

Admissions Policy

Admission Requirements

Prospective students interested in gaining admission to the school must:

1. Be a US Citizen or Permanent Resident Alien,
2. Be at least 18 years of age,
3. Possess either a High School Diploma or General Education Development Certificate (GED),
4. Be able to pass a criminal background check, and,
5. Be physically and mentally capable of performing the projects and class work required for graduation.

A prospective student who has been adjudicated mentally incompetent, received a dishonorable discharge from the military or has a felony need not apply. Additional stipulations are listed by the Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) and specific questions should be addressed to the school Admissions Office.

Admission Procedures

A prospective student should send three items to the school Admissions Office to complete their packet.

1. Gunsmithing Application for Enrollment – Obtained from the school website or from an admissions representative.
2. A copy of their High School Diploma or GED (In lieu of these prospective students can provide High School Transcripts, a DD214 indicating High School completion, a Bachelor's Degree or higher)
3. An Essay entitled "Becoming a Gunsmith"

Along with these three items, the prospective student must pay a deposit of \$300.00. The \$300.00 deposit holds their slot in their assigned start date and/or the applicant list and is fully refundable. The prospective student also must complete a background check through the third party background checking company.

Once the prospective student has submitted a complete packet and their \$300.00 deposit, the School Administration will review and approve the packet for completeness. The Admissions Office will then contact the prospective student and schedule their Acceptance Interview. The Acceptance Interview is completed by a school representative over the phone. Should the prospective student be approved for full acceptance, an email will be sent to the student which verifies such acceptance.

When the prospective student begins class, the \$300.00 deposit will be applied to the first month's bill. Should the prospective student not begin class as scheduled, they should contact the school to receive their refund. Prospective students are not required to sign an enrollment agreement until they actually enroll in the program on the first day of school.

For those using VA benefits to fund school, the VA requires you to submit your certificate of eligibility, Joint Services Transcript/Community College of the AirForce, and all prior postsecondary transcripts if applicable.