

Catalog September 2026 – June 2027

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A GOOD LIFE, BUILT BY HAND

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.

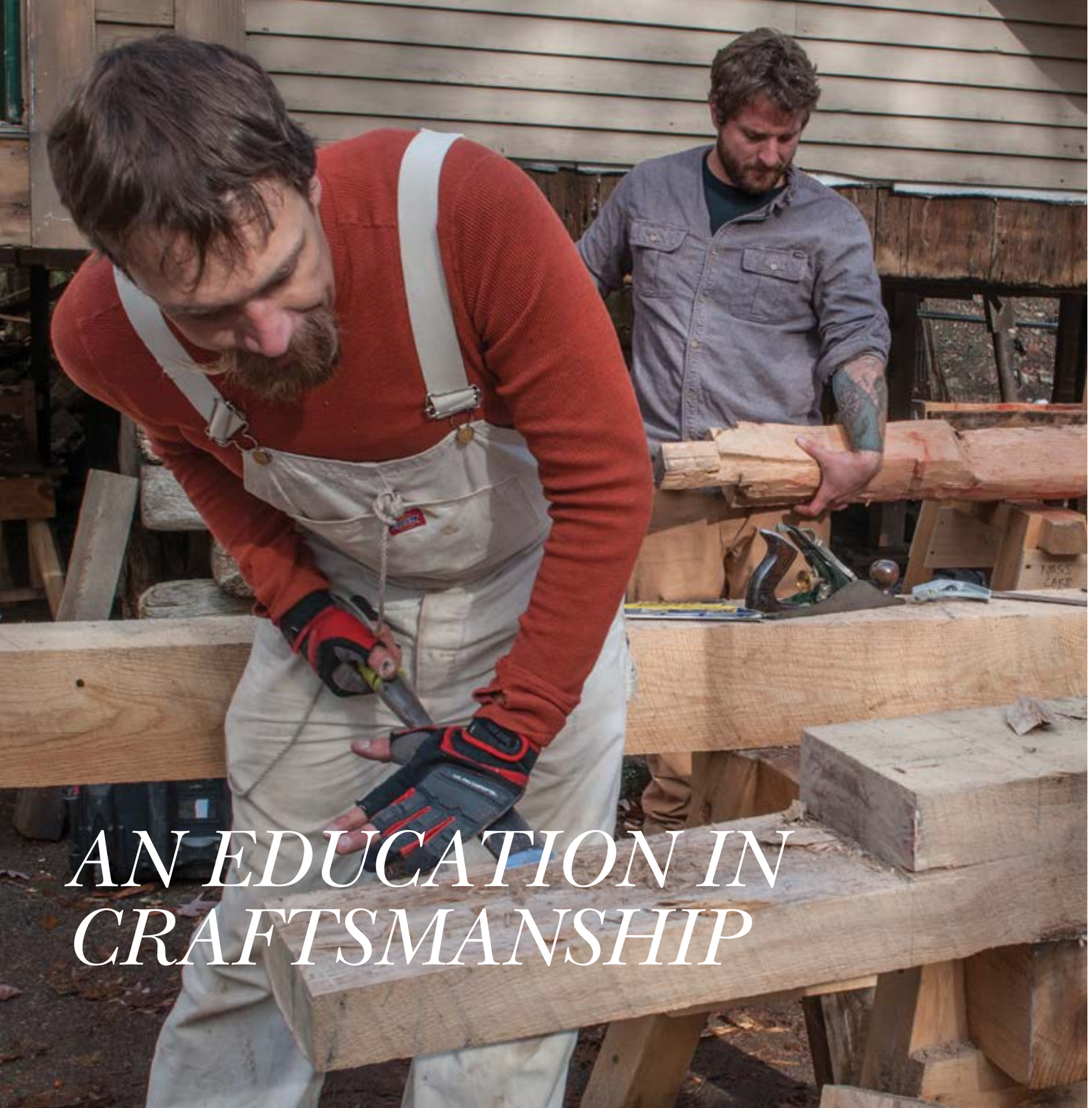
From the start, NBSS implemented a Swedish system of craftsmanship training known as "Sloyd." This method focuses on the development of character, intellectual capacity, and hand skills, including an understanding of tools, materials, and processes. It also encourages a great sense of care and a commitment to excellence. Ultimately, the method seeks to teach the "whole person" how to make a living and how to lead a fuller life.

Violin Making & Repair Instructor Roman Barnas





Preservation Carpentry Instructor Steven O'Shaughnessy PC '99



AN EDUCATION IN CRAFTSMANSHIP

At the School's core are nine Career Training 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. With years of experience in their field, our faculty 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, program advisors, 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 hands-on work, you'll also participate in lectures, reading assignments, field trips, and discussions. This provides context for the skills and ideas you'll learn, making for a well-rounded learning experience.

We teach and uphold the principles and practices of the craftsmanship tradition:

- Skillful use of hand tools and power equipment
- Informed choice of materials
- Creative problem-solving based on best practices
- A dedication to the highest quality work

In addition to Career Training programs, NBSS offers a wide range of Community 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 Career Training programs.

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

**Community Education courses are not included in the School's institutional accreditation by the Accrediting Commission of Career Schools and Colleges (ACCSC).*

2-YEAR PROGRAM | 16 STUDENTS

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.

"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

FACULTY

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

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



See page 34 for more details and how to apply







See page 34 for more details and how to apply

“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.”

NIKOLAUS MELLER CF ’96





Above: Instructor Lance Patterson CF ’79 (right)

2-YEAR PROGRAM | 39 STUDENTS

Cabinet & Furniture Making

Our two-year program teaches fine craftsmanship through projects based on 18th- and 19th-century furniture designs.

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

Ellen Kaspern CF ‘03 is both an Instructor and the interim Department Head. She has been teaching woodworking and furniture making for over 20 years. She owns Ellen Kaspern Design and contributes to *Fine Woodworking Magazine*.

Lance Patterson CF ’79 has designed and built custom furniture for over 40 years. He was named a 2016 Mentor in Design by *Design New England Magazine*.

Matt Wajda CF ‘00 has over 20 years of experience, is a member of the Guild of New Hampshire Woodworkers, and regularly contributes to *Fine Woodworking Magazine*.

Nicholas Maraldo CF ‘07 has taught woodworking classes across New England. He is a US Navy veteran and studied and worked with Phil Lowe at the former Furniture Institute of Massachusetts.

Jamey Pope CF ‘06 is a furniture maker and former general contractor. In addition to being an instructor, he continues to build custom projects and musical instruments.

In addition to the regular faculty, we often have artisans and historians lead workshops.

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 American Period Furniture Makers has presented the prestigious Cartouche Award to five 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.

9-MONTH PROGRAM | 26 STUDENTS

Carpentry

Our program encourages a commitment to excellence and a mastery of the craft.

After graduating from this nine-month program, you'll have developed the knowledge and skills needed to launch a successful career. A student to teacher ratio of 13:1 gives you plenty of one-on-one time with your instructors, who are experienced 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.

"This program gave me the knowledge I needed to make a living in an industry that makes me happy."

FRANK MARR CA '24

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 Community Education instructor.

Andres Gopnik-Lewinski CA '16 worked at two high-end design-build companies in Toronto and Montreal after receiving his Carpentry diploma. He is interested in the incorporation of carpenty craft and technique with therapeutic practice as he completes a Master of Social Work at Boston University.

CAREERS

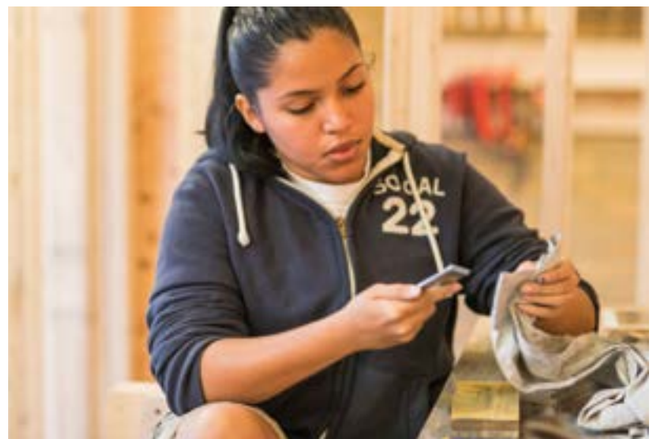
Graduates of our Carpentry program enjoy careers like residential remodeling, contractor work, project management, and many others. Some of the jobs our graduates have held include:

- 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

See page 34 for more details and how to apply







See page 34 for more details and how to apply

2-YEAR PROGRAM | 18 STUDENTS

Jewelry Making & Repair

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

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

FACULTY

Tracey Jenkins Darji JM '05 is the Department Head and an Instructor. She holds a BFA from Bridgewater State University and studied design at the Art Institute of Florence and MassArt. Tracey started her own business specializing in custom engagement and wedding jewelry, and has worked a variety of industry jobs from stone setting to casting.

Haley Filamond JM '20 has worked as a bench jeweler and stone setter for a local jewelry manufacturer. She currently owns her own business taking custom jobs and repairs, and and has also studied gemology.

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

"With time and patience, I saw my abilities transform by learning from seasoned, talented jewelers. I completed projects that I never thought I could make."

COLLEEN MATTHEWS JM '12

Below: Hinged bracelet by graduate Riley Freitas JM '25





Locksmithing & Security Technology

A comprehensive training environment that allows you to work in the field even as you develop critical skills.

In the half-day, nine-month program students study with an experienced locksmith in small classes. The program provides a firm grasp of the fundamentals and can enable 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.

"I was looking for an entry point to a sustainable job field that wouldn't involve sitting at a desk. North Bennet has a great reputation, and was convenient for me with a growing family."

JONATHAN NIR LK '17, CA '18

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

Rick Hendricks LK '18 is the Department Head and Instructor. Before attending NBSS, he was in the US Air Force as Ground Radio Maintenance Technician. He was then a Mental Health Technician in the US Air Force Reserves, while serving the civilian sector as a Personal Care Attendant.

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)



See page 34 for more details and how to apply







See page 34 for more details and how to apply

9-MONTH PROGRAM, BASIC PIANO | 16 STUDENTS
9-MONTH PROGRAM, ADVANCED PIANO | 9 STUDENTS

Piano Technology

Our comprehensive programs give you the skills you need to start a successful business and pursue a deeply satisfying career.

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 Mason & Hamlin Factory in Haverhill, and 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

Emily Townsend PT '07, PA '08 is the Department Head and a Registered Piano Technician. She holds a degree in piano performance, previously worked as a field service technician and piano rebuilder, and is an active tuning and technical examiner for the Piano Technicians Guild (PTG).

Alexander LaCava is a Registered Piano Technician and has worked in piano technology since 2016 as a work-study assistant in the Piano Technology department at Berklee College of Music. Since then Alex has spent time as a technician in the home, in piano showrooms, and on the concert stage.

Will Roper PT '19 is a Registered Piano Technician and the owner of Roper Piano Service. Will has also worked for the Sing For Hope foundation in New York City and Onigman Piano Craft in New Jersey. Will is the Northeast Regional Vice President of the Piano Technicians Guild and a PTG board member.

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, music festivals, and recording studios.

"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





Above: Instructor and Department Head Emily Townsend PT '07, PA '08 (left)

2-YEAR PROGRAM | 26 STUDENTS

Preservation Carpentry

The comprehensive Preservation Carpentry program teaches the time-honored skills and values of fine craftsmanship.

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 building methods. He studied Early American and Colonial Life and previously worked as an Interpretive Artisan at Plimoth Plantation.

Thomas Eldridge PC '21 is an instructor in the second year of the program, and operates his own preservation business with a focus on historic windows and doors. He has an education background in the sciences, including 15 years as a Quincy public school teacher.

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



See page 34 for more details and how to apply





"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

See page 34 for more details and how to apply

Below: Instructor Roman Barnas (left)





3-YEAR PROGRAM | 12 STUDENTS

Violin Making & Repair

The three-year, comprehensive program is one of the few full-time instrument making programs in the U.S.

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 high 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 have received 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.

"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

Roman actively participates in acoustic research, which includes co-authoring with scientists from MIT the research paper "Evolution of Air Resonance Power Efficiency in the Violin and Its Ancestors." The paper was published in *Royal Society* and was the product of over eight years of collaboration.

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 Wiessmeyer
- David Hawthorne
- Marco Coppiardi
- Kevin Kelly VM '92
- Chris Reuning
- Ben Ruth

CAREERS

Graduates of our Violin Making & Repair program are employed by high-end violin shops as makers and restorers, including Reuning & Son Violins, Sam Zygmuntowicz, and Rare Violins of New York, among others. Other graduates choose to become self-employed luthiers. Others go on to be owners of full-service string instrument shops. They repair, restore, and build violins and cellos.



MEANINGFUL WORK AND LIFE

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 Support & 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.

Teaching Assistants are hired annually in Career Training Programs. They help during and outside of class time with materials preparation, research, tutoring students who are struggling, working alongside the instructors to help move students along, and other administrative tasks, depending on program and instructor needs. Visit nbss.edu/people for a list of current Teaching Assistants.

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 state-of-the-industry 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.

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.





Above: Instructor Nick Maraldo CF '07 (front)



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 Support & Career Services Office has created helpful resources for students researching housing options.

STUDENT BENEFITS

- Social events like our Lunch Break Wednesdays, annual Holiday Party, and other gatherings.
- Interest groups such as the Student Veterans Organization and LGBTQIA+ Student Group.
- A multi-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.
- An on-campus food pantry.
- Assistance finding mental health resources.
- 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 Community Education courses at NBSS.

Application Requirements

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

APPLICATION

A completed application, online or hard copy. There is no application fee.

OFFICIAL TRANSCRIPT

To demonstrate that you have completed your studies and graduated, one of the following is required:

- Official terminal high school transcript, homeschool transcript, or GED®/HSE.
- Official terminal post-secondary transcript(s) for an Associate, Bachelor, or other advanced degree.

Transcripts should be sent from the school, either via email or postal mail.

International students, see page 35.

LETTERS OF RECOMMENDATION

Two letters of recommendation are required, preferably from an instructor, mentor, employer, or client. We do not accept recommendations from family members or significant others.

Letters should be submitted through the online form, emailed, or mailed. Letters must include the recommender's contact information and detail your abilities and potential for success in your program/industry.

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. We look for direct and transferable skills.

INTERVIEW & VISIT

A visit is the best way to experience NBSS. All applicants are required to attend an Information Session and an interview. Contact NBSS Admissions to schedule a visit or interview. Virtual Information Sessions are held weekly. 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 15 for January/February start
February 20 for September start

Bookbinding

ADDITIONAL APPLICATION REQUIREMENTS

- Portfolio: 6–8 images of projects created using hand and/or machine tools. Images may show work in process and/or completed projects.
- A scheduled faculty meeting (after all other requirements are met).

PROGRAM INFORMATION

- Students are admitted in September.
- The maximum enrollment is 16 students.
- Classes meets 8:00 am - 3:00 pm, Monday - Friday, September through May.
- The program length is two, nine-month academic years (72 weeks or 2340 class hours***).
- Tuition is $28,500* per year totaling $57,000**, with the option of making 18 monthly payments of $3,167.
- The estimated cost of hand tools is $1,700.
- The estimated cost of materials is $1,300.
- The estimated cost of transportation, room and board for optional class trips is $100-$3,000.
- Students who complete the program receive a Diploma of Bookbinding.

Cabinet & Furniture Making

ADDITIONAL APPLICATION REQUIREMENTS

- Portfolio: 6–8 images of projects created using hand and/or machine tools. Images may show work in process and/or completed projects.
- A scheduled faculty meeting (after all other requirements are met).

PROGRAM INFORMATION

- Students are admitted in September and January.
- The maximum enrollment is 39 students.
- Classes meet 8:00 am - 3:00 pm, Monday - Friday, September through May.
- The program length is two, nine-month academic years (72 weeks or 2340 class hours***).
- Tuition is $28,500* per year totaling $57,000**, with the option of making 18 monthly payments of $3,167.
- The estimated cost of hand tools is $4,000.
- The estimated cost of materials is $3,500.
- The estimated cost of transportation, room and board for optional class trips is $300.
- Students who complete the program receive a Diploma of Cabinet & Furniture Making.

Carpentry

ADDITIONAL APPLICATION REQUIREMENTS

- Portfolio: 6–8 images of projects created using hand and/or machine tools. Images may show work in process and/or completed projects.
- OR a skill test (mechanical aptitude, tool use, following directions) administered at the school (after all other requirements are met).

PROGRAM INFORMATION

- Students are admitted in September.
- The maximum enrollment is 26 students.
- Classes meet 7:30 am - 4:30 pm, Monday - Thursday, September through May.
- The program length is one, nine-month academic year (36 weeks or 1170 class hours***).
- Tuition is $29,000* with the option of making 9 monthly payments of $3,222.
- The estimated cost of hand tools and books is $3,750.
- The cost of materials is $1,000, billed as $500 per semester.
- Students are responsible for their own transportation to site work and class trips.
- Students who complete the program receive a Diploma of Carpentry.

Jewelry Making & Repair

ADDITIONAL APPLICATION REQUIREMENTS

- CORI Report (to ensure employability).
- Portfolio: 6–8 images of projects created using hand and/or machine tools. Images may show work in process and/or completed projects.
- A skill test (mechanical aptitude, tool use, following directions) AND a scheduled faculty meeting in person (after all other requirements are met).

PROGRAM INFORMATION

- Students are admitted in September and January.
- The maximum enrollment is 18 students.
- Classes meet 8:00 am - 3:00 pm, Monday - Friday, September through May.
- The program length is two, nine-month academic years (72 weeks or 2340 class hours***).
- Tuition is $28,500* per year totaling $57,000**, with the option of making 18 monthly payments of $3,167.
- The estimated cost of hand tools is $2,500. †
- The estimated cost of materials is $8,000. †
- Students who complete the program receive a Diploma of Jewelry Making & Repair.

† *Cost estimates based on prices at the time of printing. Materials cost subject to market prices and availability.*

Locksmithing & Security Technology

ADDITIONAL APPLICATION REQUIREMENTS

- CORI Report (to ensure employability)
- A skill test (mechanical aptitude, tool use, following directions) administered at the school (after all other requirements are met).

PROGRAM INFORMATION

- Students are admitted in September and January.
- The maximum enrollment 13 students.
- Classes meet 7:30 am - 12:30 pm, Monday - Friday, September through May.
- The program length is one, nine-month academic year (36 weeks or 900 class hours***).
- Tuition is $23,800* with the option of making 9 monthly payments of $2,644.
- The estimated cost of hand tools and books is $1,900.
- The estimated cost of transportation, room and board for the class trip is $100.
- Students who complete the program receive a Diploma of Locksmithing & Security Technology.

Basic Piano Technology

ADDITIONAL APPLICATION REQUIREMENT

- A scheduled faculty meeting (after all other requirements are met).

PROGRAM INFORMATION

- Students are admitted in September.
- The maximum enrollment is 16 students.
- Classes meet 8:00 am - 3:30 pm, Monday - Friday, September through May.
- The program length is one, nine-month academic year (36 weeks or 1260 class hours***).
- Tuition is $29,000* with the option of making 9 monthly payments of $3,222.
- Estimated cost of transportation for trips is $300.
- Students who complete the program receive a Certificate of Basic Piano Technology.

Advanced Piano Technology

ADDITIONAL APPLICATION REQUIREMENT

- A skill test (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 9 students.
- Classes meet 8:00 am - 3:30 pm, Monday - Friday, September through May.
- The program length is one, nine-month academic year (36 weeks or 1260 class hours***).
- Tuition is $29,000* with the option of making 9 monthly payments of $3,222.
- Estimated cost of hand tools is $650.
- Estimated cost of transportation for trips is $300.
- Students who complete the program receive a Diploma of Advanced Piano Technology.

Preservation Carpentry

ADDITIONAL APPLICATION REQUIREMENTS

- Portfolio: 6–8 images of projects created using hand and/or machine tools. Images may show work in process and/or completed projects.
- OR a skill test (mechanical aptitude, tool use, following directions) administered at the school (after all other requirements are met).

PROGRAM INFORMATION

- Students are admitted in September.
- The maximum enrollment is 26 students.
- Classes meet 7:30 am - 4:30 pm the first year and 7:15 am - 4:00 pm with a shorter lunch break the second year, Monday - Thursday, September through May.
- The program length is two, nine-month academic years (72 weeks or 2340 class hours***).
- Tuition is $29,000* per year totaling $58,000** with the option of making 18 monthly payments of $3,222.
- The estimated cost of hand tools and books is $4,200.
- Students are responsible for materials for their projects.
- Students are responsible for their own transportation to site work and class trips.
- Students who complete the program receive a Diploma of Preservation Carpentry.

Violin Making & Repair

ADDITIONAL APPLICATION REQUIREMENT

- A scheduled faculty meeting (after all other requirements are met).

PROGRAM INFORMATION

- Students are admitted in September and February.
- The maximum enrollment is 12 students.
- Classes meet 8:30 am - 3:30 pm, Monday - Friday, September through June.
- The program length is three, ten-month academic years (40 weeks per year, 120 weeks, or 3900 class hours***).
- The tuition is $29,500* per year totaling $88,500**, with the option of making 30 monthly payments of $2,950.
- The estimated cost of hand tools is $2,600.
- The estimated cost of materials for violins is $1,000 per year (totaling $3,000 for the program), billed in monthly installments of $100.
- Students who complete the program receive a Diploma of Violin Making & Repair.

** The tuition rate is for students entering NBSS between September 2026 and July 2027.*

*** NBSS reserves the right to increase tuition in the second and subsequent years of a program. See page 37 under Enrollment: Tuition for full details.*

**** Class hours equals clock hours.*

Additional Requirements for International Students

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, 525 PBT/70 IBT) or English Language Testing System (IELTS, 5.5) and 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 US college or university, and submit your official transcript.
- Provide evidence of having graduated from an institution that is primarily taught in English.

ACADEMIC RECORDS

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

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 of expenses, including tuition, cost of living, tools, and fees.

Admissions Criteria

ELIGIBILITY

Applicants who 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 needs special services or academic adjustment should contact the Provost, who is the 504 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 without regard for religion, sex, sexual orientation, sexual preference, 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, and all students enjoy the rights, privileges, programs, and activities generally accorded or made available at the School.

INTERNATIONAL STUDENTS

NBSS is approved by U.S. Citizenship and Immigration Services to accept international students. Applicants must document their ability to pay for all expenses during training. English is the language of instruction. See the Application Requirements on page 35 of this booklet for details.

PRIOR CREDIT

NBSS programs rely on an organic, iterative learning experience instead of on individual classes, so transfer of prior credit is usually not applicable. NBSS will review and evaluate prior credit, and apply credit if applicable. Prior experience often strengthens an applicant's portfolio and application.

Preferred Deadlines

We welcome applications at any time during the enrollment period, and we use a waitlist system for qualified applicants due to limited bench space. NBSS has a January/February start for four programs and a September start for all nine programs. The preferred deadline for the January/February start is October 15, with decisions beginning November 15. The preferred deadline for the September start is February 20, with decisions beginning March 20.

Information Sessions

Information Sessions are scheduled regularly and include a general overview, introduction to the Career Training programs, information on the application process and financial aid, and ample time to ask questions. View the schedule of Information Sessions online: nbss.edu/admissions.

Technical Standards

NBSS faculty have determined that in order to successfully complete our programs, students must have and demonstrate the following skills and abilities, with or without reasonable accommodation.

The standards outlined here are meant as a guideline so that you understand the commitment to training at NBSS, as well as industry standards.

For those who self-identify as having a disability, NBSS provides reasonable accommodations. We will work with you individually to determine whether reasonable accommodations can be provided through our 504 Coordinator. To learn more, please contact NBSS Admissions at admissions@nbss.edu.

COGNITIVE ABILITIES

- Process, synthesize, organize and learn new material.
- Plan a variety of activities and projects.
- Obtain information for processing through primary senses.
- Problem solve independently.
- Utilize basic math concepts for measurement and construction & repair tasks.
- Imitate or mimic role modeling.
- Follow written, verbal, and demonstrated instructions in English.
- Visualize three dimensional objects.

COMMUNICATIONS SKILLS

- Communicate effectively with faculty, staff and other professionals.
- Orally report observations.
- Read English sufficiently to understand and comprehend technical books, written protocols, and plans.
- Write English sufficiently to record notes legibly.
- Express thoughts clearly.

ADAPTIVE SKILLS

- Maintain a professional attitude during all work performance.
- Work individually and as part of a team.
- Adjust to changes in scheduling and flexibility to meet department or faculty needs.
- Identify one's own strengths and weaknesses and to request assistance when needed.
- Respect and work with fellow students, staff, faculty, clients, and employers.
- Maintain emotional stability and the maturity necessary to interact with other members of the faculty, students, and professionals in a responsible manner.

PHYSICAL ABILITIES

- Stoop to adjust tools and materials.
- Kneel to adjust tools and materials.
- Crouch to adjust tools and materials.
- Crawl to adjust tools and materials.
- Reach to obtain items overhead.
- Be mobile within the work facility and on site.
- Climb, balance, and work on a step stool, ladder, and scaffolding.
- Move from sitting to standing.
- Work an 8-10 hour day with reasonable breaks, sitting and standing at a workbench.
- Work an 8-10 hour day with reasonable breaks on a job site, indoors and outdoors in all seasons. (Carpentry, Preservation Carpentry, Locksmithing & Security Technology)
- Lift to carry or maneuver tools and materials weighing up to 25 lbs. (Bookbinding)
- Lift to carry or maneuver tools and materials weighing up to 15 lbs. (Jewelry Making & Repair)
- Lift to carry or maneuver tools and materials weighing up to 50 lbs. (Cabinet & Furniture Making, Locksmithing & Security Technology)
- Lift to carry or maneuver tools and materials weighing up to 60 lbs. (Carpentry, Preservation Carpentry)
- Stand for up to 6 hours on hard surfaces and uneven terrain while wearing a tool belt weighing 20-30 pounds. (Carpentry, Preservation Carpentry)
- Lift to carry or maneuver tools and materials weighing up to 45 lbs., using both hands to hold the item in front of you and able to walk across the room with the item being carried. (Basic & Advanced Piano Technology)
- Move from sitting, crouching, or kneeling to standing repetitively with ease. (Basic & Advanced Piano Technology, Carpentry, Preservation Carpentry)

MANUAL ABILITIES

- Manipulate fine motor tasks.
- Locate and examine materials.
- Use assistive technology, computer, typing, writing for documentation.
- Gross and fine motor skills to manipulate tools and materials.
- Sufficient manual dexterity and mobility to manipulate tools and materials.
- Each hand should be able to span a minimum of 7" when outstretched, from tip of thumb to tip of pinky finger. Needed to play an octave, which is required for aural tuning. (Basic & Advanced Piano Technology)

SENSORY ABILITIES

Visual

- Observe projects and demonstrations.
- Ability to see fine detail up close.
- Ability to color match. (Bookbinding)

Auditory

- Receive verbal directions in English.
- Be aware of activity in a shop or on site.
- Hearing test recommended. (Basic & Advanced Piano Technology) Program is based on aural tuning.
- Ability to hear frequencies in the range of 25 hz to 4000 hz with or without assistive devices. (Basic & Advanced Piano Technology)
- Ability to discern tone quality and range in an acoustic, musical instrument. (Basic & Advanced Piano Technology, Violin Making & Repair)
- Ability to hear and distinguish sounds at low volumes. (Violin Making & Repair)

Tactile

- Identify touch, pressure, temperature, and texture.

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 ($50 non-refundable, see below) and a tuition down payment equal to one month's tuition to reserve a place at the School.

REGISTRATION FEE

A one-time Registration Fee of $150 ($50 non-refundable) is required to reserve a place at the School and should be sent with the Enrollment Agreement. The Registration Fee is in addition to tuition.

TUITION

By signing the Enrollment Agreement and paying the $150 Registration Fee, students enter into a contract with the School which sets their tuition for the first year of their program. The School reserves the right to increase tuition in the second and subsequent years of a program. Please see pages 34-35 of this booklet for current tuition information. If the School does increase tuition for a program in subsequent years, that increase will not exceed 7.5% of the previous year's tuition. Should the School exercise its right to increase tuition, the School must give the student a minimum of ninety (90) days written notice prior to the effective date of the increase and an amendment to the Enrollment Agreement will be executed.

A down payment equal to one month's tuition reserves the student's place in a program. The balance of tuition is due before the first day of the program unless arrangements are made to make monthly payments.

Title 38, Section 103 policy statement: NBSS will not charge late fees or impose any other penalties as a result of delayed disbursements of educational benefits by the Veterans Administration.

TOOLS AND MATERIALS

Students are expected to provide their own complete set of hand tools. Being without the correct tool during a lesson can delay progress for even the most advanced student. Although you may see a tool list in advance, we strongly suggest you wait to acquire new tools until after you have been accepted and receive more information about your program. Your instructor(s) will review a full tool list during the first week of class.

The NBSS Store offers Starter Tool Kits for first semester students, and we recommend not purchasing any tools beyond the Starter Tool Kit before your program begins. If you already own tools, you will be able to bring them to class to reconcile them with the full tool list. Students purchase materials for individual projects done in the program, and students own all individual projects they make.

Financial Aid Resources

Please visit nbss.edu/financialaid where you will find detailed instructions on applying for financial aid at NBSS, as well as information about Federal and State student loans and grants, NBSS scholarships, alternative financing, and private scholarships. You will also find a link to the NBSS net-price calculator, which will provide you with a detailed summary of the expected cost and financial aid eligibility for enrollment in your program at NBSS.

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

All NBSS Career Training programs are approved for the full range of veterans' education benefits including Chapters 30, 31, 33, & 35. Veterans must apply for benefits online at ebenefits.va.gov. For assistance, please contact the NBSS Financial Aid Office or the Veterans Administration (VA) at 1-888-442-4551. Veterans are also encouraged to apply for financial aid in order to determine eligibility for additional grants and scholarships, including The NBSS Yellow Ribbon Program.

Contact Jamie Dergay, Director of Financial Aid, for advice and answers to questions.

617-227-0155 x115 / financialaid@nbss.edu

Facilities

SCHOOL FACILITY

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 life, career services, and administrative offices are located within one building 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.

CLASSROOMS AND BENCHROOMS

The School has one general-purpose classroom with a capacity of 60 and a gallery/meeting space with a capacity of 200. In addition, each program has dedicated space as follows:

- Bookbinding has a benchroom with a capacity of 16 and two workrooms with a capacity of 10 each.
- Carpentry has a flexible benchroom/construction area with capacity of 30 and a machine room with a capacity of 15.
- Cabinet & Furniture Making has a benchroom with a capacity of 41, two machine rooms, one with a capacity of 13 and one with a capacity of 20, a finishing room with a capacity of 15, and a demonstration room with a capacity of 25.
- Locksmithing & Security Technology has two benchrooms with a capacity of 10 each and a classroom with a capacity of 16.
- Jewelry Making & Repair has a benchroom with a capacity of 26.
- Preservation Carpentry has two benchrooms with a capacity of 13 each and two machine rooms, one with a capacity of 8 and one with a capacity of 13.
- Basic Piano Technology has a general classroom with a capacity of 16, a work area with capacity of 16, and 16 individual tuning rooms with a capacity of 2 each.
- Advanced Piano Technology has both a workroom and a machine room, each with a capacity of 12.
- Violin Making & Repair has a benchroom with a capacity of 13, a machine room with a capacity of 6, and a finishing room with a capacity of 13.

Student Services

Students who are interested in leadership opportunities, referrals to community, health, and wellness resources can contact the Director of Student Support & Career Services.

Housing

The Student Support & Career Services Office provides resources to students seeking housing within the greater Boston area. NBSS does not provide housing.

Parking

Parking is not 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. Students are responsible for their cost of transportation and parking.

Standards, Procedures, and Student Support

Contact the Director of Admissions, Provost, or Director of Student Support & Career Services if you have questions about standards, procedures, or student services.

ACCREDITATION

NBSS is accredited by the Accrediting Commission of Career Schools and Colleges. ACCSC is listed with the U.S. Department of Education as a nationally-recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code, and subsequent legislation. Accreditation confirms that NBSS meets an extensive set of training standards applied to post-secondary trade and technical schools throughout the United States. The ACCSC has a directory which lists NBSS and other accredited schools and tuition rates.

STUDENT CONDUCT

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. If a student fails to meet safety requirements or behaves inappropriately, suspension or termination may result.

SUSPENSION AND TERMINATION

A student may be terminated or suspended at the School's discretion for the following reasons: unsatisfactory academic progress, excessive absence, nonpayment of tuition, failure to comply with School rules and regulations, and unacceptable behavior. No tuition refund is granted for the time when a student is suspended. The Cancellation and Refund Policy applies in the case of terminations. A student may appeal a suspension or termination in writing to the President of the School for final determination. After termination a student may be readmitted to a program if there is room and there is evidence of positive change in the conditions which caused the termination.

WITHDRAWAL

Students should carefully consider leaving school before a program is completed. The School cannot hold a place for a student who withdraws; therefore, students who withdraw may not be able to return to school. A student may withdraw from a program at any time by informing the Provost of their intention to withdraw and will be responsible for expenses in accordance with the School's Refund Policy.

If a student withdraws from a program in accordance with our policy, NBSS will:

1. Treat the withdrawal as a termination of their enrollment agreement, effective immediately.
2. Provide the student a refund calculation and any refund, including all fees and payments, within 45 days from the effective date of termination.

If a student stops attending their program but does not inform the Provost of their intention to withdraw, NBSS will:

1. Treat the student's nonattendance as a termination of their enrollment agreement, effective no later than the last day of attendance or participation in an instructional activity.
2. Determine the effective date of termination within 30 days after the end of the enrollment period, the term, or the Program, whichever is earliest.
3. Provide the student a refund calculation and any refund, including all fees and payments, within 45 days from the effective date of termination.

LEAVE OF ABSENCE

A student is expected to complete the program as scheduled. When unusual and unanticipated circumstances require interruption of the normal schedule, a student may request a leave of absence in writing. At the discretion of the School, a student may be granted leave for a period of up to 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 longer than 30 days, the tuition rate is adjusted to reflect the rate charged to new students entering at that time. Note: If a student does not return from a leave of absence, the standard Cancellation and Refund Policy will apply.

MAKE-UP WORK

Any make-up work necessary due to absences or leave of absence should be coordinated with the Department Head.

ADVISING

Members of the administrative staff are available to students needing assistance with personal, academic, vocational, and/or financial problems. Instructors offer regular, informal advising concerning academic and employment issues. Referrals for additional assistance provided by professionals outside the School are made by the Student Support & Career Services Office.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The Provost reviews Satisfactory Academic Progress (SAP) for all enrolled students at the end of each enrollment period, twice per year. SAP includes a quantitative component (attendance) and a qualitative component (grades). As grading is performed on a monthly basis, programs with a 9-month academic year will be assessed for September through January and for February through May. Violin Making & Repair (a 10-month academic year) will be assessed for September through January and for February through June.

ATTENDANCE

An attendance record is kept for each student and becomes part of the student's permanent record. All absences must be communicated. Students are expected to phone the School on the day of an absence. Students must maintain attendance of 85% or higher for enrollment periods in the first half of their program (midpoint). After the midpoint, students must maintain cumulative attendance of 90% or higher through the completion of the program.

Schools licensed under M.G.L. c. 112, s. 263 must comply with M.G.L. c. 151C, s. 2B, set forth below:

Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

Students in Violin Making & Repair must maintain attendance of 85% or higher for enrollment periods in the first academic year. After the first academic year, these students must maintain cumulative attendance of 90% or higher through the completion of the program.

Attendance is tracked on a daily basis including tardies. Excused absences, unexcused absences, and tardies will be included on the Student's transcript. Tardies are converted on a 3:1 ratio (3 tardies = 1 absence).

Class cancellations due to inclement weather will not affect a student's attendance record.

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 overall effort, speed, and advancement. The Effort grade is based on attendance, professionalism, 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's file. A student may request a copy of this record. Students are graded as follows:

LETTER GRADE

E = Excellent

G = Good

F = Fair

P = Poor

U = Unsatisfactory

The monthly letter grades are converted into a GPA at the end of each enrollment period to be used in SAP evaluations. Students must maintain a GPA of 1.70 or higher in each enrollment period to meet the qualitative measurement of SAP.

GRADE POINT AVERAGE (GPA)

E	4.0
E -	3.7
G +	3.3
G	3.0
G -	2.7
F +	2.3
F	2.0
F -	1.7
P +	1.3
P	1.0
P -	0.7
U	0.3

Academic Probation and Appeals

A student who receives an "Unsatisfactory" monthly grade or who fails to meet the minimum performance grade for graduation (above) will be notified in writing. A student whose grades are "Unsatisfactory" for more than one month beyond being informed of unsatisfactory performance will be subject to termination. A student whose grades do not meet the minimum standard will also be subject to dismissal. A student who is subject to termination for unsatisfactory grades may appeal in writing to the Provost for a probationary period during which they will be allowed to attain passing grades. Such an appeal will be considered on the basis of illness, death in the family, or other unusual circumstances beyond the student's control.

During this probationary period the student must attain satisfactory grades each month. A student will be reinstated to full status after they have received satisfactory grades for two consecutive months.

A student may appeal in writing to the Provost for an extension of training: i.) to bring monthly grades to "Fair" (2.0) for receipt of a diploma; ii.) to make up training time lost due to absences; or iii.) to complete required projects. All decisions of the Provost may be appealed to the President, whose decision will be final.

Graduation Requirements

Candidates for a diploma or certificate must complete the entire program curriculum and receive at least 'Fair' (2.0) grades in both Performance and Progress. During the course, students must meet this minimum standard: at least Poor (1.0) by the end of the first 25%, and Poor + (1.3) by the midpoint.

The maximum time frame in which a student may earn a diploma or certificate shall not exceed 1.5 times the normal duration of the program length. You must speak to your instructor about the possibility and requirements of this extension of time. Any time out of class that is the result of withdrawal, leave of absence, suspension, or termination will not be counted as part of the maximum time frame. Students must fulfill all obligations to the School, including academic, financial, and attendance requirements to receive a diploma or certificate.

Employment Assistance

NBSS does not guarantee job placement, but does provide students and graduates assistance in finding employment. The Director of Student Support & Career Services works with students on resumes and job search skills and plans. The School manages an online Job Board and Commission referral process for students and alumni. Faculty and staff network with potential employers through participation in professional organizations, trade shows, and other networks. Each program department has an active advisory committee that includes professionals in the field. The Program Advisory Committee works with the faculty to ensure the curriculum and teaching methods reflect strong professional practices ensuring our graduates are well prepared for work.

Student Complaint/ Grievance Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to: Accrediting Commission of Career Schools & Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201 | (703) 247-4212 | complaints@accsc.org. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org, or at www.accsc.org/StudentCorner/Complaints.aspx.

The School is licensed by the Massachusetts Division of Occupational Licensure's Office of Private Occupational School Education. Please direct any comments, questions, or concerns about the School's license to occupational.schools@mass.gov or 617-701-8719.

Non-Academic Disciplinary Process

I. Warning Process
The student will receive verbal or written notice, after an appropriate review by the School, that the Student Code of Conduct has been violated. A notation of the warning may be reflected in the student's education record. Depending on the violation, immediate sanctions may be put in place. Future violations may result in progressively severe disciplinary actions.

Disciplinary actions consistent with the warning process may include loss or restriction of privileges, which may be discussed verbally and will be outlined in writing for the student and may be reflected in the student's education records. Failure to abide by the loss or restriction of privileges may result in further disciplinary action. The School reserves the right to combine the warning and probation processes, depending on the severity or seriousness of the conduct in question.

II. Probation Process
The student will receive notification of probation in writing, and may be notified at the same time as notification of a warning, including the parameters of the probation (i.e. length and terms of probation), which will be determined on a case-by-case basis and depending on the review conducted by the School and/or the individual's disciplinary record. If a student is placed on probation, the student may continue enrollment at the School during the probationary period, although enrollment may be suspended for a period of time or terminated completely if the student is found to have additional violations of the Code of Conduct during their probationary period. A notation of the probation may be reflected in the student's education record.

III. Restoration of Good Standing
Unless stated otherwise, at the end of the probationary or temporary suspension period, the student may resume work in their program. The student will be notified if there is any reason why they may not resume their work.

IV. Dismissal
If it is determined that a student has violated a School rule as set forth in a policy or the Handbook, the School retains the right to dismiss them in accord with the relevant policy. If an individual creates an immediate threat to anyone in the School community or to the security of the School, and/or School property, or if the student's behavior is so disruptive that work cannot continue with the student present, the Administrator or Faculty member in charge may temporarily suspend the student from the School facility or worksite until an appropriate process can occur. The conditions under which a student may return to their School program, if appropriate, will be identified promptly based on the conduct at issue. A notation of temporary suspension may be reflected in the student's education record.

In the case of termination of enrollment, after termination and potentially during any interim suspension, a student may not enter the School facility or worksite without the permission of the President or Provost and with a designated school escort.

A student whose enrollment is terminated due to a violation of the Code of Conduct may be barred from enrolling in all programs, including Community Education and Public Programming, virtual or in-person.

No refunds are made for time missed due to temporary suspension or termination of enrollment due to a violation of the Code of Conduct.

V. Appeals process
Within five (5) business days of the delivery of a decision about sanctions, the sanctioned party may appeal the decision by submitting a letter to the Provost, or the President if the Provost determined the sanctions in question, stating why they believe the decision was inappropriate. Sanctions of all types (including, but not limited to, temporary suspension or termination) may be imposed while an appeal is pending at the sole discretion of the School. The decision of the Provost or President, as applicable, is final.

If an appeal is successful, and the decision and/or sanctions are reversed, the notation may be removed from their education record.

Cancellation Policy

You may terminate the agreement at any time. The NBSS Cancellation and Tuition Refund Policies comply in all respects with M.G.L. Chapter 112, Section 13K.

Terminations which take place under any of the following scenarios will result in a cancellation of the Enrollment Agreement:

1. If the student terminates the Enrollment Agreement within five (5) days of signing and before the first day of the program start date, they will receive a refund of all monies paid.
2. If the student terminates the Enrollment Agreement more than five (5) days after signing the Enrollment Agreement and before the first day of their program, they will be responsible for the actual reasonable administrative costs incurred by the School to enroll them and process the application materials, which shall be fifty dollars ($50.00). Administrative costs equal: $50.00.
3. If a student starts their program without a prior visit to the School, this Agreement may be terminated within the first five (5) days of the student's program with a full refund of tuition paid less actual reasonable administrative costs incurred by the School, as described in paragraph 2 above.
4. Pursuant to 230 CMR 15.04, you have the right to cancel this Enrollment Agreement before the completion of five (5) class days or 5% of the program, whichever occurs first, and to receive a full refund of monies paid, less actual reasonable administrative costs, which shall be fifty dollars ($50.00).
5. If the School allows a student to begin participation in a program while an initial award for financial aid, including student loans, is pending, and the student is subsequently denied some or all of that student loan or financial aid amount, the School shall offer in writing, an opportunity to terminate the Enrollment Agreement with a full refund of all monies paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, s. 13K.

Tuition 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 one-half the academic year. An academic year is ten months (40 weeks) long in Violin Making & Repair; therefore an enrollment period for that program is five months (20 weeks). In all other programs, the academic year is nine months (36 weeks) in length, and the enrollment period is four and one-half months (18 weeks).
2. NBSS uses the Last Date of Attendance or last participation in an instructional activity to calculate refunds once the School has determined that a student is withdrawn. 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 the applicant or student will be refunded within 45 (forty-five) days after the date of determination.
3. In cases of prolonged illness, death in the family, or other circumstances that make it impractical to complete a 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. Enrollments terminated within the first five (5) class days of any enrollment period result in zero (0%) tuition and fees charged for that enrollment period.
6. If enrollment is terminated in any program, the student will owe the actual reasonable administrative costs incurred by the School to enroll them and process the application materials, which shall be fifty dollars ($50.00), plus tuition and fees, following this schedule:

Three-Year Programs
(Violin Making & Repair)

Weeks Attended (120 total)	Percent of Total Tuition & Fees Charged**
1st Quarter of Total Program	
1 - 5 weeks*	5.0%
5 - 10 weeks	8.3%
10 - 20 weeks	16.7%
20 - 25 weeks*	21.7%
25 - 30 weeks	25.0%
2nd Quarter	
1 - 10 weeks	33.3%
10 - 15 weeks*	38.3%
15 - 20 weeks	41.7%
20 - 30 weeks	50.0%
3rd Quarter	
1 - 5 weeks*	55.0%
5-10 weeks	58.3%
10 - 20 weeks	66.7%
20 - 25 weeks*	71.7%
25 - 30 weeks	75.0%
4th Quarter	
1 - 10 weeks	83.3%
10 - 15 weeks*	88.3%
15 - 20 weeks	91.7%
20 - 30 weeks	100%

Two-Year Programs
(Bookbinding, Cabinet & Furniture Making, Jewelry Making & Repair, Preservation Carpentry)

Weeks Attended (72 total)	Percent of Total Tuition & Fees Charged**
1st Quarter of Total Program	
1 - 4.5 weeks*	7.5%
4.5 - 9 weeks	12.5%
9 - 18 weeks	25.0%
2nd Quarter	
1 - 4.5 weeks	32.5%
4.5 - 9 weeks	37.5%
9 - 18 weeks	50.0%
3rd Quarter	
1 - 4.5 weeks*	57.5%
4.5 - 9 weeks	62.5%
9 - 18 weeks	75.0%
4th Quarter	
1 - 4.5 weeks	82.5%
4.5 - 9 weeks	87.5%
9 - 18 weeks	100%

One-Year Programs
(Carpentry, Locksmithing & Security Technology, Basic and Advanced Piano Technology)

Weeks Attended (36 total)	Percent of Total Tuition & Fees Charged**
1st Quarter of Total Program	
1 - 4.5 weeks*	15%
4.5 - 9 weeks	25%
2nd Quarter	
9 - 18 weeks	50%
3rd Quarter	
1 - 4.5 weeks*	65%
4.5 - 9 weeks	75%
4th Quarter	
9 - 18 weeks	100%

** Enrollments terminated within the first five (5) class days of any enrollment period result in zero (0%) tuition and fees charged for that enrollment period.*

*** Percentage of the total tuition and fees, plus administrative cost of $50.00.*

U.S. Department of Education Title IV Refund Policy

TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS

Federal financial aid (Title IV aid) is posted to your account at the start of each enrollment period, however, your eligibility for those funds is earned as you 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 that point is determined by a U.S. Department of Education formula specific to Title IV funds. If you received (or NBSS or your parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received (or NBSS or your parent received on your behalf) more assistance than you earned, the excess funds must be returned by NBSS and/or you.

ACCRUAL OF AID ELIGIBILITY

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your enrollment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed 60% of the enrollment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, NBSS must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. NBSS may automatically use all or a portion of your post-withdrawal disbursement of grant funds for unpaid tuition and fees owed to NBSS in accordance with the NBSS Refund Policy. NBSS needs your permission to use a post-withdrawal grant disbursement for all other institutional charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow NBSS to keep the funds to reduce your debt to NBSS.

In certain circumstances, Title IV funds that you were scheduled to receive cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, full-time program student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

RETURN OF TITLE IV FUNDS

If you receive (or NBSS or your parent receive on your behalf) excess Title IV program funds that must be returned, NBSS must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds.
2. NBSS must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount.
3. For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

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 half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make arrangements with the NBSS Finance Office or the U.S. Department of Education (DOE) to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate and independent from the NBSS Cancellation and Refund policies. Therefore, following the post-withdrawal treatment of Title IV funds, you may still owe funds to NBSS to cover unpaid institutional charges. This includes charges to your account that are created when NBSS is required to return Title IV funds previously disbursed to your account. Please refer to the NBSS Refund and Cancellation Policies above.

U.S. DEPARTMENT OF VETERANS AFFAIRS REFUND POLICY (STUDENT OVERPAYMENTS)

1. The Veterans Administration (VA) determines debts resulting from benefit overpayments and the party (School or student) responsible for repayment. A debt is established on the student for tuition and fees when the student withdraws after the first day of the term or the school submits a change in enrollment to the VA.
2. When an overpayment is created, a first demand letter is sent notifying the student of the overpayment. The School does not receive copies of demand letters or any other notification regarding debts assessed on students. When the letter is received, the student should immediately contact the VA regarding the debt. The response should be sent (in writing) directly to the office sending the letter, unless otherwise stated. Responding immediately and reaching a valid repayment agreement in a timely manner could prevent future benefits from being withheld. Due process (rights to appeal or waiver) as well as time limits for each step in the process is given in the first demand letter.
3. A request for waiver must be received no later than 180 days (6 months) from the date of the initial notification of the overpayment. If a waiver request is received within 30 days of the first demand (notification) letter, no benefits will be withheld until the decision is made. If benefits were withheld and the waiver request was found to be timely, a refund will be issued. If a waiver is granted, any funds that have been applied will be refunded.

   Note: If a waiver is requested after the first 30 days, but within 180 days, offset of benefits will continue. If a waiver is granted, the amount collected will be refunded.

Contact us at 617-227-0155 x110 or admissions@nbss.edu with any questions.

Accreditation & Licensing

North Bennet Street School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges/ACCSC is a recognized institutional accrediting agency by the U.S. Department of Education. Visit accsc.org, or contact them by phone at 703.247.4212 or mail at ACCSC, 2101 Wilson Boulevard #302, Arlington, VA 22201.

NBSS is licensed by the Massachusetts Division of Occupational Licensure's Office of Private Occupational School Education. Contact them at occupational.schools@mass.gov or 617-701-8719.

Mass Cultural Council

As a non-profit organization, NBSS receives generous support from the Massachusetts Cultural Council, private foundations, and individual donors.

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 benefits.va.gov/gibill.



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Director of Admissions & Enrollment

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Receptionist

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Director of Student Support & Career Services

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Frano Violich

** Above lists as of November 2025*



2026–2027 Academic Calendar

September 7, 2026	Labor Day (holiday, no classes)
September 8, 2026	New Student Orientation for Fall cohorts
September 9, 2026	Classes Begin
	Fall 2026 Enrollment Period begins for all cohorts
October 12, 2026	Indigenous Peoples' Day (holiday, no classes)
November 11, 2026	Veterans Day (holiday, no classes)
November 26-27, 2026	Thanksgiving Break: no classes
December 21, 2026 – January 1, 2027	Winter Break: no classes
January 4, 2027	Classes Resume
January 18, 2027	Martin Luther King, Jr. Day (holiday, no classes)
January 22, 2027	Fall 2026 Enrollment Period ends for 9-month cohorts
January 25, 2027	Spring 2027 Enrollment Period begins for 9-month cohorts
	New Student Orientation for Cabinet & Furniture Making, Jewelry Making & Repair, Locksmithing & Security Technology Spring cohorts
February 5, 2027	Fall 2026 Enrollment Period ends for Violin Making & Repair
February 8, 2027	New Student Orientation & Spring 2027 Enrollment Period begins for Violin Making & Repair Spring cohorts
February 15, 2027	Presidents Day (holiday, no classes)
March 15–19, 2027	Spring Break for Bookbinding, Cabinet & Furniture Making, Carpentry, Jewelry Making & Repair, Locksmithing & Security Technology, Piano Technology (Basic and Advanced), Preservation Carpentry
March 17, 2027	Evacuation Day (holiday, no classes)
April 19, 2027	Patriot's Day (holiday, no classes)
April 19-23, 2027	Spring Break for Violin Making & Repair
May 31, 2027	Memorial Day (holiday, no classes)
June 4, 2027	Spring 2027 Enrollment Period ends for 9-month cohorts
June 4, 2027	Graduation
June 18, 2027	Juneteenth (holiday, observed no classes)
July 2, 2027	Spring 2027 Enrollment Period Ends for Violin Making & Repair
July 5, 2027	Independence Day (holiday observed)

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 January/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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CAREER TRAINING PROGRAMS

Bookbinding

Cabinet & Furniture Making

Carpentry

Jewelry Making & Repair

Locksmithing & Security Technology

Basic Piano Technology

Advanced Piano Technology

Preservation Carpentry

Violin Making & Repair

Visit us in person

150 NORTH STREET
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Find us online

NBSS.EDU/PROGRAMS
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