rigorous physical requirements of PTSW's shop activities. Not all class physical requirements are the same, i.e. timber framing requirements are different from hand tool joinery. If students have a question about physical requirements for a specific class or program, they may inquire by emailing info@ptwoodschoool.org.

In general students should be able to:

- Be on your feet for extended periods of time. Students are in the shop from 9:00 am to 5:00 pm daily, with one hour off for lunch and two 15-minute breaks. That means about 6 hours a day on your feet.
- Have the ability to work for sustained periods using hand tools that may weight up to 6 pounds
- Work at varied heights and sometimes on scaffolding
- Lift items as heavy as 50lbs

In the Enrollment Agreement during registration, there is a form titled "Physical Requirements." On that page, students can share with the PTSW any disability, condition, or special needs that may require accommodations.

Students are required to go through an Application process before acceptance to the school. Applications may be submitted online 12 months prior to each intensive. Deadlines are six months prior to each intensive start date. Openings may still be available so we encourage students to still apply if they have missed the deadline. Unless applying for the 9 month extended program, students must apply and be accepted for each course. Applications are reviewed within a week after the deadline closes. At that time students may be asked to participate in an online interview and are encouraged to come to the school for a tour. Students will be notified within a week once decisions have been made.

When students are accepted they will be sent a personalized shopping list that informs them of costs for tuition, materials, estimates for room and board offset by financial aid available either

through the VA or scholarships (see page 15/16.) Once students have received their personalized shopping list and have agreed to enroll they will be sent the school's formal enrollment form to be filled out and signed by them and the executive director of the school. When appropriate they will be enrolled with the VA.

Compliance with VA's 85/15 Rule

Maximum Class Size

Class sizes range from 8 to 12 students. Each course will have at least one Lead Instructor and, one Teaching Assistant, giving students an average 6:1 student/teacher ratio.

85/15 Rule

The school is in compliance with the GI Bill® 85/15 rule. This means if a veteran, not using chapter 35 or 31, wishes to enroll in a program that has reached the 85% cap he or she may do so but will not be eligible for VA funding. Those using chapter 35 and 31 may enroll even if the 85% level of enrollment has been realized.

Clock Hours

We credit students with clock hours, where one clock hour equals one contact hour for each hour a student is actively participating in a class. To be considered full time a student must work in the shop 22 hours a week. Total hours per program are as follows at 35 hour per week:

Foundation of Woodworking - 12 Weeks = 420 hours

Traditions of Furniture - 12 Weeks = 420 hours

Art of Furniture - 12 Weeks = 420 hours

Built Environment - 8 Weeks = 280 hours

Support Services

Academic Advising

PTSW's School Certifying Official, Marge Roark, is available for advising.

Contact: Registrar@ptwoodschool.org

360-344-4455

Financial Aid and Scholarships

Students may apply for a scholarship online through the school website. These awards are to be used for tuition and materials only for the 12 Week Intensives and Built Environment programs. Applicants must be legal residents of the US or Canada, express a need for financial assistance, and show a strong interest in woodworking. Additional scholarships through private organizations will be announced on the school website as they become available.

The school is not eligible to take Federal Student Loans (FAFSA), Americorps Grants, and does not qualify to receive funds from federal tax reduction savings plans for education.

Placement Services

The School solicits and receives listings and information regarding job opportunities and shares this information via instructors to current and former students and provides informal mentorship for graduates who request it. Instructors are knowledgeable about woodworking trades and paths to those careers and pass that information to students.

A minimum grade of 3.0 on at least 80% of all skills taught is required for the school to recommend a student for employment in the field.

Counseling Services

The Northwest School of Wooden Boat Building and the Port Townsend School of Woodworking share the services of a VetCorps member who is available to counsel veterans on a wide ranging series of topics and situations.

VetCorp Counselor

Antonio Romero

Antonio.Romero@nswsb.edu

Primary Occupations for Students Completing Programs

Foundations of Woodworking - This class prepares a student to work as a trainee or assistant to a furniture, chair, or cabinet maker or to enter into an assistant position in one of the many facets of traditional building construction.

Traditions of Furniture and Art of Furniture - Students will be qualified for employment as furniture and cabinet makers.

Built Environment - Students will be qualified to work at an apprentice level in traditional building construction, finish carpentry, and cabinetry.

School Policies and Procedures

Tardiness

Port Townsend School of Woodworking expects all students to be in class on time and ready to work each day. Students arriving later than the scheduled start time will be considered tardy. Three unexcused times tardy will be counted as a single day's absence.

Absences

Students arriving two hours past the scheduled start time of a course will be considered absent for the day.

Unsatisfactory Attendance

Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. A student who has greater than 20 percent absences will have his or her case reviewed by the Executive Director with the likelihood of being dropped from the program.

Conditions for Interruptions and Makeup Work

Work missed due to absences must be made-up before continuing to new assignments. Since each assignment depends upon the completion of prior assignments, it is essential that students complete assignments in the order they are assigned. Additional shop time can be arranged for students who have missed class because of illness or due to reasons beyond their control to complete unfinished assignments. If missed class work cannot be realistically made up without impacting future progress in the class, students will be asked to leave the class and join the next available class. Enrolled members of the Armed Forces including reserve components and National Guard will be readmitted if they must suspend enrollment by reason of serving in the Armed Forces. The Executive Director will make decisions in consultation with class faculty as to how to make up the deficit.

Student Code of Conduct

We are committed to creating a welcoming classroom space where everyone can receive the full benefit of their time and effort and learn in a safe environment. Students and faculty are expected to be timely, inclusive, and considerate of maintaining a positive, focused work space.

The following rules of conduct apply to all students:

1. Smoking- Smoking is prohibited in all internal areas of the school. Smoking is also prohibited near dust collection equipment, lumber storage, and scrap piles or near flammable substance storage (paint lockers, etc.) Cigarette butts must be disposed of properly.
2. Alcohol and Drugs - The School is a drug and alcohol free zone and workplace. A copy of the Port Townsend School of Woodworking student code of conduct must be reviewed and signed upon registration. Deviations from this policy can have serious safety consequences and may result in dismissal.
3. Personal Projects - All personal projects must be related to the course content and approved in advance by the teaching staff.
4. Safety Rules - The shop environment of the school contains potential dangers. This environment is only unsafe if those working within it fail to comply with approved operating procedures. Detailed safety briefings and safe equipment operation is an integral part of all training at the Port Townsend School of Woodworking. Safety regulations must be followed by all. Unsafe behavior is grounds for immediate dismissal.

5. Pets- Pets are prohibited in buildings. Students with pets should plan to arrange for suitable daytime accommodation for their animals. Exceptions may be made for appropriately trained and certified service and pre-service dogs.
6. Failure to Comply- Students failing to comply with these or any other regulations may be dismissed. A student is judged to be out of compliance if they repeatedly disregard written or oral safety or conduct instructions from school staff members. Dismissal for failure to comply will result in the school's published tuition refund schedule being applied. The date of the infraction is the effective date of withdrawal.

Cause for Dismissal

The following conduct is unacceptable and is grounds for immediate dismissal:

1. Failure to follow any of the safety guidelines as described in the Safety Policies and Procedures Sheet.
2. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
3. Harassment of any type including, but not limited to sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
4. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the School, forgery, & alteration or use of School documents with intent to defraud.
5. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled substances
8. Not adhering to the school's rules, regulations, policies, and Code of Conduct
9. Missing more than 20 percent of instruction time
10. Not maintaining the minimum standards of work
11. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy. In the case of GI Bill® funding, the school will notify the US Department of Veteran Affairs of the student's status. The school will be responsible for refunding unused tuition and materials to the VA and the student will then be in debt to the school.

Conditions For Readmission

Students dismissed from the school that request re-entry must put the request in writing to the school director. In cases where the student is dismissed for excessive absences (greater than 20 percent) or financial concerns, it may not be possible to re-enter within the same school

term. In cases where the student is dismissed due to failure to stay current with projects, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student is dismissed due to unacceptable conduct, the student will have to meet with the director before re-entering the school. The decision of the director is final and the student will receive a letter within five business days stating the decision.

Student Appeal and Complaint Process

Students with complaints are encouraged to fully discuss the problem with their instructor. Most differences can be resolved by face-to-face discussion. If the complaint is not resolved, the student should bring the issue to the attention of the Executive Director. The student will be asked to complete the School's written complaint form. The Executive Director will meet with the student complainant to discuss and attempt to resolve the problem. The Executive Director will document the outcome of the discussion and investigation. The school will be guided by its stated values, policies, and legal obligations in determining a response to a student complaint.

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at (360) 709-4600 at any time with a concern or a complaint.

Students who would like to appeal a dismissal must request in writing an appointment for an interview with the school Executive Director and board president. The written request should include the following information:

- Student's full name and current address
- A statement of the concern including dates, times, instructors, and if applicable, other students involved
- Date of complaint letter and signature of the student
- Three dates in which the student would be available for a meeting with the school Executive Director. These dates should be within 10 business days of the complaint.

The school Executive Director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors and board members will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings.

Should the contract be cancelled by either the student or the school, the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy.

More information can be obtained by referencing RCW's Title 28C > Chapter 28C.10 or 28C.10.084 (10) and 28C.10.120 or WACs > Title 490 > Chapter 490-105 > Section 490-105-180.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects students' right to inspect and review education records, right to seek the amendment of education records, right to consent to the disclosure of education records and right to obtain a copy of the school's FERPA policy. Under FERPA the

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school may disclose personal directory information contained in student records such as name, address, phone number, email address, photograph, course completions, photographs of course work, awards, date of birth or dates of attendance. The student has a right to restrict such disclosure if they inform the Executive Director two weeks before attending class. For complete written policies and guidelines, please contact the School Registrar at 360-344-4455.

Non-Discrimination Policy

The Port Townsend School of Woodworking encourages diversity and does not discriminate against students or potential students on the basis of race, creed, color, sex, sexual orientation, gender identity, religion, national origin, age, military status, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. PTSW is committed to providing an inclusive and welcoming environment for all students, staff, volunteers, and guest instructors.

Accessibility

It is the policy of PTSW to comply with all federal and state laws concerning facility access and the education of qualified individuals with disabilities. All inquiries about accommodations should be made to the admissions administrator.

PTSW acknowledges that information pertaining to an applicant's disability is voluntary and confidential, and will be given on an individual basis. If this information is presented PTSW will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant unless the accommodation causes undue hardship, fundamentally alters the program or course of study, or causes undue financial burdens. An accommodation is not intended to lower or to substantially modify a course of study or its standards or expectations.

Information related to an accommodation request will be treated as confidential, except that: a) faculty and staff may be informed on a need-to-know basis regarding necessary restrictions on the work or assignments of the student and any necessary accommodations, b) first aid and safety personnel may be informed, when appropriate if the disability might require emergency treatment, and c) government officials investigating compliance with the Americans with Disabilities Act shall be provided relevant information on request.

Religious Accommodation

The Port Townsend School of Woodworking will make good faith efforts to provide reasonable accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request in writing directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include: Altering the time of a student's presentation; arranging for an increased flexibility in assignment due dates and arranging additional work and shop time with assistance.

VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

The school will not:

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

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

- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Standards of Progress

Program Completion and Graduation Requirements

To complete a program and earn a Vocational Certificate students must:

- Receive an average grade of at least 2.0 on all skills
- Attend at least 80% of of program clock hours

Students are given a certificate of completion and issued a detailed transcript when all grades and attendance have been verified.

Grading System

Instructors, using the class rubric, evaluate student work through one-on-one review as students demonstrate skills during and at the end of each project. Grades are assigned at the end of the project and at the end of each term.

Grades are awarded on the following scale:

- A: 4.0 Higher than expected standards
- B: 3.0 Meets expected standards
- C: 2.0 Meets basic standards
- D: 1.0 Student has been introduced to the concept

F: 0.0 Fails in attendance, completion of assignments or to demonstrate understanding.

Incomplete grades are given when a student is unable to complete a course because of illness or other interruptions beyond the student's control. An incomplete grade may also be given when students do not complete projects or other assignments in allotted time. If a student does not make arrangements to complete projects or assignments and follow through within the agreed upon time frame, a failing grade will be given

Transcripts/GradeReports/PermanentRecords

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, records will be forwarded to the Workforce Training & Education Coordinating Board. Upon completion, each student will be given a copy of his or her transcript. The student should maintain these records indefinitely.

Students may request copies of their records by writing to the school, a processing fee may be charged for copies of the student's record. Student records are available for review by the student by appointment.

Probationary Period

Students not receiving a minimum average grade of 2.0 for skills needed for completion of subsequent projects will enter a probation period. Such students will be given written notice of probation and allowed a period of time deemed reasonable by the instructor to improve their grades. If a student fails to meet the minimum standards within this probationary time period, the student may be dismissed. Students receiving financial support must make satisfactory academic progress (SAP) in order to receive continued support. Refunds will be given in accordance with the school's refund policy.

Refund Policy for VA and Vocational Students

Refund and Cancellation Policies

1. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - (a) The date on which the school recorded the student's last day of attendance;
 - (b) The date on which the student is terminated for a violation of a published school policy which provides for termination;
 - (c) No student shall be continued on an inactive status in violation of school policy without written consent of the student. Inactive students must be terminated within thirty days of the next available start date and refunded appropriate prepaid tuition and fees at that time.
2. Refunds must be calculated using the official date of termination or withdrawal and the date designated on the current enrollment agreement executed with the student. Refunds must be paid within thirty calendar days of the student's official date of withdrawal or termination.

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3. Application/registration fees may be collected in advance of a student signing an enrollment agreement; however, all monies paid by the student shall be refunded if the student does not sign an enrollment agreement and does not commence participation in the program.

For resident programs:

4. 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;
5. The school will refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training; the applicant may request cancellation in any manner, in the event of a dispute over timely notice. The burden of proof rests on the applicant;
6. The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student records system;
7. If training is terminated after the student enters classes, the school may retain the registration fee established under item 6 plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%

For discontinued programs:

8. If instruction in any program is discontinued after training has begun or if the school moves from one location to another, it will either:
 - a. Provide students pro rata refunds of all tuition and fees paid; or
 - b. Arrange for comparable training at another public or private vocational school. Students must have the opportunity to accept or reject comparable training in writing.
9. If the school plans to discontinue a program it will notify the agency and affected students in advance. The notification will be in writing and will include at a minimum, the data required under WAC [490-105-210\(3\)](#);
10. Students affected by a discontinuation must request a refund within ninety days.

11. Breakage Fee: Where the school has a breakage fee, it may provide for the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded.
12. Consumable Instruction Supplies: Where the school makes a separate charge for consumable instructional supplies, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.
13. Books, Supplies, and Equipment: The school will make a refund in full for the amount of the charge for unissued books, supplies, and equipment when:
 - a. The school furnishes the books, supplies, and equipment,
 - b. The school includes their costs in the total charge payable to the school for the course
 - c. The veteran or eligible person withdraws or is discontinued before completing the course. The veterans or eligible person may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course.

For Veterans:

1. The Port Townsend School of Woodworking agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:
 1. Registration fee. An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.
 2. Breakage fee. Where Port Townsend School of Woodworking has a breakage fee, it may provide for the retention of only the exact amount of the breakage, with the remaining part, if any, to be refunded.
 3. Consumable instructional supplies. Where Port Townsend School of Woodworking makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.
 4. Books, supplies and equipment.
 - a. The Port Townsend School of Woodworking will make a refund in full for the amount of the charge for unissued books, supplies and equipment when:
 - The school furnishes the books, supplies and equipment,
 - The school includes their cost in the total charge payable to the school for the course,
 - The veteran or eligible person withdraws or is discontinued before completing the course.
 - b. The veteran or eligible person may dispose of issued items at his or her discretion even if they were included in the total charges payable to the school for the course.
1. Tuition and other charges. Where Port Townsend School of Woodworking either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this paragraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be

determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

2. Prompt refund. In the event that the veteran, spouse, surviving spouse or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 40 days after such a change in status, shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.

Program Costs & Fees

Tuition

Built Environment: Timber Frame Tiny House Summer 2023 - \$5,400

Foundations of Woodworking Fall 2023 - \$ 8,290

Foundations of Woodworking Winter 2024 - \$8,290

Traditions of Furniture Winter 2024 - \$8,290

Art of Furniture Spring 2024 - \$8,290

Tuition Discounts

Beginning in Fall 2023, students wishing to sequence two or three 12-week intensives are eligible for tuition discounts as follows.

Six Month Sequence - 10% tuition discount

Nine Month Sequence - 20% tuition discount

Discounts are only available for intensives sequenced in the same program year; from Fall to Spring quarter. Discounts are calculated on tuition only and do not apply to materials fees.

To be eligible for these discounts students must pay the sum of tuition and fees for all of the intensives in the sequence, less the appropriate discount, in full, by the start of the first intensive. All payments are subject to cancellation policies as outlined in the section Refund Policy for VA and Vocational Students.

Materials Fees

Foundations of Woodworking- \$300

Traditions of Furniture- \$300

Art of Furniture- \$300

Built Environment- \$150

Note: The materials fees for the 12 week intensive courses are based on an estimate of what students will need. Students will have a chance with their final projects to choose the dimensions and types of wood and materials they want to use. The cost for these will vary. Some costs will be less than \$300. Students will either be given a refund or in the case of GI

Bill® beneficiaries, tuition and fees will be adjusted and submitted through VAONCE. If the cost of materials goes over \$300 students will either be expected to pay the difference or their fees will be adjusted by the VA.

Registration Fees

Foundations of Woodworking- \$75

Traditions of Furniture- \$75

Art of Furniture- \$75

Built Environment- \$30

Note: Registration fees are paid by the student out of pocket at the time of registration for all non-intensive classes and are nonrefundable if the student cancels.

Books

Foundations of Woodworking requires: The New Traditional Woodworker - \$21

All other courses do not require books.