



WOOD DESIGN:
FURNITURE MAKING
Career Program

CATALOG
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Cover project by student Noah Smith

VOLUME III

SAM BEAUFORD WOODWORKING INSTITUTE
1375 N. MAIN ST
BUILDING #41
ADRIAN, MI 49221



WOOD DESIGN:
FURNITURE MAKING
40-Week Career Program

COVER PHOTOS BY KELSEY PEPPER PHOTO
BACKGROUND PHOTO BY KELSEY PEPPER PHOTO
LONGLIVEWOOD.ORG

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Carve Your Own Path

Carve your own path in the Wood Design: Furniture Making Program at the Sam Beauford Woodworking Institute. This 40-week program is comprehensive and intensive, designed to provide students with the skills and knowledge necessary to become professional furniture makers, educators, or join the woodworking industry.

If you like working with your hands, this program is for you. Students are fully immersed in woodworking, with a focus on traditional techniques as well as modern design and fabrication methods. You will benefit from access to state-of-the-art equipment and tools in our fully-equipped hand tool classroom and machine room.

Throughout the program, students work closely with experienced instructors who provide personalized guidance and support. Additionally, students have the opportunity to participate in workshops and seminars featuring guest speakers and experts in the field.

Upon completion of the program, you will be well-prepared to pursue a career as a professional furniture maker, start your own woodworking business, or continue your education in advanced woodworking techniques.



The Wood Design:Furniture Making program takes students on a journey of discovery and mastery, immersing them in the art and craft of woodworking and furniture design. As they delve into the rich history of furniture design, students will learn to appreciate the beauty and versatility of wood while exploring sustainable and eco-friendly materials.

With a strong emphasis on form and function, the program teaches students the intricate art of joinery, shaping, and carving and the subtle techniques of surface treatments, finishes, and veneering. Students will develop their unique aesthetic style, integrating natural materials and methods into their designs.









As they progress through the program, students will hone their creative and technical skills and learn the essential aspects of project management, entrepreneurship, and professional development. Our focus on community engagement and service allows students to contribute to meaningful projects while fostering personal growth.

By the end of the program, students will have a comprehensive understanding of the woodworking and furniture design industry and be well-equipped to launch successful careers. Embracing the romance of woodworking, they will carry on the time-honored traditions and craftsmanship of this beautiful and enduring art form.

No Experience Required

Anyone, regardless of woodworking background or experience can become a student. We accept all levels from complete beginners to experienced professionals looking to further their education and resume. Students of the SBWI come from all walks of life. They are veterans, high-school students & graduates, college students, professors, retirees, white collar professionals, farmers, all with diverse backgrounds. Everyone has the common desire to learn new skills and become self-sufficient through the art of wood. Students become life-long friends, sharing the unique experience of creating.

Small Class Size

The SBWI has determined through student and staff surveys that 12 students can adequately work as a class during any period of time. We use our space optimally by splitting the program into multiple cohorts ensuring that the space does not ever feel too crowded.







A Specialized Woodworking School

What is the difference between a Woodworking Degree and a Woodworking Diploma?

A woodworking degree is typically a higher level academic qualification that requires several years of study at a college or university. It is usually awarded at the undergraduate level and can take between two to four years to complete, depending on the program and the institution. Typically woodworking degrees require several general education courses in subjects unrelated to woodworking.

On the other hand, a woodworking diploma is usually a shorter, more focused program that is awarded by a specialized school with the primary focus of woodworking. A woodworking diploma program may focus on a particular area of woodworking, such as furniture making or cabinetry, and provide students with hands-on training in woodworking techniques and tools. This approach allows students to focus on building more specific skills rather than spending time on general education.



Student Learning Outcomes

- **Technical Proficiency:** Demonstrate competence in a wide range of woodworking techniques, including hand and power tools, joinery, and finishing methods, to create high-quality furniture pieces.
- **Design Expertise:** Apply design principles and concepts to create innovative, functional, and aesthetically appealing furniture that meets clients' requirements and industry standards.
- **Material Knowledge:** Evaluate and select appropriate materials based on sustainability, durability, and aesthetics, ensuring an optimal balance between performance and environmental impact.
- **Safety and Workspace Management:** Implement proper safety protocols and maintain an organized, efficient workshop, minimizing hazards and optimizing productivity.
- **Problem-Solving and Critical Thinking:** Identify and address challenges during the design and production process, using creativity, critical thinking, and technical skills to develop effective solutions.
- **Collaboration and Interpersonal Skills:** Work effectively in teams, demonstrating strong communication, negotiation, and conflict resolution skills while valuing diverse perspectives and contributions.
- **Business and Entrepreneurial Competencies:** Develop and execute business plans, manage budgets, and market furniture products and services, demonstrating an understanding of the competitive landscape and industry trends.
- **Professional Portfolio:** Compile a comprehensive portfolio showcasing a range of furniture designs and woodworking techniques, effectively presenting the student's unique style, craftsmanship, and technical abilities.
- **Post-Graduation Continuing Professional Development:** Engage in ongoing learning and professional development opportunities to stay current with industry advancements and maintain a competitive edge.
- **Community Involvement and Service:** Participate in community service projects and collaborations, using woodworking skills and expertise to positively impact society.

Careers

Salary for Industry: Woodworking & Carpentry \$51,822 - \$54,206

*Indeed & Payscale Average Salary for Woodworkers as of March 1, 2023

Graduates of the Wood Design program have a wide variety of career paths to choose from, including:

- Furniture Design
- Entrepreneurship
- Woodworking Education
- Veneer Specialist
- Custom Kitchen Design and Cabinetry
- Design Manager
- Product Engineer
- Prototype Design Maker
- Project Manager
- Furniture Restoration
- Wood Design Manager
- Finish Carpentry
- Timber Framing







SAM
BEAUFORD
WOODWORKING
INSTITUTE

WOODSHOP

WELCOME

The Sam Beauford Woodworking Institute is located in Adrian, MI in an undisturbed oak tree forest which is over 100 years old. We share the 57 acre campus with 2 other local organizations: PlaneWave Instruments and Adrian Center for the Arts. Our historic building was originally home to a giant steam boiler, which heated and generated power for the other buildings on campus. Our classroom and machine room feature high industrial windows which offer natural lighting and beautiful views.





Facilities & Equipment

Our classroom is equipped with modern technology including multiple 80" high-resolution monitors, security cameras, and an arm mounted camera to display small detail work on the monitors during instruction. The classroom is also home to our educational resource library, which contains over 900 woodworking books students can check out. Most instruction, research, drafting, veneer, and hand tool use takes place in the classroom area.

The machine room is separated from the classroom by a thick masonry wall with a door, which allows students to use the classroom as a noise-free and dust-free environment. The machine room features an industrial state-of-the-art dust collection system installed by AGET Manufacturing. This system was designed specifically for our facilities to ensure clean, healthy air for our students. The machine room is home to our industrial grade woodworking equipment. Safety glasses and hearing protection are provided, and our students follow strict safety guidelines.

Veterans

The SBWI Wood Design:Furniture Making Career Program is approved for the full range of veterans' education benefits including the GI Bill® and Veteran Readiness and Employment® (VR&E/VocRehab). Veterans may receive funding for tuition, living expenses, and tools depending on their benefit type.

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 website at <http://www.benefits.va.gov/gibill>



Accessibility

The SBWI is wheelchair accessible with an ADA-approved bathroom. We strive to make our programming accessible to all. If you feel you have challenges that might prevent you from participating, please contact us.

Mission Statement

The Sam Beauford Woodworking Institute provides outcome-based woodworking education with a commitment to continuous institutional improvement through ongoing assessment and continued education.

Staff

President - Luke A. Barnett
Director of Operations - Dena Koehn
Lead Instructor - Zack Fealk
Assistant Instructor - Noah Smith
Facilities Manager - Steven Skornicka
Veteran Communications Director - Steven McCarroll
Director of Women's Programming - Sheri Sarata

Board of Trustees

*functions as the governing body of the SBWI

Chairperson - Bob Vogel
Vice-Chairperson - Joel Barss
Secretary - Dan Butler
Treasurer - Brent Mercer
Board Member - Patty Clark
Board Member - Andrew Greenwell
Board Member - Dane Nelson





Instructors



Zack Fealk

FURNITURE MAKER/LEAD INSTRUCTOR

SPECIALIZATIONS: Fine Furniture, Historic Home Remodels

Zack is from Detroit, Michigan and graduated from MSU with a BS in Natural Resource Management. He is also a graduate of the 10-month intensive program at SBWI. Outside of the wood shop, he facilitates historic home remodels in the city of Detroit. Zack is dedicated to learning other woodworking disciplines, including traditional timber framing, chair making, and advanced joinery skills. Zack's goal is to push himself through design and building techniques that will allow him to prosper as a maker. Woodworking is a constant learning process, and he is eager to be a lifelong student. He is currently the Lead Instructor for the Wood Design: Furniture Making program and teaches several specialty courses at the SBWI.

PHOTO BY DANA DU JOUR PHOTOGRAPHY



Matt Harber

WOOD TURNER/INSTRUCTOR

SPECIALIZATIONS: Finial Turning, Live Edge Bowl Turning, Lidded Turned Bowls, Goblets, Decorations

Matt has had a lifelong fascination with wood and wood art. He began feeding this obsession in 2003 when he began to learn the skills and art of woodturning on a lathe. He has lived most of his life in Southeastern Michigan, surrounded by trees, and is delighted in being able to bring out and shape the natural beauty inside the wonderful woods that are all around us. He finds serenity and joy in the creative process, as a piece unfolds and reveals itself through his hand. He specializes in Celtic and Native American motif art decorations via pyrography (wood burning), painting, and/or carving, but can adapt most any appropriate design to the pieces. He has been woodturning approximately 18 years and has created a number of requested custom pieces. Learn more about Matt Harber at Facebook.com/infinite.thread

PHOTO SUPPLIED BY INSTRUCTOR



Noah Smith

ASSISTANT INSTRUCTOR

SPECIALIZATIONS: Fine Furniture, Handcut Dovetails

Noah is from Salida, CO. During his senior year of high school he apprenticed to a furniture builder and the experience he had working there encouraged him to look for a woodworking school where he could continue learning. He joined the SBWI Wood Design: Furniture Making program in the fall of 2022 and started assisting at the school soon after. Noah enjoys spending time in the shop and helping out where he can. He looks forward to learning about different building styles and techniques, and applying them to the furniture he builds. On June 4th, 2023 he graduated from the Wood Design: Furniture Making program, winning the Red Seal Award for most outstanding student. He continues to expand his woodworking skills and has become Assistant Instructor to the Wood Design: Furniture Making program. When he's not in the shop, Noah can be found reading books, listening to music, and hanging out with friends.

PHOTO BY KELSEY PEPPER PHOTO



Angelo Hernandez Martinez

SR. PRODUCT DESIGNER - SAUDER WOODWORKING CO.

SPECIALIZATIONS: Furniture Design, Mass Production Development

With 15 years of experience in product design, Angelo Hernandez Martinez is a relationship-driven professional who specializes in designing and developing furniture for mass production. A 2022 SBWI graduate and recipient of the Red Seal Award, he also holds a BFA in Industrial Design from the Milwaukee Institute of Art & Design.

From sketch to commercialization, Angelo champions his designs along the development cycle to ensure that integrity does not get lost in the process. He is adept in aligning diverse interests within complex organizations and prides himself on his rational thinking, intuition, and, most importantly, his ability to build authentic relationships based on mutual respect. Outside of work, Angelo enjoys yoga, art, and challenging himself to deepen his own creative practice through community engagement.

PHOTO SUPPLIED BY INSTRUCTOR



Luke A. Barnett

WINDSOR CHAIRMAKER/PRESIDENT

SPECIALIZATIONS: Green Woodworking, Windsor Chairs, & Fine Furniture

Luke is a wood artisan who specializes in traditional American Windsor chairs. He has won awards and been featured in internationally published magazines. Early American Life Magazine named Luke as Top American Craftsman in the Windsor chair making field for 3 consecutive years. His chairs have been displayed in the traveling Smithsonian museum exhibit called "The Way We Work." Learn more about Luke Barnett at www.barnettchairs.com. He is the co-founder of the Sam Beauford Woodworking Institute, where he has served as the President since its inception in 2017. Luke currently teaches specialty woodworking classes including Windsor Chairmaking and Wharton Esherick inspired carved furniture classes.

PHOTO BY ASHLEH WORDEN



Bob Lang

AUTHOR/WOODWORKER

SPECIALIZATIONS: SketchUp, Wood Carving, Furniture Making

Bob Lang was born and raised in northeastern Ohio, in the college town of Kent. In the early 1970s, he dropped out of college and became a cabinetmaker. He ventured into his own business and spent the early 1980s designing, building and traveling the country to sell his stuff at arts & crafts shows. By the late 1990s he was working as a project manager/engineer in the architectural millwork industry. His first book, Shop Drawings for Craftsman Furniture was published in 2001. In 2004, he began to work full-time for Popular Woodworking Magazine, where he is currently the executive editor and illustrator. He currently carves and builds furniture in Cincinnati, Ohio and writes about and teaches woodworking and 3D modeling with SketchUp. In January 2018 he became the editor of American Period Furniture the annual journal of the Society of American Period Furniture Makers. Bob blogs about Woodworking and SketchUp at his website ReadWatchDo.com.

PHOTO SUPPLIED BY INSTRUCTOR



Charlie Gragg

WOODWORKER/INSTRUCTOR

SPECIALIZATIONS: Marquetry, Veneering, & Carving

Charlie Gragg is a retired high school/college English and Writing teacher. His initial interest in woodworking started with timber framing, in conjunction with restoring an 1851 farmhouse, and raising timber frame barns in Connecticut.

Charlie was in the inaugural SBWI furniture making intensive class ('21), where he earned the Golden Planer award. His experience at SBWI was, in his words, over the top. Charlie expanded his woodworking interest into marquetry, veneering, and carving as a result of his SBWI experiences and now teaches as a guest instructor to the Wood Design: Furniture Making program.

PHOTO SUPPLIED BY INSTRUCTOR

Charlie's post-SBWI life has continued taking more classes (always the student), and building pro bono furniture for family and friends.



Bob Vogel

RETIRED PRESIDENT HARDWOODS OF MICHIGAN

SPECIALIZATIONS: Wood Grading, Lumber Industry

Bob Vogel has been involved in the woodworking field of education and industry his entire adult life. Bob graduated from the building trades course at the Lenawee County VoTech School (Now CTE). He attended Western Michigan University where he majored in Industrial Education. He recently retired as the CEO/President of Hardwoods of Michigan. In 2010 Bob was named as one of North America's 50 most influential people in the hardwood lumber industry. Bob serves as the Chairman of the Board for the SBWI, and teaches Lumber Grading and The Truth About Trees Youth classes.

PHOTO SUPPLIED BY INSTRUCTOR



History

The Sam Beauford Woodworking Institute (SBWI) is a post-secondary school and non-profit 501(c)(3) organization located in Adrian, MI. We support woodworking education through our three pillars of programming: Diploma Program, Intensive Courses, and Weekend Courses.

The SBWI was founded by Luke Barnett, a Windsor Chairmaker, and Dena Koehn, a graduate of Adrian College with a BFA in Studio Art and a BA in English. Luke has won many awards from the Woodworking Network, [Directory of Traditional American Crafts](#), and [Early American Life Magazine](#). His work has been exhibited in galleries all over the world like the traveling Smithsonian Exhibit. He has been a speaker at the International Woodworking Fair (IWF) and is an Accredited Skills Evaluator (ASE) through the Woodworking Career Alliance of North America (WCA).

When the duo met in 2015, Dena was a member of a local pottery club which eventually became the Adrian Center for the Arts (ACA). Luke and Dena started teaching woodworking at the ACA and across the country. The classes gained popularity and, in 2015, the City of Adrian approached them with an opportunity to take over a vacant old power plant, which is where the SBWI began.



Tuition

Tuition Cost: \$14,124

Students of the Wood Design: Furniture Making program are responsible for purchasing a set of hand tools from outside vendors. The total cost for these tools is roughly \$3,100. The cost of the hand tools is in addition to the total cost of tuition. The Student Tool List is available on our website. Tools are required for all participants. In rare instances, SBWI has a limited amount of loaner tools available.





Campus Life

We are fortunate to be located on a 57 acre campus with beautiful views and forest friends. Our classes are small and students quickly become part of the SBWI family. Although most of their time is spent in the wood shop, there are many activities to enjoy outside of school life.

On Campus

- Enjoy views from the shop as the seasons change in our 100 year old oak tree forest
- Play disc golf on the 18-hole campus course
- Attend a campus festival or concert, or join an impromptu jam session
- Grab a shave horse and do some outdoor woodworking
- Enjoy conversation by the bon fire or have a cookout in the woods

In Adrian

- Enjoy life in a small college town with all the comforts of a big city and many outdoor recreation activities, home to 3 colleges and a historic downtown with modern amenities
- Explore local nature preserves like Hidden Lake Gardens or Heritage Park
- Attend a show at the Crosswell Opera House - the oldest theater in Michigan and one of the oldest continuously operating theaters in the United States
- Stop by Chaloner's for a fancy cigar, old-fashioned candy, or a fresh bag of popcorn. First opened as a newsstand in 1874, it has become a historic landmark in Adrian, MI
- Grab a traditional drip coffee, espresso drinks, cold brew from Musgrove + Company, a single source direct trade coffee shop who source green coffee exclusively from Cafe Rivense in the Rivas Valley of Costa Rica

In Michigan

- Travel to the nearby cities of Ann Arbor, Detroit, and Toledo for fine dining, shopping, and entertainment
- Travel "Up North" to experience scenic routes on the open road, rugged hiking trails, sand-covered beaches, the Great Lakes, and the beauty of nature and simple pleasures of Michigan





Academic Calendar

Class Times

Cohort 1 Monday & Wednesday 10am-4pm

Cohort 2 Tuesday & Thursday 10am-4pm

Guided Laboratory Time (GLT)

Monday - Thursday: 8am - 10am, 4pm - 7pm

Friday, Saturday & Sunday: 8am - 7pm

Academic Calendar

8/26/2024 Term 1 Begins

9/2/2024 SBWI is Open on Labor Day

11/22/2024 Thanksgiving Break Starts (GLT Only)

SBWI Closed on Thanksgiving Day (No GLT)

12/2/2024 Thanksgiving Break Ends

12/20/2024 Christmas Break Starts (GLT Only)

No GLT on Christmas Eve & Christmas Day

Term 1 Ends

12/30/2024 Christmas Break Ends

Term 2 Begins

SBWI is Open on New Years Eve & New Years Day

3/7/2025 Spring Break Starts (GLT Only)

3/17/2025 Spring Break Ends

5/26/2025 Last Week of Class

Final Projects Due

Term 2 Ends

SBWI is Open on Memorial Day

5/31/2025 Graduation

Holidays Observed

We are closed on the following holidays:

Thanksgiving

Christmas Eve

Christmas Day

12 hours of class time and 12 hours of GLT are required each week, for a total of 24 clock hours per week



How to Apply

Step 1: Visit www.LongLiveWood.org/Woodworking-School to apply. Click the button that says Apply to the Class of 2025. There is no application fee and you are not committed to the program by filling out the application.

Step 2: SBWI staff will contact you to schedule a school tour. We prefer in-person tours, but we can schedule a virtual remote tour if needed.

Step 3: On your tour day, we will need three items from you: a letter of recommendation, a statement of purpose, and your high school transcripts (or equivalent). If you attend virtually you will need to submit these materials via email to sambeaufordwoodshop@gmail.com.

Step 4: Upon acceptance, we will need the following items: signed enrollment agreement and tuition deposit (unless applicant is pre-approved for a payment plan or using VA benefits). If applicant is pre-approved for a payment plan, the signed loan agreement is also required upon acceptance.

ENROLLMENT & ADMISSION REQUIREMENTS

Each applicant must have a High School Diploma or GED Equivalent. All applicants must fill out an application on our website (longlivewood.org) and attend a school tour, either in-person or virtual. Applicants are required to submit a letter of recommendation, statement of purpose, and high school transcripts. All accepted applicants will receive an enrollment packet in the mail. Upon acceptance, all tuition payments are due by July 1st, 2024. Payment is required prior to the beginning of the school year unless an applicant has requested, and been approved, to be on a payment plan.

ATTENDANCE

Students cannot miss more than three days of class. All three days of class must be excused absences. Unexcused absences will result in a grade of 5% for each unexcused absence. For excused absences, 24 hours notice to your instructor is required with a sufficient reason. Exceptions may be made in the case of illness, emergency situations, or religious observance.

LEAVE OF ABSENCE

If a student experiences unusual and unexpected circumstances which require excessive absences, the student may request a leave of absence in writing for a period of up to 15 days. Only one leave of absence can be considered per academic year. The leave of absence will be approved at the discretion of the SBWI. If a student will be absent longer than 15 days, they are allowed to reapply for admission during the next academic year and must pay any additional tuition as charged to new students entering at that time. If a student does not return from a leave of absence, they will be considered withdrawn from the program and the Cancellation and Refund Policies would apply. If the expected graduation date changes, students will be notified on the SBWI Student Portal and through email.

PROGRAM DESCRIPTION

Students will learn material science, drafting, material selection, joinery for solid wood, and sheet material. Students will learn new skills while building progressively more difficult projects throughout the program. Projects are designed with specific skill learning objectives that are built into the curriculum. 12 hours of class time and 12 hours of guided laboratory time are required each week, for a total of 24 clock hours per week and 800 total clock hours minimum over the 40 week course.

GRADING & ASSESSMENT OF LEARNING

The SBWI Instructor will assign grades based on a point system from 10-800 depending on the type of assignment. The program is paced to complete projects and students will be granted extra assistance if necessary. Our staff is here to help students learn new skills and develop these over time. Failure is based on attendance to class times, completion of projects, and the minimum number of studio hours being met. If a student misses over three days of class time and does not complete the studio hours, they are subject to failing the program. The SBWI does not assign credit for independent study. Grades will be conducted by the instructor and emailed to each student upon completion of each term.

SATISFACTORY ACADEMIC PROGRESS

A student shall be considered to be maintaining SAP if he or she meets all the qualitative requirements (grades) and quantitative requirements

(attendance/clock hours). Satisfactory Academic Progress (SAP) will be reviewed at the end of each term for all enrolled students.

ACADEMIC PROBATION & FAILURE

If a student is at risk of failure, they will be placed on academic probation. SBWI staff members will work with the students to make a performance improvement plan. Students will be placed on probation for 45 days. After the probation period, an evaluation will be conducted to review the performance improvement plan. Any student who does not maintain a minimum GPA of 2.0 by the end of the academic year will fail the program and will not graduate.

MAKE-UP WORK

Student make-up work will be accepted, but an automatic 5 points will be deducted from the overall score of the project.

INCOMPLETE GRADE

If a student presents the instructor with an unforeseeable emergency, and justifiable reasons for not having completed the requirements of the program, they will be assigned an incomplete ("I") grade. The "I" signifies that there is a possibility of earning credit in the program and two thirds of the required coursework has been completed. An "incomplete" must be made up within one academic year. In the event that the course requirements are not completed within one year, the grade indicated on the Contract for Assignment of Incomplete Grade will be posted to the students transcript. Any extension requires Board of Trustees' approval prior to the one year deadline.

GRADUATION REQUIREMENTS

Students must complete all projects in order to be considered for graduation. Upon graduation, they are awarded a Diploma in Wood Design. Students must maintain a minimum GPA of 2.0. If the expected graduation date changes, students will be notified on the SBWI Student Portal and through email.

STUDENT LEARNING SERVICES

Student services help can be found during your instructor's office hours. Guided Laboratory Time (GLT) will also have a staff member available to help answer questions. One-on-one tutoring is available on the SBWI Student Portal. Counseling is also available for students to talk about post-graduation plans, questions/concerns with their current class/projects, and any problems they are encountering during their time at the SBWI. Students can find the link to this in the SBWI Student Portal on our website.

STUDENT LEARNING RESOURCES

There are many learning resources available to Wood Design students. The SBWI Library houses over 900 publications on woodworking. Students are welcome to check out library books for two week time periods. The SBWI Student Portal is a page on our website dedicated to student resources. On this page, students can access handouts, the academic calendar, a copy of the syllabus, schedule one-on-one tutoring or counseling services, and obtain the SBWI emergency preparedness plan. In the equipment room, we utilize a system of QR codes placed at every machine. Students can follow the QR code link to watch videos on how to safely use the machinery. This allows students to watch a refresher video on any piece of equipment at any time.

GUIDED LABORATORY TIME

Guided Laboratory Time (GLT) is designed for students to work on their projects and complete research outside of class. Staff members will be present to monitor the safety of students, and answer questions. 24 clock hours are required each week, which includes 12 hours of GLT and 12 hours of class time.

PRIOR EXPERIENCE & TRANSFER OF CREDIT

At the SBWI, we rely on a more natural lecture and hands-on learning experience versus individual credit classes, therefore a transfer of prior credit is usually not applicable. Prior experience is welcomed, as are all levels of experience. SBWI programs are based on an accumulative learning experience instead of on individual courses. We will review prior credit and prior experience on a case-by-case basis. Credit is only awarded in rare cases. No prior experience is required, as we intend to teach all Wood Design students starting with very beginner tasks up to master craftsman levels.

TUITION, SUPPLIES & FEES

Tuition must be paid in full before the beginning date and time of the program unless students have been approved to have a payment plan with the SBWI. Failure to do so will result in the student being denied access to the facilities to participate. The student will be advised to reschedule to the next year's class. Tuition covers all supplies necessary for the program, but students are asked to bring their own tools from the supplied Student Tool List. There are no extra fees associated with the use of the SBWI facilities or equipment. All costs are covered in student tuition that is assigned to the program.

STUDENT HOUSING

The SBWI does not provide housing for students. We are located in Adrian, Michigan (pop. 21,000). It is highly recommended that you begin this search as soon as possible. It is important to have your housing situation established before class begins. This will ensure that students can focus on their studies without distractions. Adrian is a fairly small community, so travel to and from school will rarely present issues. During winter months snow and ice can cause issues. In the case of severe and snow and ice on the roads, class will be canceled. This happens maybe 2-3 times per year on average. We will do our best to notify students of any cancellations via email and text message. If you are interested in sharing an apartment with another student(s), we can add your name to a list of contacts with other students seeking similar arrangements.

NON-DISCRIMINATION POLICY

The SBWI admits students without regard for religion, gender, sexual orientation, gender identity and expression, age, race, color, disability, national and ethnic origin, military or veteran status, or any other characteristic protected under applicable federal, state, or local law. All students enjoy the rights, privileges, programs, and activities generally accorded or made available at the school.

EMPLOYMENT ASSISTANCE

The Sam Beauford Woodworking Institute, through its Career Services Program (SBWI Works), offers services for those who need assistance selecting a career or school major. In addition, SBWI Works is designed to assist students and alumni in their search

for employment. However, students and alumni maintain overall responsibility for their career choice and job search. Limited services are also available to members of the community not attending SBWI.

Participation in SBWI Works is voluntary. Each individual seeking assistance is encouraged to complete the registration process located on the SBWI Works web page. SBWI Works Career Services is operated by the SBWI Works administration.

CODE OF CONDUCT, PROBATION, & TERMINATION

The Code of Student Conduct is in place to ensure students are aware expected behavior as members of the SBWI community. The purpose of this Code is to create an environment that fosters civility, personal responsibility, and mutual respect of others and their differences. SBWI students are expected to behave in a mature, courteous, and considerate fashion at all times. Safety is the principal concern of everyone in the school community.

Any student who commits a violation of the Code of Student Conduct is subject to disciplinary sanction, up to and including suspension of activities for this student for an amount of time determined by the Board of Trustees or dismissal from the SBWI and termination of the student's access to the facilities. The Code of Conduct is provided in the Student Enrollment Packet and on the SBWI Student Portal.

Students may also be terminated or suspended at the discretion of the SBWI for nonpayment of tuition, unsatisfactory academic progress, excessive absence, or other unacceptable behavior. The Refund Policy applies in the case of terminations. Termination may be appealed by the student in writing to the President for final determination. Students can be readmitted at a later date if there is evidence of positive change and with proper approval.

CANCELLATION POLICY

An applicant who has not visited the school prior to enrollment may cancel without penalty following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. Cancellation must be requested prior to or within the first week of the enrollment period. An applicant requesting cancellation prior to or during the first week of the enrollment period is entitled to a refund of all monies paid. In the event of an applicant requesting cancellation prior to or during the first week of the enrollment period, there is no registration fee retained by the School.

REFUND POLICY

An enrolled student who withdraws, is dismissed, or otherwise terminates their enrollment will be processed under the following policies:

1. An enrollment period is defined as an academic year which is ten months (40 weeks) long in Wood Design; therefore an enrollment period for that program is ten months (40 weeks).

2. SBWI uses the Date of Determination to calculate refunds. The Date of Determination is the date the student's enrollment was terminated by the School, the date the School was notified by the student that they were withdrawing, or the date the student was

determined by the School to be withdrawn due to absences. Money due to the applicant or student will be refunded within 60 (Sixty) days after the date of determination. Written notification of withdrawal from the student is not required for refund payment.

3. In cases of prolonged illness, death in the family, or other circumstances that make it impractical to complete the program, the School will make a settlement reasonable and fair to both parties.

4. In the case of a student who completes academic requirements early and within 60% of an enrollment period, a prorated portion of the tuition for that period will be due, based on the time completed, rounded up to the nearest 10%. For early completion after 60% of the enrollment period, the entire period's tuition will be due.

5. If enrollment is terminated, the student will owe tuition and fees based on the following schedule:
Prior to or during the first week 0%
During the second week 20% or \$2,824.80
During the third week 35% or \$4,943.40
During the fourth week 50% or \$7,062.00
During the fifth week 70% or \$9,886.80
After the fifth week 100% or \$14,124.00

STUDENT COMPLAINT PROCEDURE

If a student has a complaint, they are encouraged to attempt to resolve the matter immediately and informally. If the complaint cannot be solved informally, the process for resolving the formal complaint is as follows:

The student should submit a formal complaint in writing to the President's Office, preferably within five (5) business days of the informal resolution attempt or incident. This can be via the online complaint form found in the SBWI Student Portal on the schools website, which is automatically directed to the President's Office, or hard copy letter. If a student delivers a hard copy formal complaint to an employee of the SBWI, the employee should deliver the formal complaint to the President's Office. The formal complaint should include the following information: (a) the student's contact information (full name, home address, SBWI email address, phone number, and are preferred); (b) description of the complaint, including dates, locations, employee dealt with, etc.; (c) any action(s) to resolve the complaint informally, including the outcomes of the attempt(s); (d) desired resolution of the complaint. The President's Office will review the formal complaint and contact the student to acknowledge receipt.

VETERAN STUDENTS

This section applies to students receiving U.S. Department of Veterans Affairs education (GI Bill® or Veteran Readiness and Employment®) benefits while attending "Sam Beauford Woodworking Institute."

Prior Credit Policy: Per, 38CFR 21.4253 (d)(3), previous training and experience will be considered, and granted if appropriate, for veterans and other eligible students.

Attendance Policy: Students are expected to attend all classes. If circumstances prevent attendance at a particular class, prior notification is expected in order to arrange make-up sessions. If attendance falls below 90%, or students accumulate more than 3 unexcused absences, VA benefits will be terminated. Students whose absences result from authorized

mitigating circumstances, as determined by the school Director, will not be terminated. Students who have been terminated from the school for unsatisfactory attendance may be re-admitted at the discretion of the Director.

Conduct Policy: Students must conduct themselves in a respectable manner at all times. Disruptive or inappropriate behavior deemed unsatisfactory conduct by school officials will result in termination of veterans' educational benefits, and possible dismissal from "Sam Beauford Woodworking Institute." Re-admittance after conduct dismissal requires reapplication to the school.

Academic Progress Policy: Students receiving VA education benefits must maintain 70% average on tests and in written practical exams, and satisfactory and timely completion of all assignments, reports, projects, etc. Failure to meet these criteria will result in being placed on probation. If the criteria are not met by the end of the 192 hour (8 week) probationary period, VA education benefits will be terminated. Certification to VA for payment will not be resumed until the student has returned to a satisfactory academic status.

Late fees/Penalties/Assessments: The school will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Pro-Rata Refund Policy for Veterans and other

Eligible Students: Per CFR 21.4255, "Sam Beauford Woodworking Institute" has a pro-rata refund policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the program, or withdraws, or is discontinued there from, at any time prior to completion.

Equal Opportunity Statement: The "Sam Beauford Woodworking Institute" does not discriminate on the basis of race, color, religion, sex, age, disability or national origin.

Program Completion: The student must satisfactorily complete the academic requirements of their chosen field and satisfy all financial obligations to receive a certificate.

Retention of Records: The "Sam Beauford Woodworking Institute" will retain records and accounts of students receiving VA Educational benefits for a period of three years following program completion. These records will be made available to the student upon request and certification.

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 website at <http://www.benefits.va.gov/gibill>

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**SAM
BEAUFORD
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INSTITUTE**



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Windsor chair and fishnet by Wayne Giznsky

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