North Bennet Street School’s mission is to train students for careers in traditional trades that use hand skills in concert with evolving technology, to preserve and advance craft traditions, and to promote greater appreciation of craftsmanship.

The School’s intensive, hands-on training helps students from around the world to achieve meaningful lives and livelihoods. We encourage individual growth and curiosity, along with technical mastery and a commitment to excellence.

NBSS was founded in 1881 in Boston as North Bennet Street Industrial School. The School’s original mission was to assist immigrants as they adjusted to their new country by providing the training needed for gainful employment. Pauline Agassiz Shaw, the School’s founder, was committed to teaching a wide variety of skills and providing social services such as educating children in kindergarten programs, recreational activities, and prevocational and trade training. Vocational training classes were offered in pottery, printing, sewing, sheet-metal work, and watch repair as well as the carpentry, cabinet making, and jewelry making classes that continue today.

From the start, NBSS implemented a Swedish system of craftsmanship training known as “Sloyd.” This method focuses on the development of character, intellectual capacity, and hand skills, including an understanding of tools, materials, and processes. It also encourages a great sense of care and a commitment to excellence. Ultimately, the method seeks to teach the “whole person” how to make a living and how to lead a fuller life.
At the School's core are nine Full-Time, professional programs, each of which offer intensive, hands-on training:

- Bookbinding
- Cabinet & Furniture Making
- Carpentry
- Jewelry Making & Repair
- Locksmithing & Security Technology
- Basic Piano Technology
- Advanced Piano Technology
- Preservation Carpentry
- Violin Making & Repair

We offer a supportive and stimulating learning environment for those who share a passion for fine craftsmanship. Our faculty are highly experienced professionals, who instill in students a sense of care in their work and a commitment to excellence.

Though we've used the same teaching approach for more than a century, our course design is always evolving. We shape our course content around the recommendations of our students, graduates, employers, and artisans. Our goal is to prepare you for a successful career, where you'll use hand skills to build objects that last.

In addition to Full-Time programs, NBSS offers a wide range of Continuing Education classes. They are designed both for amateurs interested in learning a new skill, for professionals who seek to strengthen their technical understanding, and for those interested in qualifying for Full-Time programs.

Classes are taught by accomplished professionals and master craftspeople, including many who are graduates of the School's Full-Time programs. Lectures, demonstrations, and bench exercises are combined in class to provide students with a range of information and practical experience.

*Continuing Education courses are not included in the School's institutional accreditation.*
**Bookbinding**

This two-year, comprehensive program teaches students how to make, restore, and preserve books, archival materials, and other printed matter.

During the first year, you’ll learn the history and development of this traditional craft, as well as develop a host of necessary skills. You’ll make a variety of historical and modern binding structures, boxes, and other protective enclosures. The repair of cloth and paper bindings will supplement your understanding of the way books function and break down.

Toward the end of the first year and throughout the second year you will create and repair leather bindings. During your second year, you’ll have the opportunity to choose additional projects that reflect your personal career goals in conservation, fine binding, or other areas of the field.

Additional learning takes place outside of the classroom—through exhibits, conferences, and field trips to binderies, historic collections, private studios, and conservation labs.

**FACULTY**

Jeffrey Altepeter BB ’99 is an instructor and the Department Head. He is also a 2003 graduate of the American Academy of Bookbinding.

Martha Kearsley BB ’95 is a bindery owner, and has extensive experience in conservation.

**CAREERS**

Our Bookbinding graduates work in a wide variety of careers in binderies and conservation labs. Some employers of students and graduates have included:

- Universities such as Harvard, Columbia, Michigan State, Indiana University, Duke, Texas A&M, UCLA, and UC Berkeley
- US National Archives and Records Administration
- Federal Emergency Management Agency
- Boston Athenaeum
- National Park Service
- Museum of Fine Arts, Boston
- Boston Public Library
- Huntington Library
- Rare Book School
- Winterthur/University of Delaware

**“Going to NBSS was an investment in my future. I now have a unique set of timeless skills that I can use to earn a living.”**

AMANDA NELSEN BB ’07
With these traditional models as a foundation, you’ll be able to design and build furnishings of any era you choose.

As a custom furniture maker at NBSS, you’ll learn how to use and maintain both hand tools and power equipment. You’ll estimate costs, choose materials, and prepare working drawings for each project. You’ll cut various joints, turn, carve, and bend wood, and apply marquetry or veneers. You’ll develop the knowledge, skills, and confidence necessary to create thoughtful furniture pieces to exacting standards.

The expansive program space includes a large bench room, demonstration area, library, and finishing room. Students take regular field trips to view private and museum collections, and to visit the shops of prominent local woodworkers.

FACULTY
Dan Faia CF ’94 is both an instructor and the Department Head. He has over 20 years of experience in all aspects of furniture making, and runs a custom furniture shop in New Hampshire.

Steve Brown CF ’90 is a contributor to Fine Woodworking Magazine and American Furniture Journal, and has work in museum and private collections.

Lance Patterson CF ’79 has designed and built custom furniture for over 35 years. He was recently named a 2016 Mentor in Design by Design New England Magazine.

Matt Wojda CF ’01 has over 15 years of experience, is a member of the Guild of New Hampshire Woodworkers, and regularly contributes to Fine Woodworking Magazine.

In addition to the regular faculty, we have artisans and historians lead workshops. Recent guests include Peter Follansbee, Michael Patrick Wheeler CF ’77, David Wood, Joseph Karagezian, Paula Garbarino CA ’80, CF ’88, Ellen Kaspern CF ’03, and Peter Galbert.

CAREERS
Graduates of our Cabinet & Furniture Making program work in a wide variety of careers, from running independent custom shops, to conserving pieces in historic collections, to working for larger manufacturers, contractors, or designers. Alumni write articles and books on furniture making, present at shows and conferences, and help educate the next generation as faculty of woodworking programs and schools. Notably, the Society of Period American Furniture Makers has presented the prestigious Cartouche Award to four of our graduates, and to the School as well.

Through bench exercises and building projects, students learn techniques using hand and power tools and gain an understanding of the methods and construction strategies used to create high-quality custom pieces. By drawing from the rich tradition of 18th- and early 19th-century American furniture, the program aims to inform and enhance any design aspirations by providing a solid foundation in fine furniture making. Graduates enter fields such as cabinet and furniture making, architectural millwork and furniture repair, restoration, and conservation.

“I would not be where I am today had I not attended NBSS. I learned that if I do something well, the rest will fall into place.”

NIKOLAUSS MEILLER CF ’94
In nine months, you’ll be able to jump-start your carpentry career and earn a return on your educational investment. A student to teacher ratio of 13:1 gives you plenty of one-on-one time with your instructors, who are master carpenters.

In this program, you’ll learn how to construct and renovate residential buildings. Both hand tool and machine skills are taught, as are the different practices of current and emerging industry standards. You’ll experience the importance of working together safely and efficiently on building sites to meet your clients’ needs.

Our Carpentry facilities are well-suited for lectures, benchwork, and small building projects. In addition, you’ll work off-site on construction that may include house additions, garages, or similar projects.

FACULTY

Peter Smith PC ’04 is both the Department Head and an instructor. He has worked in custom building and design for 15 years, with additional experience as a camp counselor, public school teacher, and NBSS Continuing Education instructor.

Brock Leinendecker PC ’16 has worked on a variety of preservation and building projects throughout New England. He has also taught Continuing Education courses and served as an assistant in both the Carpentry and Preservation Carpentry programs.

CAREERS

Graduates of our Carpentry program enjoy careers like residential remodeling, contractor work, project management, and many others. Some of the jobs our graduates have held include:

- Lead carpenter for high-end remodeling and cabinetmaking business
- Finish carpenter for a large contractor
- Job supervisor for high-end renovator/remodeler
- Assistant project manager at a commercial construction company
- Owner of a residential remodeling company
- Carpenter for the State of Massachusetts

“NBSS taught me how to build a house from start to finish, the big picture perspective. Everybody should learn this way.”

SEAN HARDEO CA ’06
The program attracts students from around the world who share a love of materials, artistic expression, and working with their hands to make jewelry that transcends time.

Jewelry fabrication and stone setting requires exceptional hand skills, focus, and a thorough understanding of materials. Throughout your studies, you’ll continuously challenge yourself and fine-tune your skills. You’ll create and repair jewelry of lasting value using traditional techniques and modern technology.

You’ll work on increasingly complex projects to develop proficiency in:

- Using a full range of jeweler’s hand-tools
- Identification of metals and stones
- Metal forming techniques
- Polishing, soldering, and engraving
- Laser welding
- Silver, gold, and platinum fabrication
- Wax model making
- Jewelry repair
- Advanced jewelry construction
- Stone setting

The two-year, comprehensive program prepares students to become professionals in the industry.

**FACULTY**
Ann Cahoon JM’02 is an instructor and the Department Head. She is active in the trade and has a BFA in Metalsmithing, Jewelry, and Ceramics from the Maine College of Art. She has been a finalist in the Saul Bell Design Awards gold and platinum category, and has been recognized by the Santa Fe Symposium on Jewelry Manufacturing Technology for her research. Ann also writes, lectures and judges for the MJSA (Manufacturing Jewelers & Suppliers of America), and has produced a number of instructional videos for Lapidary Journal Jewelry Artist.

**CAREERS**
Graduates of the Jewelry Making & Repair program work as bench jewelers and designers for companies of all sizes, and are owners of custom jewelry shops. Our graduates have held jobs such as:

- Fashion jewelry designers
- Goldsmiths
- Fine jewelry designers
- Retail jewelry store owners
- Design directors for jewelry manufacturers
- Studio and gallery owners
- Hand engravers
- Stone setters
In the hands-on, nine-month program students study with an experienced locksmith in small classes. The program will give you a firm grasp of the fundamentals and allows you to do high-quality work after graduating.

You’ll learn locksmithing through a combination of classroom theory, lectures, demonstrations, hands-on benchwork, surveying, and installation. You’ll graduate with the ability to service and repair all types of residential and commercial door-locking devices. You’ll also be familiar with security technology such as electronic access control systems.

The program space includes individual benches for each student, a room for instruction and demonstration, a resource library, and all the major equipment and tools you would find in a locksmithing shop. Classes meet five days a week in the mornings, and after your second semester, you can work part-time while continuing to learn the trade in class.

FACULTY
Barb Baker LK ‘04 is both an instructor and the Department Head. She is a Member of the Associated Locksmiths of America, and is a Board Member of the Massachusetts Locksmiths Association.

CAREERS
Graduates of our Locksmithing & Security Technology program work for schools, security firms, small businesses, and on their own. They have a variety of career options, such as:

• Locksmith, safe technician, or safe repairer
• Forensic locksmith
• Certified Master Locksmith (CML)
• Certified Master Safecracker (CMS)
• Certified Master Safe Technician (CMST)
• Certified Registered Locksmith (CRL)

“Everything was explained in great detail. I was able to experience through observation, problem solving, and repetitive work what I was capable of accomplishing.”
ROMELLO WILLIAMS LK ’17

THE comprehensive program allows students to jump-start a locksmithing career and quickly earn a return on their educational investment.
We offer two nine-month courses—Basic Piano Technology (PT) and Advanced Piano Technology (PA)—both of which provide intensive training with master faculty in a stimulating environment.

Both programs attract students who share a passion for music, problem solving and mechanics, and the hand skills used to restore and care for beautiful musical instruments. Our facilities include two bench rooms and sixteen individual practice rooms, outfitted with a variety of pianos. Combined with business instruction, you’ll have the opportunity to develop the skills and knowledge to become a successful technician.

**BASIC PIANO TECHNOLOGY**

The PT program covers all phases of aural piano tuning, including the concepts on which equal temperament is founded. You’ll learn to tune, regulate, and repair the actions of both upright and grand pianos. Classes include hands-on work, lectures, and field trips to such venues as the Museum of Fine Arts in Boston, the Mason & Hamlin Factory in Haverhill, the Steinway factory in Long Island City, as well as various workshops and collections throughout New England.

**ADVANCED PIANO TECHNOLOGY**

The PA program focuses on the entire piano and comprehensive piano service. This includes advanced tuning and regulation practice, and resolving service problems that occur in the field—an example of which is the School’s 72-piano service contract with the Boston Public School system. Each year, PA students work in teams of two or three to dismantle, rebuild, and repair grand pianos.

**FACULTY**

Debbie Cyr PA ’93 is the Department Head and a Registered Piano Technician with a passion for teaching. She has an extensive tuning clientele, and is an active instructor and examiner at conferences around the nation.

David Betts PT ’72 is a Registered Piano Technician, has worked as a self-employed technician and rebuilder for more than 40 years, and founded the Advanced Piano Technology program.

Louis del Bene PT ’06, PA ’07 is a Registered Piano Technician. He served as President & Vice President in the Central North Carolina chapter of the Piano Technicians Guild and later, as Vice President for the San Francisco chapter.

Emily Townsend PT ’07, PA ’08 is a Registered Piano Technician and runs an active tuning business. She holds a degree in piano performance, and has served as a technician at prominent music festivals nationwide.

**CAREERS**

Graduates of our Piano Technology Program have a variety of successful career choices. In addition to being independent entrepreneurs, our graduates hold positions at piano companies, colleges and universities, concert halls, recording studios, and music festivals.

“One can’t overemphasize the industry respect this school has. Attending NBSS is a fast track to a career.”

Brian Turano PT ’13, PA ’14
Our students share a love of history, materials, quality workmanship, and working with their hands to build, restore, and preserve beautiful structures that last.

The two-year program combines an introduction to contemporary residential construction with a foundation in pre-20th century New England home construction. You’ll learn a broad range of construction methods, including stabilizing endangered buildings, preserving architectural details, and recreating historical design elements. Through lectures, hands-on projects, and collaborative field work, you’ll gain an understanding of how current technology compares to traditional techniques. You’ll graduate with the skills needed to work with contractors and institutions specializing in preservation work, including historical millwork and interior finish carpentry.

The program space includes first and second year bench rooms, where each student is assigned a bench and work space, and a central machine room. New England’s rich historical legacy of pre-20th century buildings provides exceptional field projects. Such site work is often done in collaboration with non-profit museums and historical sites.

**FACULTY**

Steven O’Shaughnessy PC ’99 instructs first-year students and is the Department Head. He’s worked for Historic New England, served as an instructor for Boston YouthBuild’s preservation carpentry component, and runs his own business making custom doors and restoring historic windows.

Michael Burrey instructs second-year students. He specializes in timber-frame joinery and has researched and re-created 17th century methods of roof thatching, interior walls, and paint finishes. He studied Early American and Colonial Life, later working as an Interpretive Artisan at Plimoth Plantation.

**CAREERS**

Graduates of the program go on to be restoration carpenters, museum conservators, owners of full-service design/build companies, and more. Some of the notable organizations for which they’ve worked include:

- National Park Service
- The Trustees of Reservations
- Historic Charleston Foundation
- Harvard Museum of Natural History
- Historic New England
- Historic Preservation Training Center
- Mount Auburn Cemetery
- Peabody Essex Museum
- Star Island Builders

“**If you want to set yourself apart, NBSS will give you more credibility and knowledge than you could get with 10 years in the field.”**

BRENT HULL PC ’93
The curriculum provides a solid foundation in the art and science of stringed instrument making, and an introduction to restoration. Violin Making & Repair is learned through hands-on work. The program follows the highest standards of the craft and teaches repair, restoration, and set-up of stringed instruments. Over the course of this three-year program, you’ll build six violins and a viola. Students, alumni, and faculty regularly receive international recognition for the craftsmanship and tonality of their instruments.

FACULTY
Roman Barnas is an instructor and the Department Head. He began making his first violins at age 14, and later studied music and violin making at the Paderewski Academy of Music in Poland. Roman went on to work as a violin maker and restorer, working at the highest levels of quality and expertise. In 2010 Roman earned a Certificate of Merit for Tone for his violin at the Violin Society of America competition.

Guest Lecturers
In addition, we often have established artisans visit the School to lead workshops and special classes. Some of our guest lecturers have included:

- Andrew Ryan
- Philippe Raynaud
- Paul Wassmeyer
- David Hawthorne
- Marco Cappiardi
- Kevin Kelly VM ’92
- Chris Reuning
- Ben Ruth

CAREERS
Graduates of our Violin Making & Repair program are often employed by the most prestigious violin shops as makers and restorers. Other graduates choose to become self-employed luthiers. Others go on to be shop owners of full-service string instrument shops. They repair, restore, and build violins and cellos.

“It’s rare to find an institution where great value is placed upon tradition, time-honored technique, and plain old hard work.”

Jess Fox VM ’06

Violin Making & Repair
The three-year, comprehensive program is one of the few full-time instrument making programs in the U.S.
NBSS students are ambitious, passionate, and diverse. They are recent high school graduates, former college students, and white-collar professionals. They are returning veterans, single parents, and recently married, starting new families. Students come from Boston, from surrounding New England states, from across the country, and around the world.

Training students for careers in traditional trades is at the very heart of our mission, and we aim to make the student experience just as rewarding. Our Student Life & Career Services Office will help you feel comfortable and connected, gain new experiences, and prepare you for your future career.

While hands-on focused work is at the core of the NBSS experience, students are able to relax and socialize away from their bench. Outside of the classroom, students attend social events, career workshops, a business preparation course, and public lectures that enhance their hands-on instruction. A weekly community lunch break, regular student events, student group meetings, and a host of other activities offer more opportunities for learning, fun, and socializing.

NBSS programs are rigorous. Instructors expect students to perform all required work and to do it to the highest standard within a supportive, stimulating environment. Programs are geared towards tangible outcomes and career training. Small classes allow instructors to provide individual attention. Equally valuable is the opportunity for students to help and learn from each other. Students come from across the country and around the world, and their diverse life and work experiences encourage a lively exchange of ideas and perspectives. It is common for program graduates to remain involved with the School, offering their insight and expertise as guest lecturers, instructors, networking contacts, and employers.
FACULTY
NBSS instructors have a range of diverse experience. Many are NBSS graduates and have taught for more than 10 years. Faculty members often lecture at national meetings, demonstrate at conferences, and write for industry publications. In addition to teaching, faculty members continue to practice their craft, work on commissions, and exhibit and sell their work.

FACILITIES
Located in Boston’s historic North End, the School’s facility includes workshops and classrooms that provide the bench space, equipment, and machinery necessary for the highest quality instruction in each program. The education spaces and admissions, academic, student services, and administrative offices are located within one facility, making it easy for students to connect with peers, faculty, and staff. A store and exhibit space provide additional resources for students and the public.

LIVING IN BOSTON
North Bennet Street School is located in Boston, ranked among the world’s top cities for its history, culture, green space, and careers. We love our historic North End neighborhood, which is easily accessible by transit, and an ideal place for dining, shopping, and entertainment—all within a few walkable blocks. For these reasons and more, Boston provides a wonderful backdrop for the training that occurs in the classroom.

HOUSING
NBSS does not have dorms or residence halls. What we do have is a central Boston location in a residential neighborhood, accessible by public transportation to dozens of neighborhoods and local communities. The Student Life & Career Services Office has created helpful resources for students researching housing options.

STUDENT BENEFITS
• Social events like our Lunch Break Wednesdays, Rally At The Alley bowling night, Open Mic Night, and other annual/holiday parties.
• Interest groups such as the Student Veterans Organization and LGBTQ+ Student Group.
• A seven-session Business Fundamentals Course that builds your knowledge in everything from contracts to marketing.
• Opportunities to display your work at national, regional, and local shows/exhibits.
• Access to our Jobs & Commissions Board to explore employment opportunities.
• Housing resources to help you search for living space.
• Details on health insurance, local gyms, health clinics, hospitals, and wellness services.
• Information about voter registration, transportation, and child care.
• Discounted rates for Continuing Education courses at NBSS.

ALUMNI NETWORK
Our intimate, close-knit community of craftspeople continues even beyond graduation. Over 3,000 NBSS alumni live around the world, and many of the School’s instructors are alumni. Our alumni community provides invaluable insight into the professional lives and careers of graduates. Students can gain mentorship from alumni, and connections with potential employers, colleagues, and organizations through this network.
**Application Requirements**

Please submit all of your required admissions materials (Yield, PDF, or JPG file) through the upload form on our website, to admissions@nbss.edu, or to our mailing address. Please include your resume and program of interest on all submission materials.

**APPLICATON**
A completed application, online or hard copy

**TRANSCRIPTS**

One of the following is required showing that you completed your high school:

- Official high school transcript or equivalency, including GED, HiSET*, or certified homeschool transcript
- Official post-secondary transcript(s) including Associate, Bachelor, or advanced degree
- International students, see page 15
- Transcripts should be sent from the school, either via email or postal mail

**LETTERS OF RECOMMENDATION**

Two letters of recommendation are required, preferably from an instructor, mentor, employer, or client. Letters should be submitted through the online form, emailed, or mailed. Letters must include the recommender’s contact information and should speak to your abilities and potential to succeed in your program of interest. A recommendation from family, especially if they work in the industry, can be used as the second recommendation only.

**STATEMENT OF PURPOSE**
A one-page typed double-spaced essay detailing your experience, reasons for applying, professional goals, and what you can contribute to the program and the industry.

**RESUME**
Work and experience history including a list of related courses, internships, and other skill-building experiences.

**VISIT NBSS**
Contact NBSS Admissions to schedule a visit. Information sessions and individual monthly interviews should be scheduled in advance. Out-of-state/country applicants may schedule an initial phone interview.

**Apply Anytime**

To be considered in our first round of decisions, our preferred deadlines are:

- October 1 for February start
- January 15 for September start

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**Bookbinding**

**ADDITIONAL APPLICATION REQUIREMENT**
A portfolio of your work: 6-8 images, either digital or printed, including your name and brief descriptions.

**PROGRAM INFORMATION**
- Students are admitted in September
- The minimum enrollment is 16 students
- Classes meet 6:00 am - 1:00 pm, Monday - Friday, September through May
- The program length is two, nine-month academic years (72 weeks or 2430 class hours***)
- The estimated cost of hand tools is $1,700.
- The estimated cost of materials is $1,500.
- The estimated cost of transportation, room and board for optional class trips is $100-$1,000.
- Students who complete the program receive a Diploma of Bookbinding.

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**Carpentry**

**ADDITIONAL APPLICATION REQUIREMENT**
A skill test administered at the school that includes mechanical aptitude, tool use, and following directions.

**PROGRAM INFORMATION**
- Students are admitted in September
- The maximum enrollment is 16 students
- Classes meet 7:30 am - 4:30 pm, Monday - Thursday, September through May
- The program length is one, nine-month academic year (56 weeks or 1110 class hours***)
- The estimated cost of hand tools is $1,350.
- The estimated cost of books is $250.
- The estimated cost of hand tools is $1,700.
- The estimated cost of transportation, room and board for optional class trips is $100-$1,000.
- Students who complete the program receive a Diploma of Carpentry.

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**Locksmithing & Security Technology**

**ADDITIONAL APPLICATION REQUIREMENTS**

- A skill test administered at the school that includes mechanical aptitude, tool use, and following directions.
- CORI report to ensure employability.

**PROGRAM INFORMATION**
- Students are admitted in September and February
- The maximum enrollment is 15 students
- Classes meet 7:30 am - 4:00 pm, Monday - Thursday, September through May
- The program length is two, nine-month academic years (72 weeks or 2430 class hours***)
- The estimated cost of hand tools is $1,500.
- The estimated cost of materials is $1,500.
- Students who complete the program receive a Certificate of Locksmithing & Security Technology.

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**Jewelry Making & Repair**

**ADDITIONAL APPLICATION REQUIREMENTS**

- A skill test administered at the school that includes mechanical aptitude, tool use, and following directions.
- A portfolio of your work including 6–8 photos, either digital or printed, and labeled with your name and brief descriptions. The portfolio may be waived by successful completion of the skill test.
- A school meeting with faculty once you submit your application
- CORI report to ensure employability.

**PROGRAM INFORMATION**
- Students are admitted in September and February
- The maximum enrollment is 16 students
- Classes meet 6:30 am - 1:30 pm, Monday - Friday, September through May
- The program length is two, nine-month academic years (72 weeks or 2430 class hours***)
- The estimated cost of hand tools is $2,800.
- The estimated cost of materials is $5,500.
- The estimated cost of transportation, room and board for optional class trips is $100-$1,000.
- Students who complete the program receive a Diploma of Jewelry Making & Repair.

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**Violin Making & Repair**

**ADDITIONAL APPLICATION REQUIREMENTS**

- A skill test administered at the school that includes mechanical aptitude, tool use, and following directions.
- A portfolio of your work including 6–8 photos, either digital or printed, and labeled with your name and brief descriptions. The portfolio may be waived by successful completion of the skill test.
- A school meeting with faculty once you submit your application
- CORI report to ensure employability.

**PROGRAM INFORMATION**
- Students are admitted in September and February
- The maximum enrollment is 12 students
- Classes meet 6:00 am - 3:00 pm, Monday - Friday, September through June
- The program length is three, ten-month academic years (36 weeks or 1200 class hours***)
- The estimated cost of hand tools is $2,800.
- The estimated cost of materials is $5,500.
- The estimated cost of transportation, room and board for class trips is $100-$1,000.
- Students who complete the program receive a Diploma of Preservation Carpentry.

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**Basic Piano Technology**

**PROGRAM INFORMATION**
- Students are admitted in September
- The maximum enrollment is 12 students
- Classes meet 8:00 am - 5:00 pm, Monday - Friday, September through May
- The program length is one, nine-month academic year (56 weeks or 1110 class hours***)
- The estimated cost of hand tools is $1,500.
- Estimated cost of transportation for trips is $500.
- Students who complete the program receive a Certificate of Basic Piano Technology.

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**Advanced Piano Technology**

**ADDITIONAL APPLICATION REQUIREMENT**
A skill test administered at the school which may include tuning, regulation, and repair for applicants who have not graduated from Basic Piano Technology.

**PROGRAM INFORMATION**
- Students are admitted in September
- The maximum enrollment is 7 students
- Classes meet 8:00 am - 5:00 pm, Monday - Friday, September through May
- The program length is one, nine-month academic year (56 weeks or 1110 class hours***)
- The estimated cost of hand tools is $2,600.
- The estimated cost of transportation for trips is $500.
- Students who complete the program receive a Diploma of Advanced Piano Technology.

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**ENGLISH LANGUAGE PROFICIENCY**

Proficiency in the English language is required of all students. You must complete at least one of the following:

- Take the Test of English as a Foreign Language (TOEFL, IELTS) or English Language Testing System (ELTS, IELT).
- Submit your score with the application for admission.
- Successfully complete your English as Second Language (ESL) courses and submit your transcript/certificate.
- Successfully complete college-level English courses in an American college or university and submit your official transcript.
- Provide evidence of having graduated from an institution that is primarily taught in English.

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**ACADEMIC RECORDS**

- International students are required to submit an official copy of one terminal secondary or postsecondary transcript.
- If the secondary diploma and/or academic certificates are from outside of the U.S. (but not an American school), applicants are required to have their credentials evaluated by a professional evaluation service such as WES or CELD.

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**CERTIFICATION OF FINANCES**

- International applicants must submit the Confidential Declaration of Finances form and an official bank statement to show evidence of their ability to pay educational and living expenses while studying in the U.S.
- NBSS will provide the form to qualified applicants, which includes the estimate that should be sufficient to cover one year expenses, including tuition, cost of living, tools, and fees.

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* The tuition rate is for students entering NBSS between September 2020 and June 2021
** NBSS reserves the right to increase tuition in the second and subsequent years of a program. Please see page 36 Under Enrollment Tuition for full details.
*** Class hours equal clock hours.
Admissions Criteria
ELIGIBILITY
Applicants must have a high school diploma or equivalency (including GED, HiSET test, or Home School Diploma) may apply.

ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES
Any student who requests special services or academic adjustment should contact the Provost, who is the Title IV Academic Adjustment Coordinator, and make a request. NBSS is committed to work with students to arrive at a workable solution to meet each student’s particular needs.

NON-DISCRIMINATION POLICY
NBSS admits students regardless of race, sex, sexual orientation, gender identity, gender expression, age, race, color, disability, national or ethnic origin, marital status, or any other characteristic protected under applicable federal, state, or local law, and all students enjoy the rights, privileges, programs, and services generally accorded or made available at the School.

INTERNATIONAL STUDENTS
NBSS is accredited by the Commission on Accreditation of International Bilingual Services to accept international students. Applicants must document their ability to pay for all expenses during their program. English proficiency, as determined by the School, is required. See the Application Requirements on page 35 of this booklet for details.

TRANSFER CREDITS
NBSS programs rely on an organic, iterative learning experience to achieve student outcomes. In some cases, transfer credit may not be applicable. We will review your prior credits on a case-by-case basis. Prior experience often strengthens a student’s portfolio and adds value to their course of study.

Preferred Deadlines
We welcome applications at any time during the enrollment period, and we use a wait-system for qualified applicants. NBSS does not have a deadline for applications. NBSS has a February start for four programs and a September start for all nine programs. The preferred deadline for the February start is January 1, with decisions made by November 15. The preferred deadlines for the September start is January 1, with decisions made by March 10.

Enrollment
Upon acceptance, the Admissions Office sends applicants an Enrollment Agreement that includes complete costs, payment plan options, and the terms of enrollment. The Enrollment Agreement must be signed and returned with the $150 Registration Fee (see below) and a tuition deposit payment equal to one month’s tuition to reserve a place at the School.

Applying for financial aid is a worthwhile process and the NBSS Financial Aid Office provides support during all aspects of the application and financial aid disbursement processes.

VETERANS
Advanced Academic Time programs are approved for the full range of veterans’ education benefits including Chapters 30, 31, 33, & 35. Veterans must apply for benefits online at www.va.gov. For more information contact NBSS Financial Aid Office at 1-888-442-4551. Chapters 30, 31, 33, & 35 are post-9/11 programs that require students to apply for benefits in order to determine eligibility for additional grants and scholarships, including The Yellow Ribbon Scholarship Program.

Contact: Jamie Dargery, Director of Financial Aid, for advice and answers to questions. 617-227-0015 x115; financialaid@nbss.edu

U.S. DEPARTMENT OF EDUCATION DEPARTMENT IV REFUND POLICY
TREATMENT OF TITLE IV FUNDS
When you withdraw from any federal funded program, Federal financial aid (Title IV) is treated to your account as of the start of each enrollment period, however, your eligibility for those funds is based on your progress through the enrollment period. If you withdraw during your enrollment period, the amount of Title IV program assistance that you have earned up to the point of withdrawal will be calculated according to the Federal Education formula specific to Title IV funds. If you received (or NBSS or your parent received on your behalf) financial aid for which you have not earned, you may be able to receive those additional funds. If you received (or in 2016 or 2017 you received on your behalf) more assistance than you earned, the excess funds must be returned by NBSS and you.

ACCREDITATION
Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is equal to the lesser of: (a) the unearned percentage of the loan or financial aid amount, or (b) the entire amount of the loan or financial aid amount that you received. You will be scheduled to receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

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Grading and Records

Students are graded on Performance, Progress, and Effort each month. The Performance grade is based on assigned practical projects and written tests. The Progress grade is based on a student’s maintenance of attendance and commitment to gaining the most from the program. Grades are handed out at regular intervals throughout the year. Grades are recorded monthly on a permanent record card which is retained in each student file. A student may appeal a grade in the following.

LEAVE OF ABSENCE

A student is expected to complete the program as scheduled. When unusual and unexpected circumstances require interruption of the normal schedule, a student may request a leave of absence in writing. The leave of absence must be renewed by the student every (30) days. Normally, only one leave is considered during a program. If a student must withdraw from a program for a period longer than 30 days, they may apply for readmission when an opening is available.

Upon return from a leave of absence for 30 days, the tuition rate is adjusted to reflect the charge rate to new students entering at that time. No fee if a student does not return within 30 days. For additional information on leave of absence, please refer to the Standard Cancellation and Refund Policy.

ASSIGNMENT OF GRADES

Grades are assigned by the Accrediting Commission of Career Schools and Colleges, ACCSC, is a registered accrediting agency by the U.S. Department of Education and is recognized by the Massachusetts Division of Professional Licensure’s Office of Private Occupational School Education. Please direct any comments, questions, or concerns about the School to the complaint officer at the School’s Grievance Procedure is available at the School by contacting the President, whose decision will be final.

PARKING

Parking permits are available on School Property. The School encourages students to use public transportation (subway, buses, and commuter rail) which is easily accessible to the School. Monthly parking at nearby garages is also available.

Academic Probation and Appeals

A student who is “Unsatisfactory” monthly grade or who fails to meet the maximum performance grade for graduation (above) will be notified in writing. A student whose grades are “Unsatisfactory” for more than one month beyond the time frame of the program and has not been notified of the performance grades will be subject to dismissal. A student whose grades do not meet the minimum standard will be subject to dismissal. A student who is subject to dismissal for unsatisfactory performance may appeal in writing to the Provost for a probationary period during which they will be allowed to attend part-time courses. Each appeal will be considered on the basis of illness, death in the family, or other unusual circumstances beyond the student’s control.

Employment Assistance

NBSS does not guarantee job placement. Student services works with students on resumes and job search skills and plans. The School manages an online Job Board and Career Center to provide students with potential employers through participation in professional organizations, trade shows, and other local events. Each program department has an active advisory committee that includes professionals in the field. The Program Advisory Committees work with
### 2020–2021 Academic Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 7, 2020</td>
<td>Labor Day (holiday)</td>
</tr>
<tr>
<td>September 8, 2020</td>
<td>New Student Orientation for September cohorts</td>
</tr>
<tr>
<td>September 9, 2020</td>
<td>Fall 2020 Enrollment Period Begins &amp; Classes Begin</td>
</tr>
<tr>
<td>September 18, 2020</td>
<td>End Spring 2020 Enrollment Period for February 9-month cohorts</td>
</tr>
<tr>
<td>September 21, 2020</td>
<td>Fall 2020 Enrollment Period begins for February 9-month cohorts</td>
</tr>
<tr>
<td>October 12, 2020</td>
<td>Indigenous Peoples’ Day (holiday)</td>
</tr>
<tr>
<td>November 6 &amp; 7, 2020</td>
<td>Open House</td>
</tr>
<tr>
<td>November 11, 2020</td>
<td>Veterans Day (holiday)</td>
</tr>
<tr>
<td>November 26-27, 2020</td>
<td>Thanksgiving break</td>
</tr>
<tr>
<td>January 1, 2021</td>
<td>Classes resume</td>
</tr>
<tr>
<td>January 4, 2021</td>
<td>Martin Luther King, Jr. Day (holiday)</td>
</tr>
<tr>
<td>January 18, 2021</td>
<td>Fall 2020 Enrollment Period ends for September 9-month cohorts</td>
</tr>
<tr>
<td>January 22, 2021</td>
<td>Spring 2021 Enrollment Period begins for September 9-month cohorts</td>
</tr>
<tr>
<td>January 25, 2021</td>
<td>Fall 2020 Enrollment Period Ends for Violin Making &amp; Repair (VM) and all February cohorts</td>
</tr>
<tr>
<td>February 5, 2021</td>
<td>Spring 2021 Enrollment Period Begins for VM and all February cohorts</td>
</tr>
<tr>
<td>February 8, 2021</td>
<td>New Student Orientation for February cohorts</td>
</tr>
<tr>
<td>February 15, 2021</td>
<td>Presidents Day (holiday)</td>
</tr>
<tr>
<td>March 17, 2021</td>
<td>Evacuation Day (holiday)</td>
</tr>
<tr>
<td>April 19, 2021</td>
<td>Patriots’ Day (holiday)</td>
</tr>
<tr>
<td>April 19–25, 2021</td>
<td>Spring Break for Bookbinding and Violin Making &amp; Repair</td>
</tr>
<tr>
<td>May 31, 2021</td>
<td>Memorial Day (holiday)</td>
</tr>
<tr>
<td>June 4, 2021</td>
<td>End Spring 2021 Enrollment Period for September 9-month cohorts</td>
</tr>
<tr>
<td>June 4, 2021</td>
<td>Graduation</td>
</tr>
<tr>
<td>July 2, 2021</td>
<td>End Spring 2021 Enrollment Period for Violin Making &amp; Repair</td>
</tr>
<tr>
<td>July 5, 2021</td>
<td>Independence Day (holiday observed)</td>
</tr>
<tr>
<td>September 17, 2021</td>
<td>End Spring 2021 Enrollment Period for February 9-month cohorts</td>
</tr>
</tbody>
</table>

### Join Our Community

#### 1. Stay in Touch
Sign up for our newsletter at nbss.edu/info, and make sure to follow us on social media @NBSSboston.

#### 2. Schedule a Visit
The best way to discover if NBSS is the right fit for you is to visit. You can attend Open House, an Information Session, or schedule an individual meeting. Once here, you can tour the facilities, meet students and faculty, ask questions, and learn more about the admissions process. You can sign up for an Info Session or our annual Open House at nbss.edu/infosessions. To schedule a personal visit, simply send a note to admissions@nbss.edu.

#### 3. Begin Your Application
Get started on your application today: nbss.edu/apply. Successful applicants possess hand skills, mechanical aptitude, patience, dedication, and focus. They enjoy problem-solving, have a willingness to learn, and have a respect for their chosen field. Related hands-on experiences are helpful in determining if NBSS is a good fit, and in understanding the commitment to the rigorous, apprenticeship-style training at the School.

Our students are hardworking, patient, and determined to excel in a rigorous environment. They value fine craftsmanship and the satisfaction of learning a traditional trade. We welcome applications throughout the year. All nine of our programs have September start dates, and some have an additional start date in February. View all Admissions criteria on pages 34–39.

#### 4. Apply for Financial Aid
Financial aid, scholarships, and veterans’ benefits are available to qualified students. To learn more and apply, visit nbss.edu/financialaid.

### Questions?
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Director of Admissions  
617–227–0155 x111  
admissions@nbss.edu

James Dergay  
Director of Financial Aid  
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FULL-TIME PROGRAMS
Bookbinding
Cabinet & Furniture Making
Carpentry
Jewelry Making & Repair
Locksmithing & Security Technology
Basic Piano Technology
Advanced Piano Technology
Preservation Carpentry
Violin Making & Repair

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Find us online
NBSS.EDU/PROGRAMS
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