



## PENNSYLVANIA GUNSMITH SCHOOL®

### Other Consumer Disclosures - 2025-26

**Program Name:** Master Gunsmithing Program®

**Program Length:** This program is designed to be completed in 16 months (2496 total clock hours; predominately hands-on training).

**Program Cost:**

These costs were accurate at the time of posting but are subject to change.

<b>Tuition</b>	Per semester	Total
	\$8,955	\$35,820
<b>Estimated Books, Course Materials, Equipment (tools) &amp; Supplies</b>	Semester 1	\$2,925
	Semester 2	\$2,005
	Semester 3	\$1,400
	Semester 4	\$3,085
Total		\$9,415

**Fees** (Application Fee) \$75

#### **Estimated Living Expenses**

	Per Month	8 Months	16 months
Food and Housing	\$1,672	\$13,376	\$26,752
Personal Expenses	\$210	\$1,680	\$3,360
Transportation	\$327	\$2,616	\$5,232
Commuter Food & Housing	\$611	\$4,888	\$9,776

**Please click the link below for more information about this institution and other postsecondary institutions concerning: graduation and retention rates, loan repayment rates, post-enrollment earnings, percentage of those enrolled who are Pell eligible, and percentage of those enrolled who are self-identified as a member of a racial or ethnic group.**

[https://collegescorecard.ed.gov/search/?id=215008&search=Pennsylvania%20Gunsmith%20School&page=0&sort=completion\\_rate:desc&toggle=institutions](https://collegescorecard.ed.gov/search/?id=215008&search=Pennsylvania%20Gunsmith%20School&page=0&sort=completion_rate:desc&toggle=institutions)

**Student Debt:** Of the students who completed this program within normal time, the typical graduate leaves with \$12,000 of debt. (This is the median or middle cumulative amount of debt for all students who received Title IV aid and graduated on time.)

**Licensure:** The following states do not have licensure requirements for this program:

None of the 50 U.S. states and territories have licensure requirements relevant to this program. (Alabama, Alaska, American Samoa, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Federated States of Micronesia, Florida, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Marshall Islands, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Northern Marianas, Ohio, Oklahoma, Oregon, Palau, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virgin Islands, Virginia, Washington, West Virginia, Wisconsin, Wyoming).

**Transfer of Credit, Prior Learning, and Prior Experience:** The Pennsylvania Gunsmith School (PGS) believes it is in the best interest of students to complete the full 2,496 clock-hour program, as most Gunsmithing skills taught at PGS are highly specialized. However, PGS will consider awarding credit through two avenues:

1. Transfer of credit from prior postsecondary coursework, and
2. Credit for prior learning or prior relevant experience gained outside traditional educational settings.

PGS may award credit when a student presents official documentation—such as transcripts, employer verification, military records, or other credible evidence—demonstrating that prior coursework or experience:

- Is comparable in scope and content to PGS coursework,
- Was completed or gained within the last 10 years,
- Shows competencies reasonably aligned with the PGS program.

PGS applies consistent criteria when evaluating any type of transfer or prior learning credit:

- Comparability and applicability to PGS coursework and program outcomes
- Source and credibility of the institution or experience
- Age of the previously earned credit or experience
- Grade earned (if applicable)

- Academic or skill preparedness demonstrated at the time the credit or experience was completed

Depending on the nature of the credit requested, students may be required to:

- Take written tests,
- Complete interviews with instructors, and/or
- Demonstrate hands-on skills or sample work.

If credit is awarded, PGS will:

- Notify the student promptly,
- Record the awarded credit in the student's official record, and
- Maintain documentation regarding the source of credit and basis for approval in the student's file.

#### Limits and Requirements

- No more than 25% of the program may be waived through transfer or prior learning/experience.
- PGS does not permit enrollment for individual courses; all students follow the prescribed curriculum.

#### Additional Information

- Accreditation status of the institution from which credit originates may be considered but is not the sole factor.
- Earned credits and hours at PGS are not guaranteed to transfer to another institution.

#### **Cancellation and Refund Policy:**

The \$75 application fee is due with the completed application. The application fee will be refunded if the student requests cancellation within five calendar days of the initial application or if the school does not accept the application.

If an applicant does not cancel within five calendar days of the initial application and does not enroll in the program, the school will retain the \$75 application fee and refund all other monies paid.

If the school accepts the application and the student cancels the application within a five (5) day cancellation period after signing an enrollment agreement, all monies paid will be refunded including the entire \$75.00 application fee. After the five-day cancellation period, the refund policy will apply.

Once the student makes a verbal request for the refund, the student has five additional days to present the school with a written request for the refund. However, written notification of withdrawal is not required.

An applicant who has not visited the school prior to enrollment may cancel without penalty by requesting cancellation within five business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

The school will use the last day of attendance to determine the number of days/hours attended. Each semester is 78 days / 624 hours. Refunds due students who withdraw or are terminated are calculated as follows:

Days attended in Semester	Hours attended in Semester	Refund of Tuition
1-7	1-56	75%
8-20	57-160	55%
21-39	161-312	30%
40-78	313-624	0%

Any refunds due and advance payments will be refunded within thirty (30) days of cancellation, withdrawal or termination. Books, course materials, equipment (tools) and supplies purchased in the school store are not returnable. Any refund due to the student will be applied to the student's account if there is an unpaid cash balance.

For students who participate in the Federal Financial Assistance Title IV Programs the school will abide by the Federal Return to Title IV Regulations that stipulate how much must be returned to these programs. In summary, the school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance up through the 60% point in each payment period. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges. School charges that were previously paid by Title IV funds might become a debt that the student will be responsible for paying. Please see the Financial Aid Administrator for more information regarding the Title IV refund policy.

Refunds are allocated in the following order:

1. Direct Unsubsidized Federal Loan
2. Direct Subsidized Federal Loan
3. Federal Parent Loan (PLUS)
4. Federal Pell Grant
5. Other Title IV Aid
6. Other federal, state (PHEAA), private aid
7. Student

For students who have all or a portion of their tuition and tools, books and supplies paid for by a third party, such as the Veterans Administration Chapter 31 program, a state Vocational Rehabilitation agency, state grant programs, etc., the school will abide by the appropriate agency's procedure as to how refunds are calculated and, if applicable, where the school refund is to be applied. Please see the Financial Aid Administrator for more information regarding specific agency refund policies.

#### Refund Policy for Repeated Courses

If a student withdraws or is terminated while repeating a course, PGS will calculate both the regular semester tuition due and the repeat course tuition due. See above for the regular semester tuition refund policy. The tuition for the repeat course due will be calculated as follows:

Actual course hours repeated (scheduled to date from first day of repeated course through last day of attendance) divided by the total course hours scheduled to be repeated = percentage of course completed.

Percentage of Repeated Course Completed	Refund of Repeated Course Tuition
Less than 10%	75%
10% - 25%	55%
26% - 50%	30%
More than 50%	0%

**Annual Security Report (ASR):** The PGS ASR is distributed to all new students, and also annually in the fall when updated – <https://pagunsmith.edu/consumer-information/> then click on Annual Security Report (ASR).

**Fire safety report:** PGS does not maintain any on-campus student housing facilities and therefore is not required to prepare an annual fire safety report. Unannounced simulated drills for fire and smoke resulting in total school evacuation are conducted on an annual basis.

**Vaccination policy:** Pennsylvania Gunsmith School does not require the submission of vaccination records as a condition for enrollment.

**Complaint procedures / contact information for filing complaints with ACCSC and Pennsylvania Board of Private Licensed Schools:**

Student concerns or complaints should first be brought to the attention of the instructor. Complaints that are not satisfactorily resolved at this level should be brought to the Director of Instruction and then the Assistant Director or Director. The Assistant Director is responsible for the complaint policy and procedure. Complaints will be fully and fairly reviewed. Staff will communicate the status of the complaint to the student in writing.

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 and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA, 22201, (703) 247-4212 ([www.accsc.org](http://www.accsc.org)) or at [complaints@accsc.org](mailto:complaints@accsc.org). A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/student-Corner/Complaints.aspx>.

Concerns may also be presented to the agency that licenses the school, the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333.