

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

## **Admissions Requirements & Procedures**

- Applicants must be 18 years of age or over, and have high school diploma or G.E.D.
- Every student must pass a background investigation, at their own, before an enrollment agreement is formalized.
- To apply for program admission, applicants must complete *Application for Admission* (sent by request).
- Completed application should be returned to the Registrar with a copy of their high school diploma or G.E.D and an application fee of \$150.00.
- Photo ID must be provided with application for enrollment (copy of photo drivers license or passport photo page)
- Upon receipt of the application and application fee from the applicant, and the results of the background investigation from the investigating agency, the School will notify the applicant in writing regarding the status of their enrollment.
- Program courses are limited to five students per class. Filled classes have waiting lists available for interested students.

## **Tuition and Laboratory Fee**

- Tuition is \$22800 with Lab fees of \$1600 for the complete Program.
- Program is approximately 54 calendar weeks, or 1890 clock hours. Each clock hour is 50 minutes in duration, and each week of instruction is five(5) days of seven (7) clock hours per day.
- The tuition and lab fee payment program consists of fifteen (15 payments.)
- First payment of \$3050( tuition and lab fees for first two months) due by the first day of class.
- Thereafter, regular payments of \$1525 by the 5<sup>th</sup> of the month for 14 months.
- A Student may not attend class until all tuition and fees to date have been paid.
- The total of those 15 payments is \$24,400

## **Program Schedule**

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

## **Other Pertinent Information**

- Each student is required to acquire a personal set of selected tools. The Institute has prepared a list of the recommended tools, and the name of the course by which each tool will first be required. The list is available upon request or can be found on our website.
- The York Time Institute is dedicated to preparing its students for entry into, and advancement in their practice of the art and science of Horology.
- The Institute endeavors both to maintain long-established horological knowledge, and to encourage new frontiers of research.
- Through our teaching of conservation, restoration, and repair techniques contemporary to period time pieces together with their modern improvements, this Institute prepares its students for successful careers using professional watchmaking and clockmaking skills. The Institute does not guarantee employment to any of its students or graduates.
- Enrollment in York Time Institute is open to all individuals regardless of age, sex, religious affiliation, physical limitations, race, color, ethnic origin, sexual identity or sexual orientation, where with regard to physical limitations a reasonable accommodation can be made.
- Special consideration is given to qualified veterans and handicapped veterans.

YORK TIME INSTITUTE IS A SMOKE FREE ZONE!  
No tobacco products or vaping devices permitted on premises.

## Courses in Program

<u>Number</u>	<u>Title</u>	<u>Weeks</u>
YT I-100	Intro. to Watch and Clock Repair	1
MAT-101	Materials	1
MAT-102	Workshop and Tools	3
TRN-103	Turning	5
MIL-104	Milling	3
MIL-105	Making & Repairing Small Tools	4
CLN-201	Cleaning Watches	3
CLN-202	Cleaning Clocks	3
PWR-203	Power Sources	1
PWR-204	Power Transmission	4
PWR-205	Power Regulation I	4
PWR-206	Power Regulation II	8
SPR-301	Springs	3
TIM-302	Timing	1
W-303	Motion Works, Hands, & Dials	2
CSE-304	Cases & Crystals	1
WS-305	Winding and Setting Mechanisms	1
CAM-306	Conversions & Alterations	1
CSW-307	Chronographs & Stop watches	2
TS-308	Trouble Shooting	2
BUS-309	Business Considerations	1

*This publication is for information only and is subject to change.  
Official information is contained in our Student Catalogue and  
Enrollment Agreement*

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