2018-2019

SCHOOL CATALOG

TULSA WELDING SCHOOL®

TULSA WELDING SCHOOL® JACKSONVILLE

HOUSTON TULSA WELDING SCHOOL® & TECHNOLOGY CENTER

WeldingSchool.com

MISSION STATEMENT

The mission of Tulsa Welding School is to assist learners in the development of the skills and knowledge necessary for employment and professional growth.

TABLE OF CONTENTS

Note: This catalog is not complete unless all applicable addendums are enclosed.

INTRODUCTION

Tulsa Welding School (TWS) has locations in Tulsa, Oklahoma; Jacksonville, Florida; and Houston, Texas. TWS in Tulsa, Oklahoma, has trained individuals for professional, entry-level careers since January 1949. TWS in Jacksonville, Florida, which is a branch campus of Tulsa Welding School in Tulsa, started training students in November 2001. Tulsa Welding School & Technology Center (TWSTC) in Houston, Texas, which is also a branch campus of Tulsa Welding School in Tulsa, Oklahoma, started training students in December 2014. Our training programs were designed to meet employers' needs by providing our students with the technical competencies as required and are based on industry feedback. Our instructors are industry experienced professionals who instruct their students in the techniques and skills needed by employers.

TWS promotes a student-centric learning environment to support the learner in achieving his/her desired professional goals. TWS students are expected to demonstrate a positive attitude and professional character, maintain excellent attendance, and apply their instructional time effectively in the lab, the classroom, and during outside preparation. At TWS, we want to ensure that your educational experience is a rewarding one. We wish you the best in achieving your educational and professional goals.

WELCOME TO TWS!

The information contained in this Catalog is true and correct to the best of my knowledge.

Mary Kelly, President & CEO

VISION STATEMENT

TWS has as its vision the addition of campus training locations to facilitate student access and employer access to graduates. Being recognized as one of the highest quality providers of career education resulting in an outstanding return on investment for our students is our purpose.

SCHOOL HISTORY

Tulsa Welding School (TWS) in Tulsa, Oklahoma, was established by two pipeline welders who recognized a need for trained pipe welders, and the first class began in January 1949. In 1961 TWS was acquired by welding professional Dan Derrick. Five years later, the school moved into a new facility located at 3038 Southwest Boulevard in Tulsa. In 1972, TWS was acquired by Noel Adams, who operated the institution until he retired in October 1990. TWS was then acquired by T.H.E., Inc. and was led by owners Michael Harter and Roger Hess for the next nineteen years. With their commitment to delivering quality career education and training for the welding industry, they developed an Associate of Occupational Studies in Welding Technology degree program in November 1997. In January 1999, TWS moved to its current location of 2545 East 11th Street, which is near The University of Tulsa. In November 2001, TWS opened a branch campus in Jacksonville, Florida, to address the needs of employers and students along the Eastern sector of the United States.

In September 2008, 100% of T.H.E., Inc. stock was purchased by TWS Acquisition Corporation (dba StrataTech Education Group). Tulsa Welding School (TWS) is an Oklahoma corporation and is registered as Tulsa Welding School, Inc. TWS is a 100% owned subsidiary of T.H.E., Inc., a Delaware corporation. The Jacksonville Campus is a Florida corporation and is registered as Tulsa Welding School/Jacksonville Campus, Inc. and is a 100% owned subsidiary of Tulsa Welding School, Inc. in Tulsa, Oklahoma. Officers/Board Members for all campuses are Mary Kelly, President & CEO, Michael McQueeney, Vice President, Secretary and Treasurer, Alison Zajacek, CFO, Christian Gorino, Vice President, and John Burgess, Chairman of the Board.

In August 2010, Tulsa Welding School in Tulsa, Oklahoma, added a branch/expansion site located at 2233 East 11th Street in Tulsa. Additionally, in May 2011, Tulsa Welding School in Jacksonville, Florida, added a satellite/auxiliary facility located at 1750 Southside Boulevard in Jacksonville. Most recently, in February 2014, Tulsa Welding School opened an additional branch location, Tulsa Welding School & Technology Center (TWSTC), located at 243A Greens Road in Houston, Texas.

StrataTech Education Group, 100% owners of Tulsa Welding School, Inc., is located at:
120 N. 44th Street, Suite 230
Phoenix, AZ 85034
Phone: (602) 490-3450 | Fax: (602) 490-3465 | www.StrataTech.com

ACCREDITATION, APPROVALS, LICENSES AND MEMBERSHIPS

Accredited Schools by the Accrediting Commission of Career Schools and Colleges (ACCSC) – Tulsa, Jacksonville, & Houston

TULSA, OK & JACKSONVILLE, FL CAMPUSES:

Licensed by:
Alabama Department of Postsecondary Education
Louisiana Board of Regents
Minnesota Office of Higher Education

Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board. This is a notification advising students to check with appropriate Colorado regulatory agencies to confirm program/course work will satisfy initial or renewal licensing or certification of that agency.

Registered with:
Iowa Secretary of State and Iowa College Student Aid Commission
Mississippi Commission on Proprietary School and College Registration
New Mexico Commission on Higher Education
Ohio State Board of Career Colleges and Schools
Virginia State Council of Higher Education

Approved:
By Kansas Board of Regents
To operate by the Missouri Department of Higher Education
To solicit students by West Virginia Council for Community and Technical College Education
To do Business in Wisconsin by State of Wisconsin Educational Approval Board
By Georgia Nonpublic Postsecondary Education Commission
To Solicit Students by Michigan Department of Labor & Economic Growth
For Veterans Educational Benefits
For Bureau of Indian Affairs
For Vocational Rehabilitation Agencies

Members of:
American Welding Society
Association of Private Schools, Colleges, and Universities
Better Business Bureau

TULSA, OK ONLY:

Licensed by:
Oklahoma Board of Private Vocational Schools
Arkansas State Board of Private Career Education

Approved and regulated by:
Texas Workforce Commission
Career Schools and Colleges
Austin, Texas

Registered with:
Nebraska Department of Education
State of Wyoming Department of Education

Member of:
The American Society for Nondestructive Testing
Oklahoma Private School Association
Tulsa Chamber of Commerce

This school is authorized under Federal law to enroll nonimmigrant students.

JACKSONVILLE, FL ONLY:

Accredited in Indiana by SWIC. This institution is regulated by: State Workforce Innovation Council, Office for Career and Technical Schools, 10 N. Senate Ave, Room SE 308, Indianapolis, IN 46204; OCTS@dwd.in.gov; 317-234-8338 or 317-232-1732; http://www.in.gov/dwd/2731.htm.

Licensed by:
Florida Commission for Independent Education, Florida Department of Education, License #2331
Additional information regarding this institution may be obtained by contacting the Commission at:
325 West Gaines St., Suite 1414,
Tallahassee, Florida 32399-0400
Toll-free telephone number (888) 224-6684
Website: http://www.fldoe.org/cie/nsa_app1.asp

Kentucky Commission on Proprietary Education

Member of:
Jacksonville Chamber of Commerce
Florida Association of Postsecondary Schools and Colleges

Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201, Telephone number (803) 737-2260, www.che.sc.gov. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

The Tulsa Welding School is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

1750 Southside Blvd., Jacksonville, FL 32216 is recognized by ACCSC as a Satellite location of TWS-Jacksonville.

This school is authorized under Federal law to enroll nonimmigrant students.

HOUSTON, TX ONLY:

Approved and regulated by:
Texas Workforce Commission
Career Schools and Colleges
Austin, Texas

Licensed by:
Louisiana Board of Regents

TITLE IX COORDINATORS:

Tulsa, OK Campus:
Fran Heaston, Campus President
2545 E. 11th Street, Tulsa, OK 74104
(918) 587-6789 | Fran.Heaston@twsweld.com

Jacksonville, FL Campus:
Dion Thornhill, Campus President
3500 Southside Blvd., Jacksonville, FL 32216
(904) 646-9353 | Dion.Thornhill@twsweld.com

Houston, TX Campus:
Jason Wetzel, Campus President
243A Greens Rd., Houston, TX 77060
(281) 975-0500 | Jason.Wetzel@twsweld.com

FACILITIES

TULSA CAMPUS

The Tulsa Campus, located at 2545 East 11th Street, is situated in the University of Tulsa area, which is just east of central downtown Tulsa. This campus, which was completed in January 1999, contains a training facility of approximately 41,000 square feet and parking for over 250 vehicles. The facility includes welding lab booths and equipment, five classrooms, student commons, and offices for Admissions, Training, Financial Aid, Career Services, Accounting, Registrar, Student Services, Business Office, Maintenance, Learning Resource Center, and Administration. Within the welding lab, there are 180 welding booths complete with welding equipment, 15 metal grinding preparation booths, 8 bench grinders, 8 metal cutting stations, and a mobile pipeline welding rig.

JACKSONVILLE CAMPUS

The Jacksonville Campus is a branch campus of the Tulsa Campus. It is located in the newly developed southeastern sector of Jacksonville at 3500 Southside Boulevard between Beach and J. T. Butler Boulevards. This campus, which was completed in November 2001, contains a

training facility of approximately 41,000 square feet and parking for 284 vehicles. The facility includes welding lab booths and equipment, three classrooms, student commons, and offices for Admissions, Training, Financial Aid, Career Services, Accounting, Registrar, Student Services, Business Office, Maintenance, Learning Resource Center, and Administration. Within the welding lab, there are 242 welding booths, 20 metal grinding preparation booths, along with plasma, carbon arc, metal cutting stations and 8 bench grinders. Within the pipefitting lab there are 4 pipe threaders, 1 chain beveller, 7 welders, and a variety of other necessary tools required for the program.

The Jacksonville Campus has an auxiliary/satellite location that is an extension of the branch campus and is located two miles north of the main facility at 1750 Southside Boulevard, and is where 100% of our Electro-Mechanical Technologies and Refrigeration Technologies programs are taught. This facility has over 25,000 additional square feet with three labs, Learning Resource Center, nine classrooms, an Administration building, and parking for up to 277 cars for staff and students. Restroom and vending facilities are provided for students and staff at both locations and public bus transportation is also available in front of each campus location.

HOUSTON CAMPUS

The Houston Campus is also a branch campus of the Tulsa Campus. It is located at 243A Greens Rd., which is situated just East of I-45 and just North of Beltway 8/Sam Houston Parkway in the Greenspoint area approximately 14 miles north of the Houston city center. This campus, which was completed in February 2014, contains a training facility of approximately 66,000 square feet and parking for over 250 vehicles. The facility includes welding lab booths and equipment, a pipefitting lab, seven classrooms, student commons, and offices for Admissions, Training, Financial Aid, Career Services, Accounting, Registrar, Student Services, Business Office, Maintenance, Learning Resource Center, and Administration. Within the welding lab, there are 262 welding booths complete with welding equipment, 8 bench grinders and 6 metal grinding preparation booths. Within the pipefitting lab there are 6 pipe threaders, 2 chain bevellers, 5 grinders, 10 welders , and a variety of other necessary tools required for the program. There is available space within the building to build out for future growth.

CAMPUS LEADERSHIP

TULSA CAMPUS

Campus President ..... Fran Heaston
Director of Academics and Student Success ..... OPEN
Director of Training ..... Chris Schuler
Director of Adult Admissions ..... OPEN
Director of High School Admissions ..... Blake Brauer
Regional Director of Accounting ..... Debra Rogers
Regional Director of Career Services ..... Veronica Hibbert
Director of Financial Aid ..... Tiffany Tyrrell
Director of Facilities ..... Bill Spaid

JACKSONVILLE CAMPUS

Campus President ..... Dion Thornhill
Director of Academics and Student Success ..... Nicole Wilson
Director of Welding Training ..... Jack Dulls
Director of Admissions ..... Christopher Mercado
Director of High School Admissions ..... Ben Clemons
Director of Accounting ..... Victoria Parker
Regional Director of Business Office ..... Lisa Bullock
Director of Career Services ..... OPEN
Director of Financial Aid ..... Linda Scott
Regional Director of Facilities ..... Philip Bennett

HOUSTON CAMPUS

Campus President ..... Jason Wetzel
Director of Academics and Student Success ..... Steve Guell
Director of Admissions ..... Darrius Jones
Director of High School Admissions… ..... Laurence Sena
Accounting Manager ..... OPEN
Director of Financial Aid ..... Trissy McCoy
Director of Career Services ..... OPEN
Associate Director of Facilities ..... George Herrera

NOTE: Administrative Staff and Faculty are subject to change. A copy of the school's organizational chart, as well as an updated list (if applicable) is available in the Campus President's office. The Faculty Addendum is enclosed and is updated periodically.

ADMISSION REQUIREMENTS

Applicants are required to be a high school graduate with a standard or higher level diploma or possess a General Equivalency Diploma (GED) or high school equivalency. All applicants must be at least 18 years of age or older. However, applicants who have already earned their high school diploma, GED, or high school equivalency may enroll if they have met their state's Compulsory Age Requirements, or exemptions. Applicants who do not have a high school diploma, GED, or high school equivalency must pass a nationally standardized entrance exam (Wonderlic Ability to Benefit test), which is independently administered. Minimum scores of 200 on the Verbal Skills section of the test and 210 on the Quantitative Skills must be achieved to pass the test and thus meet a qualification for enrollment. Applicants who must pass the entrance exam requirement must also be 18 years of age or older. Additionally, applicants with prior attendance who desire to participate in the Federal Student Aid (Title IV) Program and do not have a high school diploma, GED, or high school equivalency, must have previously passed the Ability-to-Benefit Test and established eligibility prior to July 1, 2012.

All applicants under 18 years of age must sign the Enrollment Agreement jointly with parent, guardian, or guarantor. In addition, applicants must have good eyesight with corrective lenses, if needed, and be capable of dealing with the physical requirements in the welding profession such as lifting and necessary body motions. Certain applicants with learning and/or physical disabilities may not be accepted for enrollment due to the technical and physical rigor of the welding programs.

The applicant must also successfully complete an entrance interview with a school official during a new student orientation program in order to be admitted to class. If any of the above conditions are not satisfied, the applicant will not be considered as an enrolled student in training and all payments made will be refunded to the student or responsible agency as applicable. Applicants are required to pay a registration fee. The registration fee is not credited toward tuition. A student who does not begin training on the scheduled start date and desires to start at a later date shall be required to sign another Enrollment Agreement and pay an additional registration fee. Neither of the registration fees will be credited toward tuition.

Additionally, students pursuing the Associate of Occupational Studies in Welding Technology (AOSWT) degree program must have a high school diploma, GED, or high school equivalency, and will need to have a Cumulative Grade Point Average (CGPA) of 2.5 or higher out of 4.0 and achieve an 80% attendance rate after graduating from the Professional Welder or Welding Specialist program. For Professional Welder or Welding Specialist graduates who left TWS after completing their program and later wish to enroll in the AOSWT degree program, the graduate must be in good standing with TWS in terms of financial obligations and must not have defaulted on a federal student loan.

Applicants are considered enrolled once it is determined that all admission requirements are met, documentation to demonstrate the requirements are met, and the Enrollment Agreement is signed by the Authorized School Official.

All applicants pursuing the Associate of Occupational Studies in Welding Technology (AOSWT) degree program must have a valid high school diploma or a recognized equivalency certificate (e.g. GED) prior to entering the program. Students pursuing the AOSWT program, in which some of the upper division courses are taught via an online learning management system, are required to take and pass the SmarterMeasures assessment. The results of the assessment are reviewed by the applicable school personnel, who determines whether or not the prospective student is likely to succeed in their studies. The Director of Academics and Student Success determines whether or not the student may enroll in the AOSWT program. Students the Director of Academics and Student Success determines may not be successful in the applicable online courses will be issued a book and other resources designed to improve their skills will be provided. Prospective students may retake the SmarterMeasures assessment no sooner than 30 days later. Minimum acceptable scores on the SmarterMeasures Assessment are as follows:

- Life Factors – 70
- Personal Attributes – 70
- Technical Competency – 70
- Technical Knowledge – 60
- Reading Recall – 70
- Typing Speed – 14 wpm
- Typing Accuracy - 80

<u>The following policy applies to students who enroll from the state of Colorado.</u>

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

a. Whether the postponement is for the convenience of the school or the student, and;

b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement,

determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

PREREQUISITES FOR ONLINE COURSES

TWS uses a fully hosted, fully integrated, Learning Management System (LMS) maintained and managed by a third party outsourced partner to deliver its online courses. Prospective students must demonstrate they have the skills, competencies and access to technology necessary to succeed in a distance education program or courses of study prior to enrollment. An assessment will be given to all prospective students before being admitted to any online program or courses of study. Students must possess basic personal computer (PC) working knowledge, access to a PC, and internet connectivity. Required course study and reference materials will be distributed to students in an organized and timely manner. Online courses will be available anytime and anywhere the student chooses to go online to access the Learning Management System (LMS).

ONLINE COURSES

Tulsa Welding School (TWS) offers some of its courses through distance education online. Basic College Mathematics, English Composition, and Computer Applications and Decision Making are offered online. Additional information regarding Admissions Requirements, Attendance Policy, and Financial Information for the online courses is listed in the School Catalog and this Catalog Addendum.

SUMMARY OF THE ONLINE DELIVERY SYSTEM:

The Learning Management System (LMS) provides an organized and easy to use interface that provides the student with the guidance necessary to successfully meet the objectives in any given week. Following is a brief description of typical weekly assignments:

- The student is enrolled in a new class, which shows on the LMS Welcome page for that individual.
- After navigating to the new class the student views the instructor profile and contact information as well as checking the News Forum to determine the time and day of the week of the live on-line lecture and any other pertinent news items.
- The student reviews the syllabus of the class on-line, which provides information on course objectives, texts to be used, assignment expectations, and grading criteria.
- The student navigates to the first week of the class and reads the weekly lesson objectives.
- The student reviews the weekly reading assignment and determines the amount of reading to be done each day.

The student is directed to web resources or course materials provided by the textbook publishers, or other appropriate services that may be contracted by the school or publisher. These sites may provide a variety of media such as animations, audio files, short video clips, etc. to enhance the learning experience.

The student visits the recommended web links; these are often re-visited as an aid in completing exercises, case studies or discussion forums. Students are encouraged to utilize the TWS on-campus Learning Resource Center.

Exercises are assigned to help the student comprehend the course materials. These are usually taken from the text books or associated workbooks. Though these are not graded assignments the students will be asked to show this work if their performance on the graded assignments is less than satisfactory.

On the assigned days and times, students participate in Chat Sessions and attend the live on-line sessions. If a student is unable to attend a live session, a video archive is available within 24 hours of the session and remains available throughout the duration of the course. These archives can be viewed several times, so they serve as a review even after the live session is completed.

During the week the student reviews and completes the Case Study. This is a graded assignment which may require the use of the text books, the Library and Information Resources Network, web links provided, or other research methods.

The Discussion Forum must be visited by the student on at least two occasions each week. The student is required to provide an Initial Posting which shows original thought and effort and a Reaction Posting, which is the student's response to the work of the other participants. Grading for this forum rewards the interaction as well as the original work.

The final assignment in the week is a written test/quiz which provides immediate feedback on the correct answer for the student.

Instructors grade the submitted assignments and their comments and feedback are provided on-line in the student's grade book.

STUDENT ONLINE AUTHENTICATION POLICY

At TWS, distance education students must log into a secure portal via a customized user id and password. All students who enroll in distance education courses at TWS are authenticated through an identity management system that provides a unique user name and password for access. Without these identifiers, students cannot register for classes or access the necessary tools for distance education. The school's policies regarding academic honesty and acceptable use of the LMS Service include penalties for unauthorized use of another individual's name and password and for cheating on examinations.

Instructors in the distance education courses are encouraged to require students to acknowledge the acceptance of these policies in course syllabi and in on-line materials provided for the course.

STUDENT SAFETY

The safety and health of every student and employee is a high priority. Management accepts responsibility for providing a safe working environment, and both students and employees are expected to take responsibility for performing work in accordance with safe standards and practices. Safety and health will only be achieved through teamwork. Everyone must join together in promoting safety and health and taking every reasonable measure to assure safe working conditions, which includes all students ensuring they do their part by wearing their Personal Protective Equipment (PPE). As part of the proactive safety program, remember to report any safety issues/concerns you may have and/or identify immediately to the Director of Facilities.

PROGRAMS

COURSE NUMBERING SYSTEM

The course codes have been assigned based on each program and may contain letters and/or numbers to identify the sequential order. The letters may represent the program offered, while the numbers that follow represent the sequence of courses taken in each particular program.

ASSOCIATE OF OCCUPATIONAL STUDIES IN WELDING TECHNOLOGY

1474.5 Contact Hours / 60 Semester Credit Hours / 60 Weeks / 14 Months

The Associate of Occupational Studies in Welding Technology (AOSWT) degree, available at the Tulsa campus only, consists of two academic years containing a total of 60 weeks and 60 semester credit hours. The first academic year of this program is the Tulsa Welding School (TWS) Professional Welder program (25 semester credit hours), which prepares a graduate for entry level positions in structural, pipe, and thin alloy and/or pipeline welding. The second academic year is directed toward course material for job entry as a Welding Quality Assurance/Quality Control Inspector (WQA/QCI) containing 35 semester credit hours. After a student's initial course of three weeks in the second academic year, which meets five days each scheduled week, all remaining courses shall be four days a week and each remaining course will consist of three weeks. The campus has not yet sought approval from the Texas Workforce Commission (TWC) for this program. Therefore, this program is not approved by TWC at this time.

Associate of Occupational Studies in Welding Technology Program Information

Course Number	Title of Course	Semester Credit Hours	Lecture Hours	Lab Hours	Total Contact Hours	Outside Preparation Hours	Course Description	Prerequisite Course(s)
Pre-requisite	Professional Welder Program	25	150	600	750	30		See Program Information Chart
Phase 202	Codes & Specifications Radiographic Film Interpretation	2.5	50	10	60	0	Students will learn coverage and applications of codes and specifications from various professional societies, institutes and associations that issue standards for metal fabrication. Lab activities are associated with the utilization of these standards and radiographic film interpretation.	None
Phase 203	Communications & Records	3	60	0	60	40	Students will learn the techniques and approaches to effectively communicate with various personalities in the workplace. Students will also learn the documentation of inspection results, filing systems, and maintenance of activity reports.	None
Phase 204	Drawing & Fabrication Processes	3	55	5	60	40	Students will learn to analyze fabrication drawings, bills of materials, product dimensional tolerance standards, and specified fabrication processes. Lab activities reinforce the lecture information.	None

Phase 205	Visual & Leak Testing	3	50	10	60	40	Presentation of the oldest and most widely used method of Nondestructive Testing (NDT) which is visual inspection of welds and other specifications. Perform leak testing procedures according to ANSI and ASME specifications. Lab provides practice on these NDT competencies.	None
Phase 206	Liquid Penetrant & Magnetic Particle Testing	2.5	50	10	60	10	Students will learn the methods of PT testing to detect surface defects on non-porous solid material. Techniques and methods such as penetrant techniques, safety, and environmental considerations, along with the magnetic particle test method and its value for inspecting ferromagnetic materials will be discussed. Wet fluorescent magnetic particle testing method is included. Lab applications will reinforce associated theory.	None
Phase 207	Radiographic Testing Radiation Safety	2.5	50	10	60	10	Students will learn the theory and applications for the use of radiographic testing. In addition, students will learn the safety requirements for radiation environments.	None
Phase 208	Eddy Current Testing	2.5	50	10	60	10	Students will learn the NDT theory and techniques of eddy current testing processes. Lab assignments implement these various testing methods.	None
Phase 209	Ultrasonic Testing	3	50	10	60	40	Students will learn the acoustic relationships and physical principles associated with ultrasonic testing techniques. Lab applications reinforce the theory supporting this important process.	None
Phase 210	Basic Metallurgy & Destructive Testing	3	50	10	60	40	Students will learn the fundamentals of metal structure and properties. Students will learn how to test through destructive methods of cutting weld straps and checking tensile strength as well as any defects. Lab focus is on destructive testing applications.	None
Phase 211	Quality Management Techniques	3	60	0	60	30	Students will learn the roles of the welding quality assurance/quality control inspector. Basics of total quality managements and statistical control will also be discussed.	None
Phase 214	Computer Applications and Decision Making^	2	50	0	50	12	This course covers the fundamentals, components and operations of computers and computer systems. Included is an introduction to computer basics, computer components and operations, hardware configuration and software applications. Also covered are a demonstration and application of miscellaneous software relating to the industry. This course emphasizes the concept that service is produced and consumed simultaneously and addresses communications and active listening methods to ensure this transaction is profitable and positive. Includes servicing techniques in dealing with customers in a positive manner.	None
BCM100	Basic College Mathematics^	3	45	0	45	112	This course presents the fundamental concepts of a pre-algebra course. Students will be introduced to whole numbers, fractions and decimals, integers, order of operations, percents, signed numbers, measurements, geometry, probability, and basic algebra concepts.	None
ENG100	English Composition^	2	29.5	0	29.5	100.5	This course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.	None
	Total Hours:	**60**	**799.5**	**675**	**1474.5**	**514.5**		

**Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling.*

^This course is available via online courses only and is taken in tandem with other courses and does not add weeks to the total program length.

All new students must take one of the listed courses scheduled by TWS, which meets four days a week. Total semester credit hours in the second academic year are 35. Courses may be taken in any order. On occasion, the student holiday schedule may impact the number of instructional days per week.

ELECTRICAL APPLICATIONS

700 Contact Hours / 27 Semester Credit Hours / 30-45 Weeks / 7-11 Months

The Electrical Applications (EA) program, available at the Jacksonville campus only, contains seven (7) phase term courses, 30 weeks for day students or 45 weeks for evening students, and 27 semester credit hours. The objective of the EA program is to train and prepare students for entry-level or trainee positions in the residential, commercial, and industrial electrical industry. Students completing this program should have an understanding of mechanical and electrical principles, residential and commercial wiring applications, voice, video, and data cabling systems, the application of motors, lighting, and devices that control them as well as exposure to various types of transformers. Upon successful completion of this program, students will receive a Diploma.

Electrical Applications Program Information

Course Number	Title of Course	Semester Credit Hours	Lecture Hours	Lab Hours	Total Contact Hours	Outside Preparation Hours	Course Description	Prerequisite Course(s)
HVE100	Fundamentals of Electricity	4	90	10	100	14.5	This class provides students with basic electrical understanding from an elemental stage through troubleshooting. Trainers are used to teach schematic wiring as well as test meter usage along with all the safety processes associated with handling electrical systems such as grounding and energized circuits. Students will work with dual voltage systems commonly found in HVAC/R equipment. The foundation for control circuit wiring and high voltage wiring are discussed and students will put their knowledge to use while working with the trainers. The training material in this class includes information on multiple types of test meters and their proper use, electrical devices, control devices, and troubleshooting. A study of single phase and three phase motors rounds out the students' understanding of basic electrical principles.	None
HVE110	Fundamentals of Solar	4	60	40	100	9.5	This module provides an overview of photovoltaic (PV) science and an introduction to the fundamentals of solar energy. Through a combination of lecture, problem solving and hands-on lab exercises, students will learn the concepts and processes of photovoltaic systems, including their design and installation. The module covers the scope of solar energy systems' conceptual, mechanical and electrical design, with an emphasis on wiring and electrical issues.	None
HVE120*	Electrical Wiring – Residential	3.5	30	70	100	15	This course introduces the most current version of the National Electrical Code Book to the students as a guide throughout the class. The primary goal of the program is to teach basic techniques of Residential wiring from the standpoint of interpreting all code book requirements. Students will put into practice all that they have learned by wiring a scaled down three bedroom home. A study of electrical safety is provided to ensure a complete understanding of hand tools, ladders, shock hazards, and the personal protective equipment required to work in this field. They will be required to safely place all wiring, circuits, switches, receptacles, lighting fixtures, and GFCI devices in the trainer according to the electrical code.	HVE100

HVE130*	Electrical Wiring – Commercial	3.5	25	75	100	20	The Commercial wiring course follows through with concepts learned in the Residential wiring course of training delving deeper into the National Electrical Code book. Students will be tasked with code book interpretation through the study of load calculations, blueprint reading, cost estimating, three phase motor wiring, and conduit manipulation. Students will wire commercial lighting and three phase motors as they research the required applications. A mock commercial building will be wired by students in accordance with applicable code using conduit to protect their wiring.	HVE100
HVE140*	Advanced Commercial Wiring	4	70	30	100	15	This course follows through with the knowledge built in Electrical Wiring – Commercial with continued instruction in conduit bending up to 6" trade size using hydraulic bending equipment. This class explains the proper selection of pull boxes and junction boxes, the factors involved in conductor selection and calculations, the proper techniques for conductor installations, as well as the various applications necessary for conductor terminations and splices. Students will continue to advance in their ability to calculate load requirements for branch and feeder circuits in keeping with current standards of the National Electrical Code. This class will also introduce the installation of various voice, data, and video cabling systems.	HVE130
HVE150	Motor and Lighting Practices	4	60	40	100	15	This class elaborates on the characteristics of Alternating Current, explaining the behavior of electricity and how it functions in the application of motors, lighting, and the devices that control them. Students will learn the differences between DC and AC motors, single phase and three phase applications, calculating the proper sizing of motors, and the selection of the motor controller as well as overload protection. This class also covers the characteristics of light, the handling and installation of various types of lighting (incandescent, fluorescent, high intensity discharge, LED), and the controls used in their operation.	None
HVE160	Electrical Distribution Systems	4	60	40	100	15	This class will describe the operating characteristics of various types of transformers. Using the National Electrical Code, students will calculate transformer sizes for various applications. This module describes the purpose of switchgear, its construction, and maintenance. In this class, students will also understand the importance of overcurrent protection, describe the various types of fuses and circuit breakers in the industry, and select the proper size for specific applications. Students will also apply their knowledge of the proper methods for grounding and bonding according to the requirements of the NEC. This class describes the wiring methods for specific hazardous locations, and also introduces the installation of cable tray systems.	None
	Total Hours:	**27**	**395**	**305**	**700**	**104**		

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Courses identified as requiring a prerequisite delivery are marked with a single asterisk (*), as noted in the course description.

ELECTRO-MECHANICAL TECHNOLOGIES

900 Contact Hours / 35 Semester Credit Hours / 38-58 Weeks / 9-14 Months

The Electro-Mechanical Technologies (EMT) program, available at the Jacksonville campus only, contains nine (9) phase term courses, 38 weeks for day students or 58 weeks for evening students, and 35 semester credit hours. The objective of the EMT program is to train and prepare students for entry as service and maintenance technicians in jobs that utilize technologies employed in the fields of air conditioning (both heating and cooling), and refrigeration. Students completing this program should have an understanding of mechanical and electrical principles and will have practical exposure to diagnosing, servicing and repairing common types of problems in related equipment. Upon successful completion of this program, students will receive a Diploma. The Jacksonville, FL campus has not yet sought approval from the Texas Workforce Commission (TWC). Therefore, this program is not approved by TWC at this time.

Electro-Mechanical Technologies Program Information

Course Number	Title of Course	Semester Credit Hours	Lecture Hours	Lab Hours	Total Contact Hours	Outside Preparation Hours	Course Description	Prerequisite Course(s)
HVE100	Fundamentals of Electricity	4	90	10	100	14.5	This class provides students with basic electrical understanding from an elemental stage through troubleshooting. Trainers are used to teach schematic wiring as well as test meter usage along with all the safety processes associated with handling electrical systems such as grounding and energized circuits. Students will work with dual voltage systems commonly found in HVAC/R equipment. The foundation for control circuit wiring and high voltage wiring are discussed and students will put their knowledge to use while working with the trainers. The training material in this class includes information on multiple types of test meters and their proper use, electrical devices, control devices, and troubleshooting. A study of single phase and three phase motors rounds out the students' understanding of basic electrical principles.	None
HVE110	Fundamentals of Solar	4	60	40	100	9.5	This module provides an overview of photovoltaic (PV) science and an introduction to the fundamentals of solar energy. Through a combination of lecture, problem solving and hands-on lab exercises, students will learn the concepts and processes of photovoltaic systems, including their design and installation. The module covers the scope of solar energy systems' conceptual, mechanical and electrical design, with an emphasis on wiring and electrical issues.	None
HVE120*	Electrical Wiring - Residential	3.5	30	70	100	15	This course introduces the most current version of the National Electrical Code Book to the students as a guide throughout the class. The primary goal of the program is to teach basic techniques of Residential wiring from the standpoint of interpreting all code book requirements. Students will put into practice all that they have learned by wiring a scaled down three bedroom home. A study of electrical safety is provided to ensure a complete understanding of hand tools, ladders, shock hazards, and the personal protective equipment required to work in this field. They will be required to safely place all wiring, circuits, switches, receptacles, lighting fixtures, and GFCI devices in the trainer according to the electrical code.	HVE100

HVE130*	Electrical Wiring – Commercial	3.5	25	75	100	20	The Commercial wiring course follows through with concepts learned in the Residential wiring course of training delving deeper into the National Electrical Code book. Students will be tasked with code book interpretation through the study of load calculations, blueprint reading, cost estimating, three phase motor wiring, and conduit manipulation. Students will wire commercial lighting and three phase motors as they research the required applications. A mock commercial building will be wired by students in accordance with applicable code using conduit to protect their wiring.	HVE100
HVR100	Fundamentals of Refrigeration	4	90	10	100	8	In this class, students are introduced to the refrigeration cycle through class lecture and observing operating equipment. The material in this class is mechanical in nature and is limited to the mechanical and physical properties of refrigerants and the refrigeration cycle. The equipment in this class is used to safely demonstrate the varied states of refrigerant as it cycles through the system. The student will be introduced to many of the tools associated with the refrigeration industry such as: manifold gauge set, vacuum pumps, service wrenches, charging, and recovery equipment. The safety programs in this class will provide students with details on being in close proximity to rotating machinery and refrigerant handling. The class is also designed to familiarize the student with details on the mechanical troubleshooting process.	None
HVR110*	Comfort Systems – Residential	4	60	40	100	6	This class offers experience with residential split systems, packaged heat pump systems, air conditioners, gas furnaces, and evaporative coolers. Students are tasked with building schematics for air conditioning/heating systems and wiring the same systems having only the components of the system as reference. A further study of mechanical and electrical troubleshooting turns more hands-on in this class as students see the equipment come to life by their own hand. Gas piping, sizing, and installation are studied as it applies to furnace operation.	HVE100; HVR100
HVR120*	Comfort Systems – Commercial	4	60	40	100	20	This class offers a more technical approach to studying the concepts of indoor climate control. Students are tasked with safely removing and replacing components within residential and commercial HVAC systems such as fan motors, fans, electrical components, and compressors. Recovery and charging of refrigerants are an integral aspect of this class and students will apply their lessons to real equipment to round out the experience. Students will study brazing techniques using oxy/acetylene equipment and are required to put their knowledge to use on multiple tasks designed to enhance understanding of working within the confines of an HVAC unit. Refrigerant piping manipulation is introduced for study using hands-on techniques as students gain an overall familiarization of HVAC equipment. The opportunity to study and test on R410a and automotive air conditioning is provided in this class; successful students will achieve an R410a safety certification and EPA section 609 certification. An introduction to air balance and the associated equipment are also included for this class.	HVE100; HVR100

HVR130*	Refrigeration Systems & Practices	4	60	40	100	0	Students will learn to maintain, monitor, and manage residential and commercial grade walk-in refrigerators and freezers. A study of commercial grade ice makers such as: a flaker, cuber, and nugget type units provides an intense look at low temperature refrigeration equipment. Students will be required to change out a compressor, service and/or repair critically charged systems to enhance their overall understanding of mechanical and electrical troubleshooting. A variety of specialty tools related to equipment studied in this class will be introduced to round out the total experience.	HVE100
HVR200*	Advanced Trouble-Shooting Techniques	4	70	30	100	15	The class introduces the operation and maintenance of reciprocating liquid chillers and stands as a review of the knowledge students have attained through previous courses. Electrical troubleshooting takes on a new intensity in this class as students are exposed to the E-STAR Trainer. The E-STAR Trainer is equipment developed to teach and hone electrical troubleshooting skills. A thorough study of mechanical troubleshooting and schematic wiring will raise the student to the level of technician. The opportunity to qualify for EPA section 608 certification is provided during this class. The overall goal of this class is to ensure students have attained the required skills to be successful entry level HVAC/R technicians.	HVE100
	Total Hours:	**35**	**545**	**355**	**900**	**108**		

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Courses identified as requiring a prerequisite delivery are marked with a single asterisk (*), as noted in the course description.

PROFESSIONAL WELDER

750 Contact Hours / 25 Semester Credit Hours / 30 Weeks / 7 Months

The Professional Welder program, available at the Tulsa, OK and Jacksonville, FL campuses only, prepares a graduate for entry level positions in structural, pipe, and thin alloy and/or pipeline welding. Key welding processes include SMAW, MIG, TIG, High Frequency TIG, and Fluxcore. The program consists of 10 three-week courses for a total of 30 weeks, 25 semester credit hours, and 750 contact hours of instruction. Many of all new students elect to take the Professional Welder program because of its large number of specialty courses and expanded welding competencies. The Professional Welder graduate acquires many skills and can branch off into various career and employment opportunities. Upon successful completion of this program, students will receive a Diploma.

Professional Welder Program Information

Course Number	Title of Course	Semester Credit Hours	Lecture Hours	Lab Hours	Total Contact Hours	Course Description	Prerequisite Course(s)
Phase 101	Introduction to Welding	2.5	15	60	75	Overview of welder career responsibilities, work safety practices, career success skills, importance of job attitudes and work ethics, maintenance of equipment, beginning review of welding symbols and corresponding welds, cutting torch operations, stick welding procedures, procedures to clean and evaluate welds, cut and prepare metal plate, perform overlap beads in various plate positions, and begin fillet welds for plate T-joints.	None
Phase 102*	Structural Welding I	2.5	15	60	75	Students will learn SMAW welding process, welding codes, rod selection, reading basic blueprints, calculating dimensions and completing layouts. Introductions to Learning Resource Center, research project instruction, and career success skills as well as safety and operational procedures of Plasma and Carbon Arc cutting. Perform plate welding in various positions using 7018 electrodes and perform Plasma and Carbon Arc cutting.	Phase 101
Phase 103*	MIG & Fluxcore Welding	2.5	15	60	75	Interpretation of pipe and fitting markings, metal color codes, pipe welding symbols, pipe diagrams and welds, sketch isometric drawings, completion of research project, MIG and Fluxcore welding procedures, perform plate welding in various positions (2F, 2G, 3G) using MIG and Fluxcore.	Phase 101, Phase 102
Phase 104*	Structural Welding II	2.5	15	60	75	Advanced projects beyond Phase 102 in blueprint and layout, perform plate welding in various positions (2G, 3G, 4G) using 6010 electrodes for stringer and 7018 electrodes for remainder. Also discussed is pipe bevel preparation.	Phase 101, Phase 102, Phase 103
Phase 105*	Basic Pipe Welding	2.5	15	60	75	Techniques of basic pipe fitting, use of 90's, T's, flanges, valves, take offs, use of pipe blueprints, sketches, templates, and uphill welding techniques on pipe. Perform SMAW pipe welding with 6010 electrode stringer and 7018 electrode remainder in pipe positions of 2G and 5G.	Phase 101, Phase 102, Phase 103, Phase 104
Phase 106*	Pipe Welding I	2.5	15	60	75	Students will receive an overview of TIG equipment and procedure setup, metals identification, tungsten safety and preparation. Perform 6010 electrode root and 7018 electrode fill and cap in 6G position. Perform TIG stringer and hot pass on T-plate. Perform TIG root and 7018 fill and cap on 2G and 6G pipe positions.	Phase 101, Phase 102, Phase 103, Phase 104, Phase 105
Phase 107*	Pipe Welding II	2.5	15	60	75	Operation requirements for portable equipment, weld test lab procedures and testing approaches, perform mild steel TIG welding on pipe in various positions (2G, 5G, 6G) using TIG stringer, fill, and cap.	Phase 101, Phase 102, Phase 103, Phase 104, Phase 105, Phase 106

Phase 108*	Advanced Pipe Welding	2.5	15	60	75	Advanced pipe welding projects and industrial applications, concentration on performing stainless steel TIG welding on mild steel and using multiple pipe sizes and schedules in various pipe positions (2G, 5G, 6G).	Phase 101, Phase 102, Phase 103, Phase 104, Phase 105, Phase 106, Phase 107
Phase 109*	H.F. TIG &/ or Pipeline Welding	2.5	15	60	75	Students will learn how to weld thin alloy selection of tungsten types for aluminum and stainless steel, methods to maintain clean work environment, procedures for heat settings on thin gauge applications, purging stainless steel plate, weld cleaning on aluminum and stainless steel, and perform aluminum and stainless steel welding on plate using TIG in various positions with different rod sizes. Additionally students will learn pipeline selection of rod size, layout procedures for pipeline fitting, coating types and electrolysis prevention with anode protection, and perform SMAW downhill stringer, fill, and cap in 5G and 6G positions and inverted T. A student may elect to specialize in only H.F. TIG or pipeline welding or a combination of both specialties.	Phase 101, Phase 102, Phase 103, Phase 104, Phase 105, Phase 106, Phase 107, Phase 108
Phase 110*	Career Preparation	2.5	15	60	75	This is the student's final phase prior to introduction into the employment market with options for shop or field welding. Included are instruction in application for employment, preparing a resume, weld testing rigors, proper appearance, and job attitude. Lab competencies are 2" 6G TIG all the way out, Structural plate with MIG root and Fluxcore fill and cap, 5G TIG root and hot pass with 7018 fill and cap, and 6G pipe welding using 6010 and 7018 fill and cap. All competencies must pass a Guided Bend Test.	Phase 101, Phase 102, Phase 103, Phase 104, Phase 105, Phase 106, Phase 107, Phase 108, Phase 109
	Total Hours:	**25**	**150**	**600**	**750**		

**Note: Courses identified as requiring a prerequisite delivery are marked with a single asterisk (*), as noted in the chart above.*

PROFESSIONAL WELDER WITH PIPEFITTING

1050 Contact Hours / 36 Semester Credit Hours / 42 Weeks / 10 Months

The objective of the Professional Welder with Pipefitting program, available at the Jacksonville campus only, is to equip graduates with knowledge and practical hands on experience in both the welding and pipefitting industries. Graduates will be prepared for entry-level positions in structural, pipe, and thin alloy and/or pipeline welding as well as positions such as plumber or pipefitter. From an occupational perspective, the student trained in this program will offer an employer a diversified and versatile skill set. The Professional Welder with Pipefitting graduate acquires many skills and can branch off into various career and employment opportunities. The program contains the first ten (10) courses of the Professional Welder program, and has an additional 4 courses dedicated to basic and advanced pipefitting skills. In total the program contains fourteen (14) three-week courses for a total of 42 weeks, 36 semester credit hours, and 1050 contact hours of instruction. Upon successful completion of this program, students will receive a Diploma.

Professional Welder with Pipefitting Program Information								
Course Number	Title of Course	Semester Credit Hours	Lecture Hours	Lab Hours	Total Contact Hours	Outside Preparation Hours	Course Description	Prerequisite Course(s)
Phase 101	Introduction to Welding	2.5	15	60	75	3	Overview of welder career responsibilities, work safety practices, career success skills, importance of job attitudes and work ethics, maintenance of equipment, beginning review of welding symbols and corresponding welds, cutting torch operations, stick welding procedures, procedures to clean and evaluate welds, cut and prepare metal plate, perform overlap beads in various plate positions, and begin fillet welds for plate T-joints.	None
Phase 102*	Structural Welding I	2.5	15	60	75	3	Students will learn SMAW welding process, welding codes, rod selection, reading basic blueprints, calculating dimensions and completing layouts. Introductions to Learning Resource Center, research project instruction, and career success skills as well as safety and operational procedures of Plasma and Carbon Arc cutting. Perform plate welding in various positions using 7018 electrodes and perform Plasma and Carbon Arc cutting.	Phase 101
Phase 103*	MIG & Fluxcore Welding	2.5	15	60	75	3	Interpretation of pipe and fitting markings, metal color codes, pipe welding symbols, pipe diagrams and welds, sketch isometric drawings, completion of research project, MIG and Fluxcore welding procedures, perform plate welding in various positions (2F, 2G, 3G) using MIG and Fluxcore.	Phase 101, Phase 102
Phase 104*	Structural Welding II	2.5	15	60	75	3	Advanced projects beyond Phase 102 in blueprint and layout, perform plate welding in various positions (2G, 3G, 4G) using 6010 electrodes for stringer and 7018 electrodes for remainder. Also discussed is pipe bevel preparation.	Phase 101, Phase 102, Phase 103
Phase 105*	Basic Pipe Welding	2.5	15	60	75	3	Techniques of basic pipe fitting, use of 90's, T's, flanges, valves, take offs, use of pipe blueprints, sketches, templates, and uphill welding techniques on pipe. Perform SMAW pipe welding with 6010 electrode stringer and 7018 electrode remainder in pipe positions of 2G and 5G.	Phase 101, Phase 102, Phase 103, Phase 104

Phase 106*	Pipe Welding I	2.5	15	60	75	3	Students will receive an overview of TIG equipment and procedure setup, metals identification, tungsten safety and preparation. Perform 6010 electrode root and 7018 electrode fill and cap in 6G position. Perform TIG stringer and hot pass on T-plate. Perform TIG root and 7018 fill and cap on 2G and 6G pipe positions.	Phase 101, Phase 102, Phase 103, Phase 104, Phase 105
Phase 107*	Pipe Welding II	2.5	15	60	75	3	Operation requirements for portable equipment, weld test lab procedures and testing approaches, perform mild steel TIG welding on pipe in various positions (2G, 5G, 6G) using TIG stringer, fill, and cap.	Phase 101, Phase 102, Phase 103, Phase 104, Phase 105, Phase 106
Phase 108*	Advanced Pipe Welding	2.5	15	60	75	3	Advanced pipe welding projects and industrial applications, concentration on performing stainless steel TIG welding on mild steel and using multiple pipe sizes and schedules in various pipe positions (2G, 5G, 6G).	Phase 101, Phase 102, Phase 103, Phase 104, Phase 105, Phase 106, Phase 107
Phase 109*	H.F. TIG &/or Pipeline Welding	2.5	15	60	75	3	Students will learn how to weld thin alloy selection of tungsten types for aluminum and stainless steel, methods to maintain clean work environment, procedures for heat settings on thin gauge applications, purging stainless steel plate, weld cleaning on aluminum and stainless steel, and perform aluminum and stainless steel welding on plate using TIG in various positions with different rod sizes. Additionally students will learn pipeline selection of rod size, layout procedures for pipeline fitting, coating types and electrolysis prevention with anode protection, and perform SMAW downhill stringer, fill, and cap in 5G and 6G positions and inverted T. A student may elect to specialize in only H.F. TIG or pipeline welding or a combination of both specialties.	Phase 101, Phase 102, Phase 103, Phase 104, Phase 105, Phase 106, Phase 107, Phase 108
Phase 110*	Career Preparation	2.5	15	60	75	3	This is the student's final phase prior to introduction into the employment market with options for shop or field welding. Included are instruction in application for employment, preparing a resume, weld testing rigors, proper appearance, and job attitude. Lab competencies are 2" 6G TIG all the way out, Structural plate with MIG root and Fluxcore fill and cap, 5G TIG root and hot pass with 7018 fill and cap, and 6G pipe welding using 6010 and 7018 fill and cap. All competencies must pass a Guided Bend Test.	Phase 101, Phase 102, Phase 103, Phase 104, Phase 105, Phase 106, Phase 107, Phase 108, Phase 109
PF101*	Introduction to Pipefitting	3	58	17	75	12	This course explains the role and importance of safety. Students will learn how to identify and follow safe work practices and procedures as well as how to properly inspect and use safety equipment. Students will also receive an introduction to construction drawings, construction math, and blueprints. Students will also receive an orientation to the pipefitting trade along with tools and techniques of basic employability skills. The students will also learn and explore oxyfuel cutting.	None
PF102*	Pipefitting Essentials	3	41	34	75	8.5	This course provides an introduction into the various hand tools and power tools used in the Pipefitting industry. Students will also explore and identify various piping systems. Students will also revisit blueprints from an advanced perspective. Pipefitting trade math as well is presented during this course.	None

PF103*	Pipefitting I	2.5	33.5	41.5	75	7	This course describes the materials used in threaded piping systems and socket weld piping systems. Students will be instructed on how to determine pipe length between both threaded pipe and socket weld fittings, prepare pipe and fitting for fit-up, and assemble/fabricate piping systems and socket weld fittings. Students will also be introduced to pipe hanger and support as well as receive an introduction to butt weld pipe fabrication.	None
PF104*	Pipefitting II	2.5	22.5	52.5	75	4.5	This course describes the materials used in butt welding piping systems. It explains how to determine pipe lengths between butt weld fittings, prepare the pipe and fittings for fit-up, and fabricate butt weld fittings. Students will also learn how to select and install backing rings, fabricate channel iron welding jigs, and use and care for welding clamps. This course also introduces students to aboveground pipe installation. Students are also introduced to special piping applications.	None
	Total Hours:	**36**	**305**	**745**	**1050**	**62**		

Note: Courses identified as requiring a prerequisite delivery are marked with a single asterisk (*), as noted in the chart above.

REFRIGERATION TECHNOLOGIES

700 Contact Hours / 28 Semester Credit Hours / 30 Weeks / 7 Months

The Refrigeration Technologies (RT) program is available at the Jacksonville campus only and contains seven (7) courses. The objective of the RT program is to train and prepare students for entry as service and maintenance technicians in jobs that utilize technologies employed in the fields of air conditioning (both heating and cooling), and refrigeration. Students completing this program should have an understanding of mechanical and electrical principles and will have practical exposure to diagnosing, servicing and repairing common types of problems in related equipment. Upon successful completion of this program, students will receive a Diploma. The Jacksonville, FL campus has not yet sought approval from the Texas Workforce Commission (TWC). Therefore, this program is not approved by TWC at this time.

Refrigeration Technologies Program Information								
Course Number	Title of Course	Semester Credit Hours	Lecture Hours	Lab Hours	Total Contact Hours	Outside Preparation Hours	Course Description	Prerequisite Course(s)
HVE100	Fundamentals of Electricity	4	90	10	100	14.5	This class provides students with basic electrical understanding from an elemental stage through troubleshooting. Trainers are used to teach schematic wiring as well as test meter usage along with all the safety processes associated with handling electrical systems such as grounding and energized circuits. Students will work with dual voltage systems commonly found in HVAC/R equipment. The foundation for control circuit wiring and high voltage wiring are discussed and students will put their knowledge to use while working with the trainers. The training material in this class includes information on multiple types of test meters and their proper use, electrical devices, control devices, and troubleshooting. A study of single phase and three phase motors rounds out the students' understanding of basic electrical principles.	None
HVE110	Fundamentals of Solar	4	60	40	100	9.5	This module provides an overview of photovoltaic (PV) science and an introduction to the fundamentals of solar energy. Through a combination of lecture, problem solving and hands-on lab exercises, students will learn the concepts and processes of photovoltaic systems, including their design and installation. The module covers the scope of solar energy systems' conceptual, mechanical and electrical design, with an emphasis on wiring and electrical issues.	None
HVR100	Fundamentals of Refrigeration	4	90	10	100	8	In this class, students are introduced to the refrigeration cycle through class lecture and observing operating equipment. The material in this class is mechanical in nature and is limited to the mechanical and physical properties of refrigerants and the refrigeration cycle. The equipment in this class is used to safely demonstrate the varied states of refrigerant as it cycles through the system. The student will be introduced to many of the tools associated with the refrigeration industry such as: manifold gauge set, vacuum pumps, service wrenches, charging, and recovery equipment. The safety programs in this class will provide students with details on being in close proximity to rotating machinery and refrigerant handling. The class is also designed to familiarize the student with details on the mechanical troubleshooting process.	None

HVR110*	Comfort Systems – Residential	4	60	40	100	6	This class offers experience with residential split systems, packaged heat pump systems, air conditioners, gas furnaces, and evaporative coolers. Students are tasked with building schematics for air conditioning/heating systems and wiring the same systems having only the components of the system as reference. A further study of mechanical and electrical troubleshooting turns more hands-on in this class as students see the equipment come to life by their own hand. Gas piping, sizing, and installation are studied as it applies to furnace operation.	HVE100, HVR100
HVR120*	Comfort Systems – Commercial	4	60	40	100	20	This class offers a more technical approach to studying the concepts of indoor climate control. Students are tasked with safely removing and replacing components within residential and commercial HVAC systems such as fan motors, fans, electrical components, and compressors. Recovery and charging of refrigerants are an integral aspect of this class and students will apply their lessons to real equipment to round out the experience. Students will study brazing techniques using oxy/acetylene equipment and are required to put their knowledge to use on multiple tasks designed to enhance understanding of working within the confines of an HVAC unit. Refrigerant piping manipulation is introduced for study using hands-on techniques as students gain an overall familiarization of HVAC equipment. The opportunity to study and test on R410a and automotive air conditioning is provided in this class; successful students will achieve an R410a safety certification and EPA section 609 certification. An introduction to air balance and the associated equipment are also included for this class.	HVE100, HVR100
HVR130*	Refrigeration Systems & Practices	4	60	40	100	0	Students will learn to maintain, monitor, and manage residential and commercial grade walk-in refrigerators and freezers. A study of commercial grade ice makers such as: a flaker, cuber, and nugget type units provides an intense look at low temperature refrigeration equipment. Students will be required to change out a compressor, service and/or repair critically charged systems to enhance their overall understanding of mechanical and electrical troubleshooting. A variety of specialty tools related to equipment studied in this class will be introduced to round out the total experience.	HVE100
HVR200*	Advanced Troubleshooting Techniques	4	70	30	100	15	The class introduces the operation and maintenance of reciprocating liquid chillers and stands as a review of the knowledge students have attained through previous courses. Electrical troubleshooting takes on a new intensity in this class as students are exposed to the E-STAR Trainer. The E-STAR Trainer is equipment developed to teach and hone electrical troubleshooting skills. A thorough study of mechanical troubleshooting and schematic wiring will raise the student to the level of technician. The opportunity to qualify for EPA section 608 certification is provided during this class. The overall goal of this class is to ensure students have attained the required skills to be successful entry level HVAC/R technicians.	HVE100
	Total Hours:	**28**	**490**	**210**	**700**	**73**		

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Courses identified as requiring a prerequisite delivery are marked with a single asterisk (*), as noted in the course description.

WELDING SPECIALIST

750 Contact Hours / 24 Semester Credit Hours / 30 Weeks / 7 Months

The Welding Specialist program, available at the Houston Campus only, prepares a graduate for entry level positions in structural, pipe and pipeline, and thin alloy welding. Key welding processes include SMAW (stick), GMAW/FCAW (MIG/Fluxcore), and GTAW (TIG) welding procedures. Students learn welding safety, torch cutting processes, proper arc welding equipment setup, important welding control techniques, fundamental welding processes, and basic welding metallurgy. This intense program is primarily lab based and focuses on developing critical welding skills.

Upon successful completion of this program, the graduate will receive a diploma and should possess the skills and knowledge to test for welder certification through the American Welding Society (AWS). As potential employees, students should be able to successfully perform essential tasks expected from a certified welder, with minimal supervision. With field experience, it is expected that students' welding production rates will increase to meet industry standards.

Welding Specialist Program Information

Course Number	Title of Course	Semester Credit Hours	Lecture Hours	Lab Hours	Total Contact Hours	Outside Preparation Hours	Course Description	Prerequisite Course(s)
WLD101	Welding Fundamentals	4.0	25	100	125	7	This course is designed to provide the student with a wide range of fundamental information about a career in welding and to begin building critical welding skills. Students learn about career opportunities and the importance of safety awareness that will be reinforced in later laboratory exercises. Other fundamental skills include learning the basic layout of construction drawings and how to read and correctly interpret welding symbols. Students learn thermal torch techniques to cut flat stock. They will also learn and use Plasma Cutting and Carbon Arc gouging procedures. As they begin to learn about arc welding processes, students learn to set up welding equipment, the components of an arc welding machine, and the various types of electrodes used in arc welding procedures. Using an E7018 electrode, students begin by practicing basic SMAW welding processes and technique. Project assignments allow students an opportunity to practice and develop welding and cutting skills.	None
WLD105*	GMAW/FCAW Processes	4.0	25	100	125	7	This course is designed to introduce students to two new and related welding processes. GMAW or MIG uses a torch designed to provide a shielding gas for the weld and an automatic wire feed system that provides a constant feed of the filler metal. FCAW or Fluxcore uses a similar torch but uses a powdered flux to shield the weld. These processes are a considerable departure from processes previously used. Students learn to set up and operate GMAW/FCAW welding equipment. These processes are applied in different combinations for welding plate in various basic positions. Students learn to correctly prepare pipe for GMAW/FCAW welding processes. In addition, as part of an expanding knowledge about construction drawings, students learn about isometric drawings and their importance as a three-dimensional picture of an object.	WLD101, WLD110, WLD115, WLD120

WLD110*	Structural Welding	4.0	25	100	125	7	This course essentially focuses on developing flat welding techniques in three basic positions and builds on the fundamental knowledge and skills learned in WLD101. SMAW processes are used to practice weld technique and perform basic butt welds using mild steel. Two primary welding electrodes are applied to various welding exercises and students learn fundamental procedures related to root pass and fill welds. Students continue to build their skills through a series of project exercises designed to reinforce skills and knowledge learned. Students expand their knowledge about related welding diagrams and drawings and methods of coding various types of metal. Drawings are used to communicate lab project information and reinforce reading and interpreting welding symbols. Students are also introduced to basic destructive weld testing techniques and the importance of quality welds to achieve maximum strength and integrity of the metal. Basic principles of metallurgy explain to students the changes in metals' internal structure during the heating and cooling processes. Students are also introduced to welding pipe. The challenge is to weld consistently while moving around the pipe. Five-inch diameter pipe is cut using thermal processes and prepared for welding. For the exercise, students weld pipe in only one basic position.	WLD101
WLD115*	Basic Pipe Welding	4.0	25	100	125	7	This course presents new challenges from the first two courses. Students expand their knowledge and skills to perform and practice basic pipe welding techniques using two welding processes (SMAW & GTAW). The GTAW process is introduced and students practice performing basic root welds on pipe coupons. The remainder of the welding procedure applies SMAW processes to complete the fill and cap welds. Reading and interpreting basic pipe drawings, students cut pipe coupons to length and bevel the pipe ends using thermal and mechanical beveling processes. Students face their first experience at practicing uphill and other welding techniques simultaneously. They practice welding in multiple positions as they travel around the pipe to complete the weld. Also, as a continuation of basic metallurgy, students learn various techniques for identifying types of metal using visual and mechanical testing techniques.	WLD101, WLD110
WLD120*	Advanced Pipe Welding	4.0	25	100	125	7	Students continue to develop, apply and practice their pipe welding skills. Mild steel pipe is welded in various positions using primarily GTAW (TIG) welding processes. In addition, students learn to use stainless steel electrodes to weld high carbon steel. Using two-inch diameter pipe, students practice using the GTAW process to weld the root and complete the fill and cap portion of the weld using SMAW processes. They also learn to properly rig and balance pipe loads, use hand signal communication to the crane operator, and lift and place pipe in preparation for welding operations. Most pipe welding is performed in an open environment using various types of portable welding equipment. Students learn to set up and safely operate portable welding units for structural and pipe welding operations. Emphasis is given to awareness about electrical safety and steps necessary to prevent electrical shock.	WLD101, WLD110, WLD115
WLD125*	Welding Capstone	4.0	25	100	125	7	This course is designed to provide the student with a wide range of fundamental information about a career in welding and to begin building critical welding skills. Students learn about career opportunities and the importance of safety awareness that will be reinforced in later laboratory exercises. Other fundamental skills include learning the basic layout of construction drawings and how to read and correctly interpret welding symbols. Students learn thermal torch techniques to cut flat stock. They will also learn and use Plasma Cutting and Carbon Arc gouging procedures. As they begin to learn about arc welding processes, students learn to set up welding equipment, the components of an arc welding machine, and the various types of electrodes used in arc welding procedures. Using an E7018 electrode, students begin by practicing basic SMAW welding processes and technique. Project assignments allow students an opportunity to practice and develop welding and cutting skills.	WLD101, WLD105, WLD110, WLD115, WLD120
	Total Hours:	**24**	**150**	**600**	**750**	**42**		

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Courses identified as requiring a prerequisite delivery are marked with a single asterisk (*), as noted in the course description.

WELDING SPECIALIST WITH PIPEFITTING

1000 Contact Hours / 33.5 Semester Credit Hours / 40 Weeks / 9 ½ Months

The Welding Specialist with Pipefitting program, available at the Houston Campus only, prepares a graduate for entry-level positions in structural, pipe and pipeline, and thin alloy welding, as well as for entry-level positions in pipefitting and steam fitting. In addition to the key welding processes learned in the Welding Specialist program, students also learn basic and advanced pipefitting skills.

Upon successful completion of this program, the graduate will receive a diploma and should possess the skills and knowledge to test for welder certification through the American Welding Society (AWS). Graduates should also be able to successfully perform essential tasks expected from a certified welder, with minimal supervision.

Welding Specialist with Pipefitting Program Information

Course Number	Title of Course	Semester Credit Hours	Lecture Hours	Lab Hours	Total Contact Hours	Outside Preparation Hours	Course Description	Prerequisite Course(s)
WLD101	Welding Fundamentals	4.0	25	100	125	7	This course is designed to provide the student with a wide range of fundamental information about a career in welding and to begin building critical welding skills. Students learn about career opportunities and the importance of safety awareness that will be reinforced in later laboratory exercises. Other fundamental skills include learning the basic layout of construction drawings and how to read and correctly interpret welding symbols. Students learn thermal torch techniques to cut flat stock. They will also learn and use Plasma Cutting and Carbon Arc gouging procedures. As they begin to learn about arc welding processes, students learn to set up welding equipment, the components of an arc welding machine, and the various types of electrodes used in arc welding procedures. Using an E7018 electrode, students begin by practicing basic SMAW welding processes and technique. Project assignments allow students an opportunity to practice and develop welding and cutting skills.	None
WLD105*	GMAW/FCAW Processes	4.0	25	100	125	7	This course is designed to introduce students to two new and related welding processes. GMAW or MIG uses a torch designed to provide a shielding gas for the weld and an automatic wire feed system that provides a constant feed of the filler metal. FCAW or Fluxcore uses a similar torch but uses a powdered flux to shield the weld. These processes are a considerable departure from processes previously used. Students learn to set up and operate GMAW/FCAW welding equipment. These processes are applied in different combinations for welding plate in various basic positions. Students learn to correctly prepare pipe for GMAW/FCAW welding processes. In addition, as part of an expanding knowledge about construction drawings, students learn about isometric drawings and their importance as a three-dimensional picture of an object.	WLD101, WLD110, WLD115, WLD120

WLD110*	Structural Welding	4.0	25	100	125	7	This course essentially focuses on developing flat welding techniques in three basic positions and builds on the fundamental knowledge and skills learned in WLD101. SMAW processes are used to practice weld technique and perform basic butt welds using mild steel. Two primary welding electrodes are applied to various welding exercises and students learn fundamental procedures related to root pass and fill welds. Students continue to build their skills through a series of project exercises designed to reinforce skills and knowledge learned. Students expand their knowledge about related welding diagrams and drawings and methods of coding various types of metal. Drawings are used to communicate lab project information and reinforce reading and interpreting welding symbols. Students are also introduced to basic destructive weld testing techniques and the importance of quality welds to achieve maximum strength and integrity of the metal. Basic principles of metallurgy explain to students the changes in metals' internal structure during the heating and cooling processes. Students are also introduced to welding pipe. The challenge is to weld consistently while moving around the pipe. Five-inch diameter pipe is cut using thermal processes and prepared for welding. For the exercise, students weld pipe in only one basic position.	WLD101
WLD115*	Basic Pipe Welding	4.0	25	100	125	7	This course presents new challenges from the first two courses. Students expand their knowledge and skills to perform and practice basic pipe welding techniques using two welding processes (SMAW & GTAW). The GTAW process is introduced and students practice performing basic root welds on pipe coupons. The remainder of the welding procedure applies SMAW processes to complete the fill and cap welds. Reading and interpreting basic pipe drawings, students cut pipe coupons to length and bevel the pipe ends using thermal and mechanical beveling processes. Students face their first experience at practicing uphill and other welding techniques simultaneously. They practice welding in multiple positions as they travel around the pipe to complete the weld. Also, as a continuation of basic metallurgy, students learn various techniques for identifying types of metal using visual and mechanical testing techniques.	WLD101, WLD110
WLD120*	Advanced Pipe Welding	4.0	25	100	125	7	Students continue to develop, apply and practice their pipe welding skills. Mild steel pipe is welded in various positions using primarily GTAW (TIG) welding processes. In addition, students learn to use stainless steel electrodes to weld high carbon steel. Using two-inch diameter pipe, students practice using the GTAW process to weld the root and complete the fill and cap portion of the weld using SMAW processes. They also learn to properly rig and balance pipe loads, use hand signal communication to the crane operator, and lift and place pipe in preparation for welding operations. Most pipe welding is performed in an open environment using various types of portable welding equipment. Students learn to set up and safely operate portable welding units for structural and pipe welding operations. Emphasis is given to awareness about electrical safety and steps necessary to prevent electrical shock.	WLD101, WLD110, WLD115

WLD125*	Welding Capstone	4.0	25	100	125	7	This course is designed to provide the student with a wide range of fundamental information about a career in welding and to begin building critical welding skills. Students learn about career opportunities and the importance of safety awareness that will be reinforced in later laboratory exercises. Other fundamental skills include learning the basic layout of construction drawings and how to read and correctly interpret welding symbols. Students learn thermal torch techniques to cut flat stock. They will also learn and use Plasma Cutting and Carbon Arc gouging procedures. As they begin to learn about arc welding processes, students learn to setup welding equipment, the components of an arc welding machine, and the various types of electrodes used in arc welding procedures. Using an E7018 electrode, students begin by practicing basic SMAW welding processes and technique. Project assignments allow students an opportunity to practice and develop welding and cutting skills.	WLD101, WLD105, WLD110, WLD115, WLD120
PFT101*	Introductory Pipefitting Skills	5.0	82.5	42.5	125	10	This course introduces essential safety topics and areas such as personal protective equipment (PPE), HazCom, jobsite hazards, and the roles of employees and companies and their obligations to maintain safe work environments. It discusses mathematics pertinent to the construction industry, the proper use and maintenance of various pipefitting hand and power tools, and gives an overview of blueprints and drawing interpretation. This course also discusses the basic skills necessary to install, layout and assemble threaded joint piping systems and introduces socket weld piping system lay out and fabrication.	WLD101, WLD105, WLD110, WLD115, WLD120, WLD125
PFT105*	Advanced Pipefitting	4.5	42.5	82.5	125	10	This course continues the discussion of pipe fabrication relative to socket-weld pipe fabrication methods along with the identification, selection and installation of piping support systems. In addition, this course discusses the layout, installation and fabrication of butt weld pipe and relative flange, bolt and gasket identification and installation. This course will conclude with a discussion on copper pipe bending and joining processes along with grooved pipe fabrication and installation.	WLD101, WLD105, WLD110, WLD115, WLD120, WLD125, PFT101
	Total Hours:	**33.5**	**275**	**725**	**1000**	**62**		

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Courses identified as requiring a prerequisite delivery are marked with a single asterisk (*), as noted in the course description.

PROGRAM REVISIONS

The content of any program at TWS may be revised to address the requirement of industry employers, technology changes, or instructional needs of TWS without additional cost to a student. Certain phase courses may be taken in other than numerical order sequence to facilitate TWS class scheduling.

FINANCIAL INFORMATION

TUITION & CHARGES

Applicants enrolling to attend school are required to pay a non-refundable registration fee at the time of signing an Enrollment Agreement. The registration fee is not credited toward a student's tuition. A student who does not begin training on the assigned start date and desires to begin training at a later start date must sign another Enrollment Agreement and pay an additional $50 registration fee. Neither of the registration fees will be credited toward tuition. Students who enter the second academic year in pursuit of an AOSWT degree are required to sign another Enrollment Agreement and pay a non-refundable registration fee, which is not credited toward tuition.

Tuition and other charges are outlined below:

Welding-Related Programs	Professional Welder	Professional Welder with Pipefitting	Welding Specialist	Welding Specialist with Pipefitting
Tuition:	$17,337	$19,869	$17,337	$19,869
Registration Fee:	50	50	50	50
Lab Fees:	1,765	2,003	1,765	2,003
Course Materials/ Textbooks:	216	346	216	346
Gear Package:	760	780	760	780
Accident Insurance:	252	252	252	252
Total Program Cost:	**$20,380**	**$23,300**	**$20,380**	**$23,300**

Associate of Occupational Studies Degree Program	AOS in Welding Technology (AOSWT) 2nd AY
Tuition:	$16,480
Registration Fee:	50
Lab Fees:	1,155
Course Materials/ Textbooks:	1,815
Gear Package:	300
Accident Insurance:	252
Total Program Cost:	**$20,052**

HVAC/R-Related Programs	Electrical Applications	Refrigeration Technologies	Electro-Mechanical Technologies
Tuition:	$14,100	$14,100	$18,000
Registration Fee:	50	50	50
Course Materials:	618	618	710
Gear Package	732	732	732
Accident Insurance:	75	75	75
Total Program Cost:	**$15,575**	**$15,575**	**$19,567**

TWS requires students to purchase accident insurance as part of their program costs. This is a secondary (supplemental) accident insurance policy and only covers accidents while students are in class. It is not a health insurance plan.

If a student receives proficiency or transfer credit and advances beyond the first phase, the student is required to pay costs for Books & Welding/HVAC Gear or Supplies (as required) as well as Accident Insurance. Books and Welding/HVAC Gear or Supplies package are required for all phases.

Students may choose to change their program during their training. However, students who choose to move into a shorter program will be required to pay a Program Change Fee in the amount of $150.

MILITARY PRICING STRUCTURE

Tulsa Welding School is committed to keeping our military tuition rates as low as possible. Military tuition rates are available to active duty military including reserves and National Guard members; veterans; active duty spouses and dependent children; military retirees; and honorably discharged veterans. Additionally, military applicants are not required to pay the initial registration fee upon enrollment; however, they will be required to pay it at a later date

Current military student tuition prices are as follows:

Program	Military Tuition Pricing	Fees	Total Program Cost
Professional Welder	$15,603	$3,002	$18,646
Professional Welder with Pipefitting	$17,882	$3,720	$21,313
AOSWT 2nd AY	$14,832	$3,572	$18,404
Electrical Applications	$12,690	$1,475	$14,165
Refrigeration Technologies	$12,690	$1,475	$14,165
Electro-Mechanical Technologies	$16,200	$1,567	$17,767
Welding Specialist	$16,200	$3,002	$18,646
Welding Specialist with Pipefitting	$17,882	$3,390	$21,313

EMPLOYEE FAMILY TUITION

Employee family member tuition rates are available to immediate family and extended family of an employee who attends any of our institutions. Immediate family members will not be charged for tuition and extended family members' tuition charges will be 50% of the stated program tuition. These prices do not include the additional fees and reflect tuition costs only. Any employee wishing to utilize this benefit will need to fill out a Tuition Remission Application for his or her family/extended family member. The family member/ extended family member must file a FAFSA that the school will receive. Any grants awarded to the recipient will be deducted from the amount of tuition remission awarded.

SCHOLARSHIPS

Tulsa Welding School offers a variety of scholarships. A summary of the available scholarships is listed below. For more information, please contact a Financial Aid Advisor, or visit our website at www.weldingschool.com/financial-aid/scholarships/.

Scholarship	Amount	Campus	Eligibility
Amity Scholarship^	$1,500	Tulsa	Must have been enrolled/currently enrolled at Amity Circle Tree Ranch with successful program participation for a minimum of 7 months prior to enrollment into TWS. Enrollment and Scholarships are subject to positive letter of recommendation/referral from Amity Circle Tree Ranch. One paragraph essay also required.
Imagine America High School Program^	$1,000	Tulsa Jacksonville Houston	Must be a high school senior; have demonstrated scholastic achievement in high school with a maintained 2.5 or higher GPA on a 4.0 scale; demonstrate financial need as determined by the financial aid application process; demonstrated voluntary community service during senior year.
Imagine America Adult Skills Education Program^	$1,000	Tulsa Jacksonville Houston	Must be enrolled in an eligible program prior to the last date of enrollment for the prospective start date; U.S. Citizen/Permanent Resident; At least 19 years of age with HS Diploma/GED/ATB; Not the recipient of any previous Imagine America scholarship; and complete NCCT Assessment.
Military Scholarship Program^	$2,500	Tulsa Jacksonville Houston	Have a parent who is on active duty, is a reservist, or National Guard member currently serving in a branch of the U.S. military, including U.S. Air Force, Army, Navy, Marine Corps, and Coast Guard, or a retired or honorably discharged veteran, and must be a U.S. citizen or Permanent Resident.
Native American Scholarship^	$2,500	Tulsa Jacksonville Houston	Must provide proof of Native American, Alaskan Native, or Native Hawaiian.
SkillsUSA	Jacksonville	Tulsa Jacksonville Houston	High School Seniors will compete for this scholarship and judged by the SkillsUSA judges. This is a hands-on competition. Categories include Welding, Welding Fabrication, and HVAC.
STEG Foundation^	Houston	Tulsa Jacksonville Houston	Must be enrolled in an eligible program prior to the last date of enrollment for the prospective start date; U.S. Citizen/Permanent Resident; apply for all applicable state/agency/federal aid (including FAFSA); be declared independent on FAFSA, or parents denied for Plus if dependent; demonstrate financial need; complete Request Form.
StrataTech High School Senior of Distinction Scholarship^	$1,500	Tulsa Jacksonville Houston	Must be a 2015 high school graduate; demonstrated scholastic achievement in high school with a maintained 2.0 or higher GPA on a 4.0 scale; be a U.S. Citizen or Permanent Resident; demonstrate financial need as determined by the financial aid application process; write a brief essay.

StrataTech Scholarship (Most Deserving of an Opportunity)^	$1,500	Tulsa Jacksonville Houston	Must demonstrate leadership, excellence of character, integrity, and respect for others; must be a U.S. Citizen or Permanent Resident; demonstrate financial need as determined by the financial aid application process; write a brief essay.
TWS Welding Competition	100% Tuition (1st); 50% Tuition (2nd); 25% Tuition (3rd); $500 All Participants	Tulsa Jacksonville Houston	Must be a high school senior; complete the application form; hands-on welding portion judged at the campus during the competition.
Women in Skilled Trades	Up to $3,000	Tulsa Jacksonville Houston	Must be a U.S. Citizen/Permanent Resident, be a female as indicated on acceptable identification, demonstrate financial need as determined by the financial aid application process, and complete the application form.
Workforce Scholarship	Up to $5,675**	Tulsa Jacksonville Houston	Must be a U.S. Citizen/Permanent Resident, provide proof of applicable workforce agency approval, and complete the application form.

** Award amount varies based on need*
***Amount based on the sponsoring agency's eligibility requirements.*
^Scholarship is awarded based on calculated need as determined by the Financial Aid Department

Candidates need to refer to the scholarship information page to determine topic of essay (where applicable) and must meet all regular admissions requirements and be scheduled to start training prior to applying for a scholarship. If a student changes his/her re-enter date, the scholarship award may be forfeited. Scholarships are not transferable and most scholarships cannot be used in conjunction with any other scholarship TWS offers. In most cases, only one award will be given per student. If a student is eligible for multiple scholarships, the scholarship that is most beneficial to the student will be awarded. Scholarships will be distributed incrementally over the 2nd half of the program. Scholarship eligibility requires continuous enrollment. Failure to maintain Satisfactory Academic Progress may result in the probation and possible loss of scholarship. Termination from training may also result in the loss of a scholarship, which may increase your tuition obligation to TWS. Tuition charges will be based on the amount reflected on your Enrollment Agreement. See the reverse side of your Enrollment Agreement or this School Catalog for the school's refund policy.

Scholarships are available to those who qualify.

ACADEMIC CALENDAR

Orientation for new students typically takes place between one and three school days prior to the start of a new student class unless a holiday conflicts.

SCHOOL OFFICE HOURS OF OPERATION

Monday through Thursday	8:00am to 7:30pm
Friday	8:00am to 5:00pm
Saturday*	9:00am to 1:00pm

** Saturday hours are for Admissions and Financial Aid*

CLASS SCHEDULES

Welding-Related Diploma Programs	Morning (M-F)	Afternoon (M-F)	Evening (M-F)
Professional Welder	7:30am-12:30pm	1:00pm-6:00pm	6:30pm-11:30pm
Professional Welder with Pipefitting	7:30am-12:30pm	1:00pm-6:00pm	6:30pm-11:30pm
Professional Welder with Shipfitting and Metal Fabrication	7:30am-12:30pm	1:00pm-6:00pm	6:30pm-11:30pm
Welding Specialist	7:00am-12:15pm	12:45pm-6:00pm	6:30pm-11:45pm
Welding Specialist with Pipefitting	7:00am-12:15pm	12:45pm-6:00pm	6:30pm-11:45pm

HVAC/R-Related Diploma Programs	Morning (M-F)	Afternoon (M-F)	Evening (M-Th)
Electrical Applications	7:30am-12:30pm	12:45pm-5:45pm	6:00pm-10:00pm
Refrigeration Technologies	7:30am-12:30pm	12:45pm-5:45pm	6:00pm-10:00pm
Electro-Mechanical Technologies	7:30am-12:30pm	12:45pm-5:45pm	6:00pm-10:00pm

Degree Program	Morning (M-Th)	Afternoon (M-Th)	Evening (M-Th)
Associates of Occupational Studies in Welding Technology*	7:30am-12:30pm	1:00pm-6:00pm	6:30pm-11:30pm

**After a student's initial phase term of three weeks in the second academic year, which meets five days each scheduled week, all remaining phase terms shall be four days a week.*

BREAK SCHEDULES

Tulsa

All Programs

	Lab Break Schedule		
	Morning Session	**Afternoon Session**	**Evening Session**
Break Start	10:00am	3:30pm	8:30pm
Break End	10:15am	3:45pm	8:45pm

	Lecture Break Schedule		
	Morning Session	**Afternoon Session**	**Evening Session**
Break 1	8:20am – 8:30am	1:50pm – 2:00pm	7:20pm – 7:30 pm
Break 2	9:20am – 9:30am	2:50pm – 3:00pm	8:20pm – 8:30pm
Break 3	10:20am – 10:30am	3:50pm – 4:00pm	9:20pm – 9:30pm
Break 4	11:20am – 11:30am	4:50pm – 5:00pm	10:20pm – 10:30pm

Jacksonville

Welding-Related Programs

	Lab Break Schedule		
	Morning Session	**Afternoon Session**	**Evening Session**
Break Start	10:00am	3:30pm	8:45pm
Break End	10:15am	3:45pm	9:00pm

	Lecture Break Schedule		
	Morning Session	**Afternoon Session**	**Evening Session**
Break 1	8:20am – 8:30am	1:50pm – 2:00pm	7:20pm – 7:30 pm
Break 2	9:20am – 9:30am	2:50pm – 3:00pm	8:20pm – 8:30pm
Break 3	10:20am – 10:30am	3:50pm – 4:00pm	9:20pm – 9:30pm
Break 4	11:20am – 11:30am	4:50pm – 5:00pm	10:20pm – 10:30pm

HVAC/R-Related Programs

	Lab Break Schedule	
	Morning Session	**Evening Session**
Break Start	10:00am	8:45pm
Break End	10:15am	9:00pm

	Lecture Break Schedule	
	Morning Session	**Evening Session**
Break 1	8:20am – 8:30am	7:20pm – 7:30 pm
Break 2	9:20am – 9:30am	8:20pm – 8:30pm
Break 3	10:20am – 10:30am	9:20pm – 9:30pm
Break 4	11:20am – 11:30am	N/A

Houston

All Programs

	Lab Break Schedule		
	Morning Session	**Afternoon Session**	**Evening Session**
Break 1	8:50am – 9:10am	2:35pm – 2:55pm	8:20pm – 8:40pm
Break 2	10:50am – 11:10am	4:35pm – 4:55pm	10:20pm – 10:40pm

	Lecture Break Schedule		
	Morning Session	**Afternoon Session**	**Evening Session**
Break 1	7:50am – 8:00am	1:50pm –2:00pm	7:20pm – 7:30 pm
Break 2	8:50am –9:00am	2:50pm –3:00pm	8:20pm –8:30pm
Break 3	9:50am –10:00am	3:50pm –4:00pm	9:20pm – 9:30pm
Break 4	10:50am –11:00am	4:50pm –5:00pm	10:20pm -10:30pm

New student start, and projected graduation dates by program are listed in the following tables:

Welding-Related Programs

	Graduation Date				
Start Date	**Professional Welder**	**Professional Welder with Pipefitting**	**AOS in Welding Technology**	**Welding Specialist**	**Welding Specialist with Pipefitting**
2/5/2018	8/31/2018	11/30/2018	8/9/2018		
2/26/2018	9/21/2018	12/21/2018	9/20/2018	9/21/2018	12/7/2018
3/19/2018	10/12/2018	1/18/2019	10/11/2018		
4/2/2018				10/26/2018	1/18/2019
4/9/2018	11/2/2018	2/8/2019	11/1/2018		
4/30/2018	11/30/2018	3/1/2019	11/29/2018		
5/7/2018				12/7/2018	2/22/2019
5/21/2018	12/21/2018	3/22/2019	12/20/2018		
6/11/2018	1/18/2019	4/12/2019	1/17/2019	1/18/2019	3/29/2019
7/2/2018	2/8/2019	5/3/2019	2/7/2019		
7/16/2018				2/22/2019	5/3/2019
7/23/2018	3/1/2019	5/24/2019	2/28/2019		
8/13/2018	3/22/2019	6/14/2019	3/21/2019		
8/20/2018				3/29/2019	6/7/2019
9/4/2018	4/12/2019	7/5/2019	4/11/2019		
9/24/2018	5/3/2019	7/26/2019	5/2/2019	5/3/2019	7/12/2019
10/15/2018	5/24/2019	8/16/2019	5/23/2019		
10/29/2018				6/7/2019	8/16/2019
11/5/2018	6/14/2019	9/6/2019	6/13/2019		
12/3/2018	7/5/2019	9/27/2019	7/5/2019		
12/10/2018				7/12/2019	9/20/2019
12/31/2018	7/26/2019	10/18/2019	7/25/2019		
1/22/2019	8/16/2019	11/8/2019	8/15/2019	8/16/2019	10/25/2019
2/11/2019	9/6/2019	12/6/2019	9/5/2019		
2/25/2019				9/20/2019	12/6/2019
3/4/2019	9/27/2019	1/3/2020	9/26/2019		
3/25/2019	10/18/2019	1/24/2020	10/17/2019		
4/1/2019				10/25/2019	1/17/2020
4/15/2019	11/8/2019	2/14/2020	11/7/2019		
5/6/2019	12/6/2019	3/6/2020	12/5/2019	12/6/2019	2/21/2020

HVAC/R Related Programs

	Graduation Dates		
Start Date	**Electrical Application (Day)**	**Refrigeration Technologies (Day)**	**Electro-Mechanical Technologies (Day)**
1/5/18	7/24/18	7/24/18	9/19/18
2/5/18	8/21/18	8/21/18	10/17/18
3/5/18	9/19/18	9/19/18	11/15/18
4/2/18	10/17/18	10/17/18	12/20/18
4/30/18	11/15/18	11/15/18	1/20/19
5/29/18	12/20/18	12/20/18	2/25/19
6/26/18	1/20/19	1/20/19	3/22/19
7/25/18	2/25/19	2/25/19	4/19/19
8/22/18	3/22/19	3/22/19	5/17/19
9/20/18	4/19/19	4/19/19	6/17/19
10/18/18	5/17/19	5/17/19	7/16/19
11/16/18	6/17/19	6/17/19	8/14/19
12/21/18	7/16/19	7/16/19	9/12/19

Evening courses only meet four days per week for a total of four hours per day, or 16 hours per week. This will result in a later graduation date then listed in this chart. Speak to your Admissions Representative for more specific graduation dates.

Prospective students can enroll for a program at any time prior to the start dates listed above. However, specific sessions are subject to availability. Any new student class session (morning, afternoon, or evening), which is too small to start as determined by school administration, will cause a student's enrollment to be cancelled, shifted to another session, or scheduled for another training start date. A student who cannot accommodate this change will be entitled to a refund of all money paid to the school. Additionally, any student who must retake a phase course may be assigned to a different class session as determined by the Director of Education and is based on availability. If for some unforeseen circumstances the school is unable to accommodate the student at the date and time specified in the enrollment agreement, the student has the option of the refund of any monies paid, or of entering the next available class.

STUDENT HOLIDAY SCHEDULE

Tulsa Welding School operates continuously throughout the year. The student holiday schedule may impact the number of instructional days per week on occasion.

The following holidays are observed:

Memorial Day (5/28/2018)
Independence Day (7/4/2018)
Labor Day (9/3/2018)
Veteran's Day (11/12/2018)
Thanksgiving Holiday (11/17/2018 – 11/25/2018)
Winter Holiday (12/22/2018 – 12/30/2018)
Martin Luther King Jr. Day (1/21/2019)
Memorial Day (5/27/2019)
Independence Day (7/4/2019)
Labor Day (9/2/2019)
Veteran's Day (11/11/2019)
Thanksgiving Holiday (11/23/2019 – 12/1/2019)
Winter Holiday (12/21/2019 – 12/29/2019)

HOLIDAY MAKE-UP SCHEDULE (TULSA & JACKSONVILLE CAMPUSES ONLY)

Any scheduled sessions missed due to the school being closed, such as a recognized student holiday or emergency closing, the start and/or end times will be adjusted for all of the class days of the affected course. In each of the courses in which the following holidays occur: Martin Luther King, Jr. Day; Memorial Day; Independence Day; Labor Day; and Veterans Day; the class sessions of the course will have an additional twenty-five (25) minutes added to each session. If there is an unscheduled closure (weather or emergency) that lasts more than two days, or occurs in the same course as a scheduled holiday, there will be a make-up Saturday scheduled. Additionally, a make-up Saturday will be scheduled if an unscheduled closure is too late in the course to add the additional time to make up the missed hours.

The session times for these courses during which a holiday occurs will be:

SESSION	BEGIN TIME	END TIME
MORNING	7:00 AM	12:25 PM
AFTERNOON	12:40 PM	6:05 PM
EVENING	6:20 PM	11:45 PM

STUDENT SERVICES

Tulsa Welding School provides a multitude of student services from initial enrollment through graduation. Those services are listed as follows.

GRADUATE EMPLOYMENT

Graduates in good standing are provided assistance in resume writing, completing employment applications and job search preparation as well as ongoing access to employer job openings. The Career Services Department maintains computer files on hundreds of employers nationwide and receives constant contacts from employers to hire our graduates. Please contact staff in the department at any time to obtain updates on recent graduate success and opportunities. Due to individual differences and personal attributes, neither TWS nor any other institution can guarantee graduate employment. Graduates remain in good standing provided they do not default on repayment of their student loan or school account balance obligation, if such applies.

STUDENT HOUSING

Tulsa Welding School staff members work with new students to assist them in securing housing in the local area. A majority of the housing referral is with apartment complexes the school has previously inspected. Rooms in homes or home rental may be available to meet student needs. Please contact the Student Advisor for current housing information.

PART-TIME EMPLOYMENT

Most students elect to work a part-time job while attending school to assist with living and school expenses. Also, students save a portion of their earnings to pay for relocation expenses in securing their first welder position after graduation. Students are encouraged to obtain a part-time job as soon as they begin school in order to build their financial resources while attending school. The Career Services Department provides student assistance with part-time employment. TWS provides job opening leads for a student to pursue, but the individual student has the responsibility to interview and obtain a job.

ADVISING

Students may receive advisory services from an instructor, Director of Training, Student Advisor, or any other member of staff while attending TWS. Students are encouraged to seek out assistance when they need help.

FINANCIAL AID

Staff members are available in the Financial Aid Department to assist students with applying for financial assistance they may be eligible for under the Federal Pell Grant, Federal SEOG, and Federal Direct Loan programs. Services also apply toward other agency sponsorships and financing alternatives. Financial aid is available to those who qualify.

AUTHORIZATION

Students authorize the School, the Department, and their respective agents and contractors to contact them regarding their loan request or their loan(s), including repayment of loan(s), at the current or any future number that they provide for their cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

POLICIES AND PROCEDURES

The following policies and procedures are subject to change as required by accrediting, licensing, or approval agencies, or school administration as deemed necessary. Should any changes to this School Catalog need to be made, the Catalog Addendum would be attached and considered an integral part of this School Catalog. Always refer to the Catalog Addendum, if applicable, for a complete update on TWS information. The School Catalog and Catalog Addendum, when applicable, are periodically revised and kept updated.

PROFICIENCY OR TRANSFER CREDIT INTO TWS PROGRAMS

Based upon a student's prior education or job related experience, TWS will allow limited transferability of credits. A student may request credit for one or more courses contained within an educational program. The Director of Training, Academic Dean, or Director of Education determines the quantity of advance standing credit a student may receive. The decision is based upon documented prior education and/or demonstrated technical proficiency in the lab. Courses receiving credit are noted with a letter grade of "TC" or "PC" and are not considered as earned credit that affects the cumulative grade point average (CGPA). Students may normally receive up to four courses of credit in a program at the Tulsa, OK or Jacksonville, FL campus, or two courses of credit in a program at the Houston, TX campus. Tuition and lab fees shall be reduced on a pro-rata basis for the number of courses receiving credit. Course credit must be determined prior to a student starting a program.

Additionally, Tulsa Welding School recognizes prior NCCER training relative to the specific courses within our Professional Welder with Pipefitting program. Any student with previous NCCER training comparable to that of the Pipefitting portion of the curriculum will be allowed to apply for advanced standing for courses in which they can provide proof of previous NCCER training. The Director of Training will review prior training documentation to determine which courses, if any, are eligible for proficiency testing and credit assessment.

Tulsa Welding School has made Articulation Agreements with several states. Please speak with a Representative for additional information.

EVALUATION OF CREDIT FOR PREVIOUS EDUCATION AND TRAINING FOR VETERANS BENEFITS

The VA requires that institutions evaluate previous education and military training for veterans utilizing education benefits. While a school may not grant credit for previous education and training, it is still required to conduct an evaluation. In order to complete the evaluation, students are required to provide institutions with transcripts for all previous post-secondary education, military education, and military training attended.

All enrolling students applying for Veteran's Educational Benefits must complete the Evaluation of Credit for Previous Education and Training Form to document prior education and training, including military education and military training. Students will not be certified for benefits past the initial certification period until this form has been completed and submitted along with applicable DD-214, appropriate military transcripts, and transcripts from all prior post-secondary institutions previously attended. If a student can demonstrate that due diligence was performed in trying to obtain transcripts, then they can be subsequently certified for VA benefits. Due diligence is considered to have occurred if there is documented proof that transcripts have been requested on at least three (3) separate occasions.

TRIAL ENROLLMENT PERIOD

Students who enroll and attend our school for the first time will be offered an opportunity to attend our programs for a relatively short period of time without incurring a financial obligation beyond the Registration Fee. The school will ensure that students have the necessary books and other materials needed to succeed during this trial period. This trial period can play a valuable role by allowing a student to attend classes for a brief period before deciding to continue attending their educational program as a regular student, at which time the student would be responsible for program charges.

Any student who officially or unofficially withdraws from school within the first 3 days of scheduled classes after the official start date of the program will not be considered to have started school, no credits will be earned, and their tuition obligation and cost of course materials will be waived. In any event, any student who does not withdraw within the first 3 days of scheduled classes after the official start date of the program will be considered to have confirmed their intention to continue the program as a regular student and thus will be classified as a start.

To be officially accepted as a regular student, a student must also meet the below requirements:

- Satisfy all remaining admissions requirements as stated in the institution's catalog and addenda; and
- Complete the financial aid process and submit all of the required documentation.

Any student who attends the trial period and who wishes to receive federal student aid funds after becoming a regular student must meet the other student eligibility criteria as provided in the federal regulations. Once determined to be a regular student, an otherwise ineligible student becomes eligible for federal student aid funds back to the beginning of the enrollment period, as applicable, which includes the trial period.

CREDIT HOUR DEFINITION

Academic credit hours awarded by TWS are referred to as semester credit hours and are awarded as prescribed by our accrediting agency (ACCSC).

One semester credit hour equals 45 units comprised of the following academic activities:

- One clock/contact hour of lecture = 2 units
- One clock/contact hour of lab = 1.5 units
- One hour of out-of-class work = 0.5 unit

A clock/contact hour is defined as supervised instruction of not less than 50 minutes in length within a 60-minute period.

TRANSFER OF CREDIT FROM OUR PROGRAMS

Students or graduates who wish to transfer their credits to another institution should arrange to have their TWS transcript reflecting earned credit hours, grades, and CGPA sent to the other institution. Some graduates elect to pursue other welding specialties or degree programs. It is the sole discretion of the other institution regarding acceptance of TWS credits.

No school can guarantee that credits from courses at one school are transferable to another institution. This is always at the discretion of the receiving school and transferable credits depend on comparability of curricula and institutional philosophy.

This is a notification advising Colorado students to check with appropriate Colorado regulatory agencies to confirm program/course work will satisfy initial or renewal licensing or certification of that agency.

NONDISCRIMINATION POLICY

Tulsa Welding School prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment. Furthermore, our school's policy includes prohibitions of harassment of students and employees, i.e., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination.

Tulsa Welding School is committed to compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1968, Title I and Title II of the Civil Rights Act of 1991, the Equal Pay Act of 1963, Executive Order 11246 (1965), Title IX of the Education Amendments of 1972 and its regulations found at 34 C.F.R. part 106, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vietnam-era Veterans Readjustment Act of 1974, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, and the Family and Medical Leave Act of 1993.

GRADES & GRADING SYSTEM

Students must earn a passing grade to continue to the next course in their chosen program. Students will be required to repeat a course if a failing grade is earned. The grade awarded from a repeated course will be used to determine the grade point average; however, both the failing and passing grade will appear on the transcript.

Grading System			
Grades			
Letter	**Numeric Range**	**Grade Point Value**	**Description**
A	90-100	4.0	Excellent to very good, demonstrating a comprehensive knowledge and understanding of subject matter.
B	80-89	3.0	Good, demonstrating a moderately broad knowledge and understanding of subject matter.
C	70-79	2.0	Satisfactory, demonstrating a reasonable knowledge and understanding of subject matter.
D	60-69	1.0	Marginal, demonstrating a minimum of knowledge and understanding of subject matter.
F	0-59	0	Failing, demonstrating an unacceptably low level of knowledge and understanding of subject matter.
Symbols Used in Lieu of Grades			
Letter(s)	**Term**	**Grade Point Value**	**Description**
AU	Audit	N/A	This is used when a graduate takes a previously passed course to brush-up or refresh skills, for interest only and not for credit.
INC	Incomplete	0	This is used when a student has not taken the final exam for a course of training in their educational program. It will revert to a failing grade if testing is not successfully completed within one week after the end of the course.
LOA	Leave of Absence	N/A	This is used when a student is granted an approved Leave of Absence after the course has begun.
PC	Proficiency Credit	N/A	This indicates credit awarded on the basis of a written examination, hands-on demonstration of skills proficiency, and/or high school articulation agreement.
TC	Transfer Credit	N/A	This is used for work credited from other colleges and postsecondary institutions and is based on an evaluation of educational transcripts.
W/D	Withdrawal	0	This is used when a student officially or unofficially withdraws from a course after the Trial Enrollment Period has ended.

Instructors provide students with a written grade report at the end of each course of training. Requests for progress reports from agency sponsors will be provided in unofficial transcript reports.

GRADUATION DOCUMENT

Students who satisfactorily complete all specified phase courses within the program of enrollment earn a CGPA of 2.0 or higher out of a possible 4.0, and who complete all graduate clearance requirements, will be awarded a diploma for our diploma programs or an Associate of Occupational Studies in Welding Technology (AOSWT) degree. The AOSWT degree program is available at the Tulsa campus only. The Electro-Mechanical Technologies, Professional Welder with Pipefitting, Electrical Applications, and Refrigeration Technologies diploma programs are available at the Jacksonville, FL campus only. The Welding Specialist and Welding Specialist with Pipefitting diploma programs are available at the Houston, TX campus only. The Professional Welder diploma program is available at the Tulsa, OK and Jacksonville, FL campuses only.

MAXIMUM CLASS AND LAB SIZE

The maximum lecture class size for our Professional Welder, Welding Specialist, Welding Specialist with Pipefitting, AOSWT, Shipfitting and Steel Fabrication, and Pipefitting programs is 30 students. The maximum laboratory class size per instructional staff member for our Professional Welder, Welding Specialist, Welding Specialist with Pipefitting, AOSWT, Shipfitting and Steel Fabrication, and Pipefitting programs is 20 students. The maximum lecture and laboratory class size per instructor for our Electro-Mechanical Technologies, Refrigeration Technologies, and Electrical Applications programs is 38 students.

DRUG FREE WORKPLACE POLICY

Tulsa Welding School has a Drug Free Workplace Policy and Statement. All applicants and students are encouraged to understand these requirements. Federal law mandates adherence to drug free workplace provisions for both students and staff. Please refer to school bulletin boards or ask for a copy of this policy to ensure compliance. A copy is provided at new student orientation and distributed electronically annually to staff and enrolled students. All students and staff are subject to random drug testing at the school. Employers of graduates demand both technical proficiency and clean drug tests.

CRIME AWARENESS AND CAMPUS SECURITY ACT

The Campus Security Act of 1990 requires that all schools compile and distribute an annual campus security report on or before October 1st each year. This report provides statistics of crimes that occurred on campus for the last three years, as well as a description of our school's policies concerning campus security. TWS makes available information on the above item to all applicants for enrollment or anyone requesting such information, as well as to current students and staff. The report is produced by October 1st of each year for prior calendar years of possible crime activity on campus. It is distributed annually to all currently enrolled students and all faculty and staff. Additionally, all students who enroll after the annual distribution will be provided with a copy upon enrollment. Paper copies are available at any time and can be obtained from your Admissions Representative or the Student Services Department.

According to Senate Bill 524 in Florida, Tulsa Welding School is required to inform students of the existence of the Florida Department of Law Enforcement (FDLE) sexual predator and sexual offender registry website and toll free telephone number.

FDLE website: http://offender.fdle.state.fl.us/offender/homepage.do
FDLE toll-free number: 1-888-357-7332 | TTY Accessibility: 1-877-414-7234

STUDENT CODE OF CONDUCT

Students are expected to act in a professional and considerate manner with other students and school staff. Visitors, guests and employers frequently spend time on our campuses, and students' behavior is a reflection on the school and everyone associated with it. Additionally, students' behavior in student-referred housing also reflects upon the school's reputation in the community, thus requiring students to maintain a professional demeanor at all times. A copy of the Conduct Code is provided at new student orientation.

TWS will not tolerate sexual harassment of a student by an employee, another student or a third party. Sexual harassment is deemed to be unwelcome conduct of a sexual nature. Any complaint in this area should be brought to the immediate attention of the Campus President or StrataTech Education Group President & CEO, who will conduct an investigation in line with published procedures in the TWS Employee Handbook.

Penalties for violating the Student Code of Conduct can be severe, and will result in disciplinary actions that may include a verbal and/or written reprimand, Probation, or Suspension from school for a designated period of time. Depending on the severity of the misconduct, the school reserves the right to terminate the student's training for displaying actions (at the discretion of the faculty and administrative staff) that disrupt the educational environment or reflects adversely upon the school in any way.

As such, the school reserves the right to immediately terminate any student for:

1. Insubordination, interfering with other students, or failing to obey interim classroom policies as set forth by their instructor.
2. Attending classes under the influence of intoxicants; using, selling or manufacturing of drugs.
3. Unauthorized operation of equipment or violation of the industry safety code.
4. Conviction of a crime, stealing, or cheating on exams.
5. Any other academic integrity violation.

Depending on the severity of the misconduct, the student may be subject to:

1. Verbal and/or written reprimand, which implies that further violations will result in probation or termination.
2. Probation, involving a designated period of time during which any further acts of misconduct will result in immediate termination.
3. Termination; the immediate withdrawal of the student from the School. The student may not be allowed to reenroll into the School. Such a termination may be appealed per procedures in the SAP appeals policy outlined in this Catalog.

Family Educational Rights and Privacy Act (FERPA) Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
   a) The student, or in the case of the student being a minor, the parent, should submit to the registrar or other appropriate official, a written request that identifies the record(s) the student wishes to inspect.
   b) The school official will make arrangements for access and will notify the student of the time and place where the records may be inspected.
   c) If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
   a) A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
   b) If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.
   c) Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Exceptions to consent of disclosure include the following:

   a) The school discloses education records without the student or parent's prior written consent to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an accrediting agency, attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee (such as a disciplinary or grievance committee), or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.
   b) The school discloses personally identifiable information from the student's education records without the student or parent's prior written consent to the Attorney General of the United States or to the Attorney General's designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in Sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. The institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment, it is not liable to any person for the disclosure of information.

c) The school discloses information from a student's education records without the written consent or knowledge of the student or parent in order to comply with a lawfully issued subpoena or court order in the following three contexts:
   i. Grand Jury Subpoena: The institution may disclose education records to the entity or persons designated in a federal grand jury subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution's response.
   ii. Law Enforcement Subpoena: The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with federal grand jury subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements and recordation requirements do not apply.
   iii. All Other Subpoenas: The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.

d) The school discloses information from a student's education records without the written consent or knowledge of the student or parent in order to "appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals." Imminent danger to student or others must be present.

e) The school discloses information from a student's education records without the written consent of the student or parent "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students and parents about directory information and allow eligible students and parents a reasonable amount of time to request that the school not disclose directory information about them. Schools may not, however include certain "directory" information, such as social security numbers, citizenship status, gender, ethnicity, religious preference, grades, GPA, and daily class schedule.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901

STUDENTS WITH DISABILITIES POLICY

Tulsa Welding School is committed to ensuring equal access to educational opportunities for students with disabilities. The work environment in which our graduates commonly work demands a full range of physical and mental faculties for career success. While there are exceptions, most jobs require the ability to climb, stoop, work in confined spaces, lift and

carry in excess of 50 pounds, exposure to wet and/or humid conditions (including outside weather conditions), exposure to fumes or airborne particles, toxic or caustic chemicals, exposure to electrical hazard and occasional work in noisy conditions. Further, manual dexterity and detailed finger manipulations may be required.

The primary objective of the Students with Disabilities Policy is to provide an integrated and cohesive set of support accommodations and services for students with disabilities. All institutions of higher education must make reasonable accommodations in order to provide students with disabilities an equal opportunity to participate in the institution's courses, programs, and activities. Additionally, schools do not have to provide accommodations that would fundamentally alter the educational program or academic requirements that are essential to a program of study or to fulfill licensing requirements.

While self-identification is strictly voluntary, it is to the student's advantage to initiate or request services in this process as early as possible. Records and information concerning students are confidential. To become eligible for services, documentation of the disability from a qualified professional must be provided upon request. TWS will provide reasonable accommodations for students with disabilities, including learning disabilities, physical impairments, and other disabling conditions. Such accommodations may include, but are not limited to, tutoring, examination schedule and/or delivery modification, and laboratory task modification. Admissions requirements for all students are the same, regardless of disability or lack thereof. It must be understood that accommodations for disabilities are meant to assure education experience and opportunity. Any accommodations deemed necessary and reasonable will be made on a case-by-case basis by taking into account institutional obligations to provide equal access to educational opportunities; may not necessarily incorporate all changes requested; and will only be made following provisions of proof of such disability.

Students seeking accommodations should notify their Admissions Representative or the Student Services Director of any special needs, requirements, or requests before enrolling in a program of study or as soon as possible after it is determined that accommodation is desired. The school will require a written description of the extent and nature of the disability, and current medical certification stating the nature of the disability and the type of accommodation required. Accommodations cannot be applied to circumstances of past failures or difficulties in courses, and are only for future course activities. However, information regarding a disability can be provided to assist in resolving an academic dilemma that begs resolution. A copy of the Student with Disabilities Policy is provided at new student orientation.

BRUSH-UP TIME

Graduates in good standing are eligible for free brush-up time on a space available basis. The brush-up time applies to previously taken welding courses only. Eligibility is eliminated if a graduate defaults on a student loan or account balance obligation, or causes difficulty with in-school student training. Maximum brush-up time per month is limited to three (3) days and may be modified at any time per school policy and availability. Graduates are required to supply all necessary welding and safety gear as required.

LEAVE OF ABSENCE (LOA) POLICY

A leave of absence may be granted for verifiable circumstances including, but not limited to, jury duty, military reasons, matters covered by the Family and Medical Leave Act, death of a relative, accident, natural disaster, or other special circumstances. All leave of absence requests must be supported by appropriate documentation to support or validate the request. Maximum leave time is a total of sixty (60) days. In the event the 60 days fall within a phase, the leave will be extended until the beginning of the next phase. Requests for all leaves of absence must be provided to the school in writing and must be officially approved by TWS. Multiple leaves may be granted in any twelve (12) month period; however, the sum of all LOAs may not exceed 180 days in any 12-month period. A student who does not return from the approved leave of absence shall be terminated from TWS. Additionally, VA eligible students are not eligible to receive VA benefits while on an approved leave of absence. This policy may be modified by regulatory mandates. Please see the Student Services Department for more information on this policy.

STUDENT PARKING

Parking at TWS is a privilege and not a right. Students may only park in designated parking locations. All vehicles must display an official TWS parking decal or be subject to towing at the vehicle owner's expense. Towing will occur for vehicles in other than student parking places. Carpooling with other students is encouraged to reduce parking congestion and to curtail transportation expenses for students. Parking decals are required and may be obtained at new student orientation. If you do not obtain your parking decal at new student orientation, please see the Registrar's office or your Student Advisor.

VERIFICATION POLICY

The U.S. Department of Education randomly selects some federal student aid applicants for Verification, which is the process used to check the accuracy and validity of information provided to them during the application process. All students selected for verification will be notified in writing and will be provided with a clear explanation of the documentation that is needed to satisfy the verification requirements, such as proof of income and household members. The submission deadline is generally fourteen days from notification, and the consequences of failing to provide the requested information is thoroughly discussed. Students are periodically reminded of any requirement that has not yet been met. This advising may occur whether the student's application is selected for verification or not.

Since verification is requested to be completed within fourteen days after notification, if the school is not supplied with needed documents by this deadline, the student may be required to make tuition arrangements other than federal student aid (FSA) funding. If an error is found as a result of verification, the student is responsible for corrections on the Free Application for Federal Student Aid (FAFSA). Corrections can be processed electronically by either the school or the student.

Students are to comply with the verification request noted in the comment section of the Student Aid Report (SAR) and any additional requests made by the school for completing the verification forms provided. Once the student has received a corrected Student Aid Report (SAR) or the school has received a corrected Institutional Student Information Record (ISIR), the Financial Aid Office will notify the student if there is a change in eligibility or

funding. Income information used in determining eligibility is confidentially maintained in the student's financial aid file.

STUDENT LOAN OBLIGATION

Federal regulations specify that students who receive a Federal Direct Educational Loan are required to repay this loan even though a student may not have completed or may be dissatisfied with their educational experience.

DRESS CODE POLICY

There are no exceptions to the following items that are required for a student to be permitted to class or the laboratory.

- Welding Laboratory Dress Code
  - Long pants that reach from the waist line to the ankles
  - Leather boots that reach above the ankles
  - Long sleeve cotton shirt or t-shirt under leather sleeves (t-shirt must have sleeves)
  - Jewelry that may be snagged or have spatter dripped on must be removed or covered
- Classroom Dress Code
  - Attire is required to be modest in length, coverage, and distraction free. Clothing, accessories, symbols, jewelry, or other paraphernalia that may be considered obscene or offensive are not allowed. Students are required to wear pants that cover ankle to waist, closed toed shoes, and a shirt that covers the torso.
  - No shorts, tank tops, muscle shirts or sandals are permitted. Sagging or baggy pants, sweat pants, and warm up suits are not permissible. Ball and watch caps are permissible. Caps must be worn straight with bill forward. Other headwear is not permitted.
- EMT Classroom/Laboratory Dress Code
  - TWS shirt must be visible. If necessary, a long sleeve or thermal t-shirt may be worn underneath or a zippered jacket or sweater/sweatshirt with TWS collar visible. Pullover hoodies are not permissible.
  - Attire is required to be modest in length, coverage, and distraction free. Clothing, accessories, symbols, jewelry, or other paraphernalia that may be considered obscene or offensive are not allowed. Students are required to wear pants that cover ankle to waist, closed toed shoes, and a shirt that covers the torso.
  - No shorts, tank tops, muscle shirts or sandals are permitted. Sagging or baggy pants, sweat pants, and warm up suits are not permissible. Ball and watch caps are permissible. Caps must be worn straight with bill forward. Other headwear is not permitted.

Any student violating these regulations is given a chance to correct it on site and will be given a verbal warning. The second occurrence will require the student to be sent home to change and attendance points will be deducted for class time missed. Recurring issues or push back will result in the student being sent to the Academic Dean and subject to disciplinary actions, such as suspension.

ATTENDANCE AND MAKE-UP HOURS POLICY

Attendance is essential to benefit from lecture and laboratory instruction. Excellent attendance contributes to good grades. Employers are particularly interested in both a graduate's attendance and technical ability. A course within our programs can only be passed if a student earns a passing grade. Each day a student is absent, two (2) points will be deducted from the overall course grade.

Students who leave 15 minutes to 2 ½ hours early, or are 15 minutes to 2 ½ hours late, will have one (1) point deducted from their final grade for each day this occurs. Students who leave 2 ½ hours or more before the end of class, or are 2 ½ hours or more late, will have two (2) points deducted from their final grade for each day this occurs.

Exceptions may be made for the above penalty deduction for absences that fall into the following categories:

- Illness-Not to exceed 2 days in a given course (a doctor's note or proof of hospital stay is required);
- Bereavement-Not to exceed 2 days in a given course (documentation of death/funeral is required);
- Jury Duty-(verification of Jury Duty attendance is required);
- Military Duty-(copy of military orders or other military duty documentation is required);
- Veterans Administration Appointment-Mandatory (documentation of the VA appointment is required)

Additionally, make-up time will also be allowed for students who qualify for any of these exceptions.

At the discretion of campus education administrators, additional hours of instruction outside of regularly scheduled class hours may be offered to allow students who have missed lab time to attend laboratory make-up sessions. Make-up time will be available Monday through Friday during normal class hours for Morning, Afternoon, and Evening sessions. No make-up is available for lecture sessions. No more than 5% of the total course time hours for a program may be made up. Make-up hours are a rolling calculation and do not reset with the beginning of each new course. Once a student has reached 5% of the total hours for his or her program, he or she will no longer be eligible for the opportunity to make up hours under the published Make-Up Hours Policy.

Make-up work shall:

1. be supervised by an instructor approved for the class being made up;
2. require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
3. be completed within two weeks of the end of the grading period during which the absence occurred;
4. be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
5. be signed and dated by the student to acknowledge the make-up session.

Calculations will take place at the end of the course. Any make-up time a student attended during that course will be taken into account when calculations are made. If the make-up time is equal to or greater than the time missed, no points will be deducted from the final

grade. However, if the make-up time is less than the time missed, there will still be a point deduction based on the total amount of time missed. No additional points will be awarded for additional time attended during the make-up or practice sessions.

VA students are required to maintain 80% attendance. If a VA student's attendance at the end of any attempted course is less than 80%, that student shall be placed on Attendance Alert and will be advised.

If a student who is a Texas resident and is attending a program approved and regulated by the Texas Workforce Commission is not on an approved Leave of Absence and is absent for 10 consecutive school days, or more than 20% of the scheduled course time for the program, whichever is less, the student's enrollment in the program will be terminated. A student whose enrollment was terminated for violation of the attendance policy may not reenroll before the start of the next evaluation period.

If a student (non-Texas resident only) is absent fourteen consecutive calendar days without notice, he/she will be considered withdrawn from the program.

Neither of these provisions circumvent the refund policy.

ONLINE COURSE ATTENDANCE POLICY

Students are expected to attend online classes each week. They are required to log in to each online course by Tuesday during the week in which the course officially begins. They must participate in each class they are enrolled in at least one additional day during the first week of the course. Students must participate a minimum of two separate days each subsequent week of the course to meet attendance requirements. Participating is defined as interacting with the instructor, students, or other elements of the course. Logging in alone doesn't constitute participating. For example, participation includes submitting an assignment, posting to a discussion thread or other forum used to discuss class related topics, asynchronous or synchronous communication with the instructor, or documented studying where applicable.

Students who fail to meet these attendance and participation requirements in any one week of the course will be given an absence for that week. Only one absence is allowed per course. If possible, students must contact their instructor in advance and make arrangements to complete the required assignments. Students who fail to meet the attendance requirements for a second week in the course will be withdrawn from the course retroactive to the last date of recorded attendance. Required courses must then be repeated.

Note: New students who do not meet attendance requirements for the first week of their first course will be withdrawn from the course at the end of the first week.

ACADEMIC STANDING AND SATISFACTORY ACADEMIC PROGRESS (SAP) POLICIES

The Academic Standing and Satisfactory Academic Progress (SAP) policies are guidelines regarding how a student's academic performance is evaluated at different points during the educational program. Both policies apply to enrolled students and determine a student's ability to remain enrolled and/or eligible for federal student aid.

ACADEMIC STANDING POLICY

(APPLIES TO TEXAS RESIDENTS ATTENDING PROGRAMS APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION)

To assess quality of academic work, our institutions will utilize standards measurable against the traditional 4.0 grading scale. A cumulative grade point average of at least 2.0 is required for a student to successfully complete their educational program and receive the program certificate of completion (i.e. diploma). Students will receive written notification of their academic standing at the end of each term. A student who does not meet the minimum academic standing requirements at the end of a term will be placed on Academic Probation for the following term. The Director of Education will counsel the student placed on Academic Probation prior to the student returning to class. The date, action taken, and terms of probation will be clearly outlined and placed in the student's permanent file. Financial aid eligibility may not be affected during this time.

During this term of Academic Probation, students are required to achieve a grade point average of at least 2.0. If a student on Academic Probation fails to achieve a grade point average of at least 2.0 during this probationary period, the student's enrollment will be terminated. If a student on Academic Probation achieves a grade point average of at least 2.0, but does not earn the required grades to achieve a cumulative grade point average of 2.0, the student may be continued on Academic Probation for one more term. If the student does not achieve the overall minimum academic standing requirements by the end of the second probationary term, the student's enrollment will be terminated.

A student whose enrollment was terminated for not meeting the minimum academic standing requirements may reenroll after a minimum of one term has elapsed. Such reenrollment does not circumvent the approved refund policy. When applying for reinstatement, students must indicate how their circumstances have changed and why they feel they will be successful if readmitted, thus allowing them to achieve the minimum academic standing requirements by the end of the next evaluation period. A student who returns after termination of enrollment for unsatisfactory academic standing will be placed on Academic Probation for the next term. The student will be advised of this action, and it will be documented in the student's file. If the student does not achieve the minimum academic standing requirements at the end of this probationary period, the student's enrollment will be terminated. Students dismissed from school for failing to meet the minimum academic standing requirements will become ineligible for federal student aid.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

To be eligible for federal student aid (FSA) funds, students must maintain satisfactory academic progress. Satisfactory Academic Progress (SAP) is the standard by which we will measure students' progress toward completion of their educational program to determine SAP and will be applied consistently to all educational programs and to all students within specific categories. It is based on federal regulations and is the standard our institutions will use for all students enrolled in the same educational program whether they are receiving federal student aid funds or not. The components for which SAP will be measured, relevant definitions, and details of the appeals process are outlined below.

Satisfactory Academic Progress will be evaluated at the end of each financial aid payment period. At the end of each evaluation/financial aid payment period, the SAP components that will be measured are Cumulative Grade Point Average (CGPA), Pace of Progression

(POP), and Maximum Time Frame (MTF).

To assess the quality of academic work, our institutions will utilize standards measurable against the traditional 4.0 grading scale. Students must achieve at least a minimum cumulative grade point average (CGPA) requirement of 2.0 at the end of each evaluation period and to meet the requirements for graduation. CGPA will be computed by dividing the total grade points earned by the total number of courses/credits taken. Grades included in the CGPA computation include the grades of A, B, C, D, and F. These minimum CGPA requirements are based upon a cumulative average and must be maintained throughout the student's educational program. CGPA calculations will be computed for all successfully completed (passed) courses, as well as for failed courses until they are repeated and subsequently passed.

In addition to achieving and maintaining the minimum CGPA quality standards, students must achieve a passing grade in approximately two-thirds of the credit hours attempted in order to maintain a satisfactory pace of progression towards program completion. Pace of progression (POP) is calculated by dividing the cumulative credit hours the student successfully completed (credits earned) by the cumulative credit hours the student has attempted. Earned (successfully completed) credits include grades or symbols of A, B, C, D, PC and TC. Attempted credits include grades or symbols of A, B, C, D, F, INC, PC, TC, and W/D. Students will receive zero earned credit for grades or symbols of F, INC, and W/D.

For all programs, the maximum time frame (MTF) will be no longer than 150% of the published length of the educational program. Maximum time frame is cumulative and includes all periods attempted. Maximum time frame will be evaluated at the end of each evaluation period to determine whether a student can meet these requirements by graduation. Students are required to complete their educational program within the maximum time frame and may receive federal student aid funds (if applicable) through that time. However, if a SAP review shows that the student, who may not be at 150%, cannot complete the program within the maximum time frame, the student will become ineligible for federal student aid and may be terminated at that time.

A review of SAP is not complete until both the qualitative (CGPA) and quantitative (POP & MTF) measures have been reviewed. Students who fail to meet these minimum requirements at the end of an evaluation period will be placed on Warning status for the next evaluation period. Students not making SAP after the Warning period has elapsed will be terminated unless a successful appeal indicates that Probation is appropriate. After this probationary period expires at the end of the next evaluation period, students failing to make SAP will be terminated unless they can demonstrate that an Academic Plan designed to ensure they will be able to meet the SAP requirements by a specific point in time can be administered and followed.

Students will be notified of the results from the incremental SAP reviews that impact their academic standing and/or their eligibility for federal student aid. Students not making SAP at the evaluation period will be informed of what steps they must take to meet the minimum SAP requirements by the end of the next evaluation period. They will also be informed of the institution's appeal process that allows for a reconsideration of their academic standing and/or eligibility for federal student aid. Our institutions will advise students placed on Warning and/or Probation prior to them returning to class. The date, action taken, and terms shall be clearly outlined and placed in the students' permanent files.

These standards may be set aside through the appeals process if certain circumstances exist that affect a student's ability to maintain progress, such as death of a relative, injury or illness of the student or immediate family member, or other special circumstances. Such requests for reconsideration of academic standing and/or eligibility for federal student aid must be properly documented. An exception to these standards may also be made when lengthy periods between withdrawal from and reentry into school necessitate a review of previously completed course material.

Records of students' grades, attendance, and completion rates are maintained indefinitely in electronic format and are available through the Student Services or Registrar's Office and are available for review upon request by the student, federal, state, or local agencies, and other agencies for audit purposes.

WARNING

Warning status will be automatically assigned to those students who fail to make SAP at the end of the evaluation period. No appeal is necessary for this status, as it will be consequentially assigned until the end of the next evaluation period. Students receiving federal student aid may continue to receive funds while on Warning. At the end of the warning period, students must meet the appropriate minimum SAP requirements or may lose eligibility for federal student aid funds. Students who fail to make SAP at the end of the warning period may be placed on Financial Aid Probation after a successful appeal; otherwise, they may be terminated or rendered ineligible for further federal student aid disbursements. However, if it is determined that a student is not able to make SAP by the end of the next payment period following the warning period, the student may be placed on an Academic Plan designed to ensure he/she will be able to meet SAP standards by a specific point in time.

PROBATION

Probation status will be assigned to those students who fail to make SAP at the end of the Warning period and have successfully gone through the appeals process. Once the appeal is approved, this status will be assigned until the end of the next evaluation period and the student will have his eligibility for federal student aid reinstated (if applicable). Students on Probation will be informed of the conditions imposed in order to continue eligibility and participation in the federal student aid programs, and may receive aid during the next payment period. At the end of the Probation period, students must meet the appropriate minimum SAP requirements or may lose eligibility for federal student aid funds. Students who fail to make SAP at the end of the Probation period may be placed on an Academic Plan designed to ensure they will be able to meet SAP by a specific point in time; otherwise, they may be rendered ineligible for further federal student aid disbursements.

Students on Probation must meet the minimum SAP requirements stated above by the end of the subsequent evaluation period. Satisfying SAP requirements includes attaining a grade point average that meets graduation requirements for their program, as well as progressing towards graduation within 150% of the length of the program. Students not making SAP at the end of the Probation period will be rendered ineligible for federal student aid unless they can demonstrate through a successful appeal process that an academic plan designed to ensure they will be able to meet the SAP requirements by a specific point in time can be administered and followed.

ACADEMIC PLAN

Students may be placed on an Academic Plan designed to ensure they will be able to meet SAP by a specific point in time. This plan will be student-specific and will be monitored at the end of each payment period. If at any time it is determined that the student is no longer following the academic plan, he/she will be terminated from school and will no longer be eligible for federal student aid.

SAP APPEALS

SAP Appeals is the process by which a student who does not meet the institution's SAP requirements upon evaluation petitions for reconsideration of eligibility for FSA funds. Students who fail to meet the institution's minimum CGPA or POP standards, or who are not pacing appropriately to complete their educational program within 150% of the maximum length of the program, may submit an appeal if certain circumstances apply. Circumstances for appeal include, but are not limited to, death of a relative, injury or illness of the student or immediate family member, accident, natural disaster, or other special circumstances, all of which must be supported by medical records or other evidence to support the appeal.

All appeals must be in writing and must include why the student failed to make SAP and what has changed that will allow the student to make SAP by the end of the next evaluation period. The appeal is unacceptable if these elements are missing. If the institution has determined that the student will be able to meet the appropriate minimum SAP standards by the end of the next payment period, the appeal will be approved and the student will be placed on Financial Aid Probation for one payment period.

If it is determined that the student will require more than one evaluation period to meet progress standards, the appeal may be approved, and the student may be placed on Financial Aid Probation and an Academic Plan designed to ensure he/she will be able to meet SAP standards by a specific point in time must be developed.

Upon receipt of appeal, the institution's Appeal Review Board will determine the status of the appeal and will render a decision as soon as practical, but no longer than 30 days from the date of receipt. Once a decision is reached, the student will be notified of the decision and if approved, a plan for continuance will be provided to the student along with the decision. Otherwise, if the appeal is denied, the student will be terminated.

REESTABLISHING ELIGIBILITY

Students who were dismissed or became ineligible for federal student aid funds due to a lack of satisfactory academic progress may apply for reinstatement after a minimum of one term has elapsed. When applying for reinstatement, students must indicate how their circumstances have changed and why they feel they will be successful if readmitted, thus allowing them to make SAP by the end of the next evaluation period. With the approval of the Director of Education or Academic Dean, students terminated or ineligible for federal student aid funds for unsatisfactory progress may be readmitted and will be placed on Probation, during which time they are ineligible for federal student aid. This new probationary period will be for one term/course/phase. The institution shall advise the student of this action and document the student's file accordingly. At the conclusion of the readmission probationary period, if the requirements for satisfactory academic progress have been met, the Director of Education or Academic Dean will return the student to normal active status. Students who

reenter into the same program within 180 days from their last date of attendance will remain in the same payment period from which they withdrew. Any federal student aid funds canceled and/or returned will be restored by the Financial Aid Department, once eligible. Students who fail to make SAP at the end of this probationary period will be terminated.

COURSE REPEATS

Students are expected to earn passing grades and make satisfactory progress while attending school. Students will be required to repeat a course if a failing grade is earned. Students repeating courses due to earning a failing grade may be subject to course availability. When a student repeats a failed course, the institution will count the higher grade in the CGPA component of the SAP evaluation. However, both courses will be included in the POP component of the SAP evaluation, as well as in the maximum time frame calculation. Students will only be allowed to repeat any individual course a total of two times. Failure to achieve a passing grade after two course repeats or three total attempts may result in termination.

Course repeats are subject to course availability. A student is permitted to retake only one course for any reason at no additional charge if they maintain at least an 85% attendance rate during this first course retake. Upon a second or subsequent retake, or if a student does not achieve an 85% attendance rate, the student will incur a charge of $300 for each course retake.

COURSE INCOMPLETES

An incomplete is defined as a student who has not taken the final exam for a course of training in their educational program. An incomplete grade will revert to a failing grade if testing is not successfully completed within one week after the end of the course unless the instructor has approved an exception for unusual circumstances. Course incompletes or withdrawals may result in a failing grade for the course. Incomplete grades earned by students who fail to withdraw prior to the end of the trial enrollment period will not be excluded from the SAP evaluation, nor will the institution routinely exclude certain hours attempted, such as those taken prior to the student withdrawing from school.

Under Texas Education Code, Section 132.061(f), a student who is obligated for the full tuition may request a grade of Incomplete if the student withdraws for an appropriate reason unrelated to the student's academic status. Appropriate reasons include, but are not limited to, jury duty, military reasons, matters covered by the Family and Medical Leave Act, death of a relative, accident, natural disaster, or other special circumstances. A student who received a grade of Incomplete may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition for that portion of the course or program.

In the event that the requested incomplete course has been discontinued prior to the end of the 12-month period when a student returns, a full refund of all tuition and fees associated with that incomplete course will be refunded providing a comparable course is unavailable.

STUDENT COMPLAINT/ GRIEVANCE PROCEDURE

If a student becomes dissatisfied with some aspect of service or instruction provided by TWS, the student is requested to discuss the matter with the appropriate TWS department manager responsible for the service or instruction. If the matter is not resolved to the student's satisfaction, for resolution or understanding the student should review the matter with the Campus President or the StrataTech Education Group's President & CEO.

PURPOSE

The primary objective of this Student Complaint/Grievance Procedure is to ensure that students have the opportunity to present grievances to the Institution regarding a certain action or inaction by a member of the Institution. The Institution has a consistent way of resolving grievances in a fair and just manner.

This Student Complaint/Grievance Procedure applies to all formal grievances. The definition of a grievance is a violation of written campus policies, procedures, or arbitrary, capricious, or unequal application of written campus policies or procedures.

INFORMAL RESOLUTION

Prior to invoking the procedures described below, the student is strongly encouraged, but is not required, to discuss his or her grievance with the person alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. Additionally, or in the alternative, the student may wish to present his or her grievance in writing to the person alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student promptly, either orally or in writing.

INITIAL REVIEW

If a student decides not to present his or her grievance to the person alleged to have caused the grievance, or if the student is not satisfied with the response, he or she may present the grievance in writing to the director or designee (hereinafter "administrator") of the department or area where the person alleged to have caused the grievance is employed. Any such written grievance must be received by the administrator not later than 15 calendar days after the student first became aware of the facts that gave rise to the grievance. (If the grievance is against the director of a department or area, the student should address his or her grievance to the next level director or appropriate authority.) The administrator should conduct an informal investigation as warranted to resolve any factual disputes. Upon the student's request, the administrator shall appoint an impartial fact-finding panel of no more than three persons to conduct an investigation. The administrator must state the terms and conditions of the investigation in a memorandum appointing the fact-finding panel. A fact-finding panel appointed hereunder shall have no authority to make recommendations or impose final action. The panel's conclusions shall be limited to determining and presenting facts to the administrator in a written report.

Based upon the report of the fact-finding panel, if any, the administrator shall make a determination and submit his or her decision in writing to the student and to the person

alleged to have caused the grievance within ten calendar days of receipt of the panel's report. The written determination shall include the reasons for the decision, shall indicate the remedial action to be taken, if any, and shall inform the student of the right to seek review by the Campus President or designee.

APPEAL PROCEDURES

Within ten calendar days of receipt of the administrator's decision, a student who is not satisfied with the response of the administrator after the initial review may seek further review by submitting the written grievance, together with the administrator's written decision, to the Campus President or designee. Within 15 calendar days of receipt of the request for review, the Campus President or designee shall submit his or her decision in writing to the student and to the person alleged to have caused the grievance. The written disposition shall include the reasons for the decision, and it shall direct a remedy for the aggrieved student, if any.

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
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting your Campus President or the StrataTech Education Group's, President & CEO, or online at www.accsc.org.

The following states have their own contact information for complaints.

Arizona Students

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is:

Arizona State Board for Private Postsecondary Education
1400 W. Washington, Room 260
Phoenix, AZ 85007
Phone: (602) 542-5709
www.azppse.gov

Arkansas Students

Students may direct any complaints to the:

Arkansas State Board of Private Career Education
501 Woodlane, Suite 312-S
Little Rock, Arkansas 72201
(501) 683-8000

Colorado Students

Complaints may be filed within two years of the student's last date of attendance by going online to the:

Division of Private Occupational Schools
www.highered.colorado.gov/dpos
(303) 862-3001

Florida Students

A student may also file an unresolved complaint with the Florida Commission for Independent Education.

325 West Gaines St., Suite 1414,
Tallahassee, Florida 32399-0400
Toll-free telephone number (888) 224-6684
Website: http://www.fldoe.org/cie/nsa_app1.asp

Georgia Students

Students may direct any grievances to the:

Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
Website: www.gnpec.org
(770) 414-3300

Indiana Students

If you are a student at one of the accredited schools regulated by Office for Career Technical Schools (OCTS) and wish to file a complaint, first address your concerns directly with the school staff or faculty. Part of the complaint review process will include contacting the school, so be sure to follow the school's student complaint process and exhaust your options with the school. If the problem cannot be resolved through the school, instructions for filing a complaint against a regulated school are posted to the OCTS website at http://www.in.gov/dwd/2731.htm

Iowa Students

Students may direct any grievances to the:

Iowa Student Aid Commission
430 E. Grand Ave., FL 3
Des Moines, IA 50309

Kansas Students

If the student complaint has not been resolved on the Institution level, the student may contact the Kansas Board of Regents; Private & Out-of-State Postsecondary Education Department.

http://www.kansasregents.org/academic_affairs/private_out_of_state/Complaint_process
1000 SW Jackson St, Ste 520
Topeka, KS 66612
Phone: (785) 430-4288
www.kansasregents.org

Kentucky Students

To file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to Capital Plaza Tower, Room 302, 500 Mero Street, Frankfort, Kentucky 40601. This form can be found on the website at www.kcpe.ky.gov.

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website at www.kcpe.ky.gov.

Louisiana Students

Student complaints relative to actions of school officials shall be addressed to the:

Board of Regents, Proprietary Schools Section
Post Office Box 3677
Baton Rouge, Louisiana 70821
(225) 342-7084

Mississippi Students

For Student Complaint/Grievance Procedures, the contact information for the Commission on Proprietary School and College Registration is 3825 Ridgewood Road, Jackson, MS 39211; by phone at (601) 432-6185; or online at http://www.mccb.edu/program/psdefault.aspx.

New Mexico Students

Students can obtain information by contacting the New Mexico Higher Education Department, or by visiting the website listed below:

New Mexico Higher Education Department
2044 Galisteo, Suite 4
Santa Fe, NM 87505
(505) 476-8400
http://hed.state.nm.us/students/complaints.aspx

Oklahoma Students

Students may file complaints/grievances to:

Oklahoma State Board of Private Vocational Schools
3700 N. Classen Blvd., Suite 250
Oklahoma City, OK 73118-2864
(405) 528-3370

South Carolina Students

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the South Carolina Commission on Higher Education. The complaint form is available in the Campus President's office.

SC Commission on Higher Education
Academic Affairs
Attn: Student Complaint
1122 Lady Street, Suite 300
Columbia, SC 29201
submitcomplaint@che.sc.gov
http://www.che.sc.gov/CHE_Docs/academicaffairs/license/Complaint_Procedures_and_Form.pdf

Tennessee Students

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

Tennessee Commission on Higher Education
404 James Robertson Pkwy.
Nashville, TN 37243-0830
Telephone: (615) 741-5293

Texas Students

This school has a Certificate of Approval from the Texas Workforce Commission (TWC).

The TWC-assigned school number is: S4551 (Houston, TX) or S2125 (Tulsa, OK).

The school's programs are approved by the TWC.

"Students must address their concerns about the school or any of its educational programs by following the grievance process outlined above. The school is responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's catalog. If, as a student, you were not provided this information, please inform school management immediately.

"Students dissatisfied with this school's response to their complaint, or who are not able to file a complaint with the school, can file a formal complaint with the TWC, as well as with other relevant agencies or accreditors, if applicable."

Information on filing a complaint with the TWC can be found on the TWC's Career Schools and Colleges website at http://csc.twc.state.tx.us/

All unresolved grievances must be directed to:

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
Phone: 512-936-3100

Please visit our website at www.weldingschool.com for additional state complaint procedures.

ARBITRATION

The institution and the student (and the student's parent, guardian, and/or co-signer) agree to be bound by the Agreement to Binding Individual Arbitration and Waiver of Jury Trial ("Arbitration Agreement"), which is incorporated by reference into the Enrollment Agreement as if fully set forth herein. The student (and the student's parent, guardian, and/or co-signer) understand and agree that by entering into the Arbitration Agreement, they and the school will each be required to submit covered claims and disputes between them and the school that are not resolved in accordance with the Student Complaint / Grievance Procedure to binding, individual arbitration. Additionally, in accordance with the Arbitration Agreement, the student and the school are each waiving the right to a trial by jury or to otherwise litigate in court, or to participate in a class action, with respect to any such claim. All students receive a copy of the Arbitration Agreement prior to signing their Enrollment Agreement.

CANCELLATION AND REFUND POLICY

The student may cancel their enrollment at any time by submitting written notice of cancellation to Tulsa Welding School (TWS). Their money shall be fully refunded if requested within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after signing an Enrollment Agreement and paying a registration fee or larger amount.

Students who have not visited the campus before enrollment have the right to withdraw or cancel without penalty and receive a full refund of all monies paid, within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) following either attendance at a regularly scheduled orientation or following a tour of the campus and inspection of equipment. If the school rejects an applicant's enrollment, all monies received shall be refunded. If the student cancels their enrollment and more than 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) have elapsed since the student signed their Enrollment Agreement, attended orientation, or have taken a tour of the campus and inspected equipment, but has not yet begun their training classes, then the student shall receive a refund of all monies paid less a maximum of $100 charged for the registration fee(s), administrative fees, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the Enrollment Agreement.

Any student who officially or unofficially withdraws from school within the first 3 days of scheduled classes after the official start date of the program will not be considered to have started school and shall receive a refund of all monies paid except the Registration Fee(s).

If the student should find it necessary to discontinue or withdraw from their program before graduation, the student should notify the Director of Program Training, the Academic Dean, or a member of the Student Services Department to officially withdraw. Once a student begins their training program, if the student withdraws with or without notice, the withdrawal date is their last date of attendance. If a student is absent without notice for fourteen (14) consecutive calendar days at the Tulsa, OK or Jacksonville, FL campuses, or 10 school days at the Houston, TX campus, he/she will be considered withdrawn from the program. The following refund policy applies to students who terminate training prior to graduation. Examples of refund policy applications are available for the student's review in the Financial Aid Department. In certain rare cases the student may be entitled to a late disbursement of Pell Grant if the student was eligible for this disbursement at the time of their withdrawal.

There shall be no refund made for books and welding gear once received by a student, unless these items are returned in reusable/resalable condition. The refund calculation that follows applies only to tuition, lab fees, and accident insurance.

TWS will compute any and all required state refund policies as required by the specific state guidelines and as outlined in this catalog and associated amendments. Additionally, the institution will calculate the below Institutional Refund Policy and will apply the policy that is most beneficial to the student.

If for some unforeseen circumstances, the school is unable to accommodate the student at the date and time specified in the Enrollment Agreement, the student has the option of the refund of any monies paid, or of entering the next available class.

TWS INSTITUTIONAL REFUND POLICY

A student who discontinues their program of enrollment once training has begun but prior to completing more than 80% of the current academic year will receive a pro-rated refund of tuition and certain fees that will be based on the portion of the academic year attended, up to and including, the student's last date of attendance. The academic year completion percentage utilized in calculating the refund amount is computed by dividing the number of weeks the student attempted/attended by the total number of weeks in the academic year. This academic year completion percentage is rounded up to the nearest 10% and is then multiplied by the tuition, lab fees, and accident insurance amounts as represented on the student's enrollment agreement for the academic year. Students who withdraw after completing 80% or more of the current academic year will result in the school retaining 100% of the cost of the academic year. For each academic year the student has completed, the student is responsible for those charges in full.

Institutional Policy	
Weeks Calculation (attemped academic year weeks/total academic year weeks)	
Attends	**% Retained**
Within the First Week of the Academic Year	5%
After the Frist Week - 10% of the Academic Year	10%
>10% of the Academic Year - 20% of the Academic Year	20%
>20% of the Academic Year - 30% of the Academic Year	30%
>30% of the Academic Year - 40% of the Academic Year	40%
>40% of the Academic Year - 50% of the Academic Year	50%
>50% of the Academic Year - 60% of the Academic Year	60%
>60% of the Academic Year - 70% of the Academic Year	70%
>70% of the Academic Year - 80% of the Academic Year	80%
>80% of the Academic Year	100%

There shall be no refund made for books, uniforms, gear, or course materials once received by a student, unless they are returned in resalable condition. The refund calculation which follows applies only to tuition and accident insurance.

If a student's payments are by way of cash, checks, credit card(s), financial aid, agencies or other methods exceeds the amount the school may retain based upon the refund policy, a refund for this difference shall first be returned to the Federal Title IV Funding Program in the required order; then to the sponsoring agency, as required, prior to a student receiving these monies. With written permission from the student, refunds may be returned to the loan programs to reduce the student's loan debt. If monies applied to a student's account are less than the amount the school may retain, the student must make arrangements with the school's Business Office to pay this difference.

NOTE: The Federal Return of Funds Policy and the Institutional Refund Policy consist of two different calculations. The amount of Federal Funds that can be retained is based on the portion of the enrollment period completed as of the Last Date of Attendance. See Federal Return of Funds Policy for more information. Additional information regarding any required 3rd party agency refund or federal return of funds policies may be obtained from the Financial Aid Office.

Refunds due to an applicant or student will be made within thirty (30) days after cancellation or termination. Return of funds due to federal student aid (FSA) programs or other agencies will be made within the same timeframe. Exceptions to this thirty (30) day provision occur when a student does not return from either an approved leave of absence or does not begin the repeat of a phase course within a TWS program. In such situations, refunds shall be made within thirty (30) days after student withdrawal is determined. In case of a student's prolonged illness or accident, death in the family, or other circumstances that makes it impractical to complete a program, TWS shall make a settlement that is reasonable and fair to both the student and TWS.

FEDERAL RETURN OF FUNDS POLICY

For withdrawn students who have received Federal student aid funds, a portion of these funds must be returned to the Federal financial aid programs if a student attended 60% or less of the payment period from which they withdrew. A payment period represents one-half of the Academic Year. Federal financial aid is disbursed in two payment periods for every

TWS training program. A program with an odd number of courses such as five has the first payment period made up of three courses with the second payment period consisting of two courses. Students can check with the Financial Aid Department to determine how this return of Federal funds requirement may affect them.

The formula for calculating the percentage of Title IV earned is based on the Federal Return of Title IV Refund Policy as follows:

For students who withdraw or are dismissed from the institution, the number of days from the start date to the last date of attendance in the payment period is divided by the total days in the payment period to determine the percentage of aid earned. Payment periods are defined as one-half of an academic year. If the percentage attended is greater than 60%, 100% of the aid for the payment period is earned, as well as 100% is earned for those who completed the current and previously attended payment periods. The percentage of aid earned is then multiplied by the combined total of the Title IV Aid disbursed or could have been disbursed during the payment period to equal the amount of aid the student actually earned for the payment period. All unearned portions of federal aid are returned to the appropriate programs in the following order:

- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Direct PLUS Loans (Parents)
- Federal Pell Grant
- Academic Competitiveness Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

If applicable, refunds to Title IV programs will be made within 30 days of the date the student is determined to have withdrawn based on the institution's withdrawal policy. Notification will be sent to withdrawn students of all refunds made.

STATE REFUND POLICIES

There shall be no refund made for books and welding gear once received by a student, unless these items are returned in reusable/resalable condition. The refund calculations that follow apply only to tuition, lab fees, and accident insurance unless otherwise noted.

Arkansas State Refund Policy

A full refund will be made to any student who cancels the Enrollment Agreement within (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the Enrollment Agreement is signed by the prospective student. The registration fee not to exceed one hundred dollars ($100) paid to TWS by the student may be retained as an enrollment or application fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of one hundred dollars ($100) shall be refundable in accordance with the following refund schedule.

The program completion percentage utilized in calculating the refund amount is determined by a student's last date of attendance. Tuition charges for the percentage of the enrollment period completed are based on the number of weeks completed using the percentages listed below.

- For a student terminating school after starting training but within the first 25% of the program, the institution shall retain a pro rata amount of tuition and fees plus the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing 25% but within 50% of the program, the institution shall retain 50% of the tuition and fees plus the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing 50% but within 75% of the program, the institution shall retain 75% of the tuition and fees plus the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing 75% of the program, the institution shall retain 100% of the cost of the program.

Colorado State Refund Policy

A full refund will be made to any student who cancels the Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the Enrollment Agreement is signed by the prospective student. The registration fee not to exceed one hundred and fifty dollars ($150) paid to TWS by the student may be retained as an enrollment or application fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of one hundred and fifty dollars ($150) shall be refundable in accordance with the following refund schedule.

The program completion percentage utilized in calculating the refund amount is determined by a student's last date of attendance. The last date of attendance is determined by written notification of withdrawal from the student or 14 consecutive calendar days of absence without notice. Tuition charges for the percentage of the enrollment period completed is computed based on clock hours using the percentages listed below.

- For a student terminating school within 10% of the program, the institution shall retain 10% of tuition and cancellation fees plus the registration fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after 10% but within the first 25% of the program, the institution will retain 25% of the tuition and fees plus the registration fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after 25% but within first 50% of the program, the institution will retain 50% of the tuition and fees plus the registration fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after 50% but within the first 75% of the program, the institution will retain 75% of the tuition and fees plus the registration fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after 75% of the program, the institution will retain 100% of the contract price of the program. (If student has paid in full, no cancellation fee will be charged.)

There shall be no refund made for books and welding gear, once received by a student. The refund calculation which follows applies only to tuition, lab fees, and accident insurance. If a student was granted credit for previous training, that credit will not affect the refund policy. If a student had postponed their original start date, there is no impact to the refund policy. All refunds due an applicant or student will be made within 30 days of cancellation or termination or within 30 days of the date of determination that a student has withdrawn

or has not returned from a scheduled leave of absence or course repeat. If the institution discontinues education service, a full refund will be provided to the student unless the institution ceases operation.

Florida Students

A student who discontinues the program of enrollment once training has begun, but prior to completing more than 80% of the program, will receive a pro-rated refund of tuition and certain fees, which will be based on the portion of the program attended, up to and including the student's last date of attendance.

The program completion percentage utilized in calculating the refund amount is determined by a student's last date of attendance. Tuition charges for the percentage of the enrollment period completed is based on the number of hours to the total program hours using the percentages listed below:

- For a student terminating school after starting training but within the first 40% of the program, the institution shall retain a pro rata amount of tuition, fees, and accident insurance plus the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing 40% but within 80% of the program, the institution shall retain the program completion percentage rounded up to the nearest 10% of the tuition, fees, and accident insurance plus the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing 80% of the program, the institution shall retain 100% of the cost of the program.

All refunds due an applicant or student will be made within 30 days of the date of determination that a student has withdrawn.

Georgia State Refund Policy

A full refund will be made to any student who cancels the Enrollment Agreement within (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the Enrollment Agreement is signed by the prospective student. The registration fee not to exceed one hundred dollars ($100) paid to TWS by the student may be retained as an enrollment or application fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of one hundred dollars ($100) shall be refundable in accordance with the following refund schedule.

Refunds are determined based on the proration of tuition and percentage of program completed at withdrawal, up until 50% of the program.

- If a student withdraws after completing 50% of the program, no refund of tuition is required.
- This policy only applies to full withdrawals and it is up to the institution to determine policies for refunds for partial (course) withdrawals.

There shall be no refund made for books and welding gear, once received by a student. The refund calculation applies only to tuition, lab fees, and accident insurance.

Indiana State Refund Policy

Tulsa Welding School shall pay a refund to the student in the amount calculated under the refund policy specified below and will make the proper refund no later than thirty-one (31) days after the student's request for cancellation or withdrawal.

The refund policy is as follows:

(1) A student is entitled to a full refund if one (1) or more of the following criteria are met:
   (A) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
   (B) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
   (C) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
   (D) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

(2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

(3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

(4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

(5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

(6) A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Iowa State Refund Policy

A full refund will be made to any student who cancels the Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the Enrollment Agreement is signed by the prospective student. The registration fee paid to TWS by the student may be retained as an enrollment or application fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of the registration fee shall be refundable in accordance with the following refund schedule.

A refund of ninety percent (90%) of the tuition for a terminating student shall be paid to the appropriate agency based upon the ratio of completed number of school days to the total school days of the school term or course. The minimum tuition refund will equal the number of scheduled school days remaining in the period for which the student is charged, divided by the number of total scheduled school days in the period for which the student was charged, multiplied by tuition charges for that period, then multiplied by ninety percent (90%).

If a student attends more than 60% of the program, no tuition refund is required unless the student meets either of the following exceptions:

- Physical incapacity
- Spouse's employment transfers to another city resulting in the student's need to withdraw from school

If a student meets either of the above exceptions, a tuition refund of up to 100% of the program charges may be provided. The pro-rated formula to use is: the remaining number of scheduled school days divided by the total number of scheduled school days and then multiplied by the tuition. If a student who does not meet either of the above exceptions attends less than 60% of the program, the formula to pro-rate the tuition amount refunded is: Ninety percent (90%) of the remaining number of scheduled school days in 60% of the program divided by total number of scheduled school days in 60% of the program multiplied by the tuition.

Iowa Military Students State Refund Policy

Tulsa Welding School's tuition refund policy has the following options available to a student who is a member, or the spouse of a member (if the member has a dependent child), of the Iowa National Guard or Reserve Forces of the United States, and who must withdraw because the member is ordered to Iowa state military service or federal service/duty:

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
2. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
3. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Kansas State Refund Policy

If a student withdraws during the first week after entering an institution, the institution shall refund at least 90 percent of the tuition.

If a student withdraws during the first 25 percent of the enrollment period but following the first week after the student's entering an institution, the institution shall refund at least 55 percent of the tuition.

If a student withdraws during the second 25 percent of the enrollment period, the institution shall refund at least 30 percent of the tuition.

If a student withdraws during the last 50 percent of the enrollment period, the institution may deny a refund to the student.

Any monies due to a student shall be refunded within 60 days from the last day of attendance or within 60 days from the receipt of payment if the date of receipt of payment is after the student's last date of attendance.

In determining the official termination date and percentage of each course completed, the institution may consider the week during which the student last attended to be an entire week of attendance completed.

Louisiana State Refund Policy

A full refund will be made to any student who cancels the Enrollment Agreement within (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the Enrollment Agreement is signed by the prospective student. The registration fee not to exceed fifty dollars ($50) paid to TWS by the student may be retained as an enrollment or application fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of fifty dollars ($50) shall be refundable in accordance with the following refund schedule.

The program completion percentage utilized in calculating the refund amount is determined by a student's last date of attendance. Tuition charges for the percentage of the enrollment period completed is computed on the basis of clock hours using the percentages listed below. For courses longer than one year (12 calendar months) in length, 100% of the stated course price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.

- For a student terminating school after starting training but during the 1st week of classes, the institution shall retain 10% of tuition and fees plus the registration fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training during the next 3 weeks, the institution shall retain 25% of the tuition and fees plus the registration fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training during the first 25% of the program, the institution shall retain 45% of the tuition and fees plus the registration fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training during the second 25% of the program, the institution shall retain 70% of the tuition and fees plus the registration fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training during the third and fourth 25% of the program, the institution will retain 100% of the contract price of the program.

Minnesota State Refund Policy

Tulsa Welding School shall notify each student in writing of acceptance or rejection. In the event that the student is rejected by the school, all tuition, fees and other charges shall be refunded. Tulsa Welding School shall refund all tuition, fees, and other charges paid by a student, if the student gives written notice of cancellation within five (5) business days after the day on which the contract was executed regardless of whether the program has

started. When a student has been accepted by the school and has entered into a contractual agreement with the school and gives written notice of cancellation following the fifth (5th) business day after the date of execution of contract, but before the start of the program, all tuition, fees and other charges, except 15 percent (15%) of the total cost of the program, not to exceed $50, shall be refunded to the student.

Once a student has been accepted by Tulsa Welding School and has given written notice of cancellation, or the school has actual notice of a student's nonattendance after the start of the period of instruction for which the student has been charged, but before completion of 75 percent (75%) of the period of instruction, the amount charged for tuition, fees, and all other charges shall be prorated based on the number of days in the term as a portion of the total charges for tuition, fees, and all other charges. An additional 25 percent (25%) of the total cost of the period of instruction may be added, but shall not exceed $100. After completion of 75 percent (75%) of the period of instruction for which the student has been charged, no refunds will be made and TWS will retain 100% of the cost of the program.

Mississippi State Refund Policy

The Mississippi Proprietary School and College Registration Law requires all proprietary schools registered with the state of Mississippi to utilize the refund policy as stated in section 75-60-18 of the law.

SECTION 4. Section 75-60-18, Mississippi Code of 1972, is as follows:

When refunds are due, they shall be made within thirty (30) days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student based on last day of attendance. In any event, all refunds shall be made within sixty (60) days of the student's last day of attendance. Any unused portion of fees and other institutional charges shall be refunded as follows:

(a) Refunds for Classes Canceled by the Institution. If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

(b) Refunds for Students Who Withdraw on or Before the First Day of Class. If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars ($100) of the tuition and processing fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within thirty (30) days of the class starting date.

(c) Refund for Students Enrolled Prior to Visiting the Institution. Student who has not visited the school facility prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits or orientation sessions.

(d) Refunds for Students After Instruction has Begun. Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:

(i) After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition;

(ii) After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the institution shall refund at least fifty percent (50%) of the tuition;

(iii) After the first twenty-five percent (25%) and until the end of the first fifty percent (50%) of the period of obligation, the institution shall refund at least twenty-five percent (25%) of the tuition; and

(iv) After the first fifty percent (50%) of the period of financial obligation, the institution may retain all of the tuition.

New Mexico State Refund Policy

A full refund will be made to any student who cancels the Enrollment Agreement within (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the Enrollment Agreement is signed by the prospective student. The registration fee not to exceed two hundred dollars ($200) paid to TWS by the student may be retained as an enrollment or application fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of two hundred dollars ($200) shall be refundable in accordance with the following refund schedule.

The program completion percentage utilized in calculating the refund amount is determined by a student's last date of attendance. Tuition charges for the percentage of the enrollment period completed are computed on the basis of clock hours using the percentages listed below. If the institution's refund policy computes a refund amount that is more favorable to the student, the institution will refund the student the greater amount.

- For a student terminating school after starting training but within the first 10% of the program, the institution shall retain 10% of tuition and fees plus the registration fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 10% but no more than 20% of the program, the institution shall retain 25% of tuition and fees plus the registration fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 20% but no more than 30% of the program, the institution shall retain 40% of tuition and fees plus the registration fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 30% but no more than 40% of the program, the institution shall retain 55% of tuition and fees plus the registration fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 40% but no more than 50% of the program, the institution shall retain 70% of tuition and fees plus the registration fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 50% but no more than 60% of the program, the institution shall retain 85% of tuition and fees plus the registration fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 60% of the program, the institution shall retain 100% of the contract price of the program.

Oklahoma State Refund Policy

The program completion percentage utilized in calculating the refund amount is determined by a student's last date of attendance. Tuition charges for the percentage of the enrollment period completed are based on the number of weeks completed using the percentages listed below. A period of enrollment shall not exceed 12 months. For courses longer than one period of enrollment in length, the cancellation and settlement policy shall apply to the stated program price attributable to each period of enrollment.

- For a student terminating school after starting training but within the first week, the institution will retain 10% of the contract price of the program plus the $150 registration fee and the cost of books and welding gear if issued prior to withdrawal, with the total not to exceed $350.
- For a student terminating training after completing the first week but within 25% of the program, the institution will retain 25% of the contract price of the program plus the $150 registration fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing 25% but within 50% of the program, the institution will retain 50% of the contract price of the program plus the $150 registration fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 50% of the program, the institution will retain 100% of the cost of the program.

South Carolina State Refund Policy

After classes begin, during the first 60 percent of the first term the applicant attends the institution, the institution will refund to the appropriate party a prorated portion of fees charged, less a $100 administrative fee, for the time the student actually attended, based on the last date attended, rounded down to the nearest 10 percent of that period. After the first program term, in the absence of mitigating circumstances, the institution will only refund fees received by the institution for any future terms. The institution will make a refund as provided above, except for room and board, for students who withdraw in subsequent period(s) of enrollment due to mitigating circumstances. Mitigating circumstances are those that directly prohibit pursuit of a program and which are beyond the student's control: serious illness of the student, death in the student's immediate family, or active duty military service, including active duty for training. The institution will make refunds within 40 days after the effective date of cancellation or the last date attended.

Tennessee State Refund Policy

A full refund will be made to any student who cancels the Enrollment Agreement within (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the Enrollment Agreement is signed by the prospective student. The registration fee not to exceed two hundred dollars ($200) paid to TWS by the student may be retained as an enrollment or application fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of two hundred dollars ($200) shall be refundable in accordance with the following refund schedule.

The program completion percentage utilized in calculating the refund amount is determined by a student's last date of attendance. Tuition charges for the percentage of the enrollment period completed are computed on the basis of clock hours using the percentages listed below. If the institution's refund policy computes a refund amount that is more favorable to the student, the institution will refund the student the greater amount.

- For a student terminating school on or before the first day of classes, or who fails to begin classes, the refund shall equal the sum of all amounts paid or to be paid, by or on behalf of the student, for the period of enrollment, less an administrative fee of $100.
- For a student terminating school after starting training but within the first 10% of the program, the institution shall retain 25% of tuition and fees plus the $100 administration fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 10% but no more than 25% of the program, the institution shall retain 75% of tuition and fees plus the $100 administration fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 25% of the program, the institution shall retain 100% of the contract price of the program.

Texas State Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
   (a) The last day of attendance, if the student is terminated by the school;
   (b) The date of receipt of written notice from the student; or
   (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the Enrollment Agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to reenroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   (a) An enrollee is not accepted by the school;
   (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

More simply, the refund is based on the precise number of course hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

Texas Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to reenroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
   (a) satisfactorily completed at least 90 percent of the required coursework for the program; and
   (b) demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Wisconsin State Refund Policy

A full refund will be made to any student who cancels the Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the Enrollment Agreement is signed by the prospective student. The registration fee not to exceed one hundred dollars ($100) paid to TWS by the student may be retained as an enrollment or application Fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of one hundred dollars ($100) shall be refundable in accordance with the following refund schedule.

- If a student attends less than 60% of the program, the formula to pro-rate the tuition refund amount is computed by dividing the remaining number of scheduled courses in the program by the total number of courses in the program and then rounding that percentage down to the nearest 10%. The amount to be refunded is the resulting percentage applied to the total tuition and applicable fees as outlined in the Enrollment Agreement.
- If a student attends more than 60% of the program, no refund of tuition and fees will be due unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

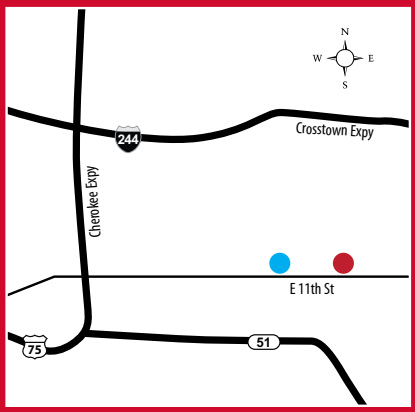
All refunds will be made within forty (40) days of the date the institution determined the student has withdrawn from school.

The program completion percentage utilized in calculating the refund amount is determined by a student's last date of attendance. Program charges for the percentage of the enrollment period completed are computed based on the number of courses attended.

OTHER INFORMATION

Every student is responsible for personal items while on the TWS campus. TWS does not assume liability for damage or loss of personal items.

One (1) official copy of the transcript is provided to students after graduation. Additional copies require a written request and payment of the $10 fee. Students who owe a balance to the school are not eligible to receive a transcript copy unless their payment status is in good standing. Please direct transcript requests to the Registrar's office.

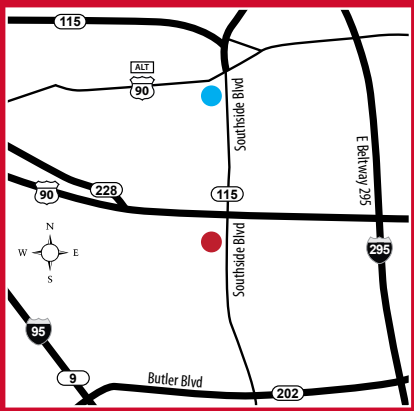


TULSA WELDING SCHOOL®

MAIN CAMPUS:
2545 East 11th Street
Tulsa, OK 74104
(918) 587-6789

Toll Free: (800) WELD-PRO (935-3776)

Catalog Number 45 | Effective 2/1/2018 | Published 2/1/2018



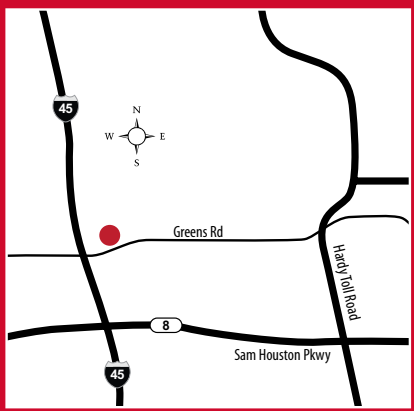
TULSA WELDING SCHOOL® JACKSONVILLE

BRANCH CAMPUS:
3500 Southside Boulevard
Jacksonville, FL 32216

SATELLITE/AUXILIARY SITE:
1750 Southside Boulevard
Jacksonville, FL 32216

Phone: (904) 646-9353
Toll Free: (877) WELD JAX (935-3529)

Catalog Number 17 | Effective 2/1/2018 | Published 2/1/2018



TULSA WELDING SCHOOL® HOUSTON & TECHNOLOGY CENTER

BRANCH CAMPUS:
243A Greens Rd.
Houston, TX 77060

Phone: (281) 975-0500
Toll Free: (844) 242-1213

Catalog Number 5 | Effective 2/1/2018 | Published 2/1/2018

CATALOG ADDENDUM

TULSA CAMPUS

2545 E. 11th Street, Tulsa, OK 74104

To Catalog Number 44, Effective February 1, 2018

EVALUATION OF CREDIT FOR PREVIOUS EDUCATION AND TRAINING FOR VETERANS BENEFITS

Effective 3/21/2018, the policy regarding the evaluation of credit for previous education and training for veterans benefits listed on pages 41-42 has changed.

The VA requires that institutions evaluate previous education and military training for veterans utilizing education benefits. While a school may not grant credit for previous education and training, it is still required to conduct an evaluation. In order to complete the evaluation, students are required to provide institutions with transcripts for all previous post-secondary education, military education, and military training attended.

All enrolling students applying for Veteran's Educational Benefits must complete the Evaluation of Credit for Previous Education and Training Form to document prior education and training, including military education and military training. Students will not be certified for benefits past the initial certification period until this form has been completed and submitted along with appropriate military transcripts, and transcripts from all prior postsecondary institutions previously attended.

GRADES & GRADING SYSTEM

Effective 6/7/2018, the description for Audit (AU) status on the Grading System chart that can be found on pages 44 has changed. Please refer to the chart excerpt below for the most recent verbiage.

Letter(s)	Term	Grade Point Value	Description
AU	Audit	N/A	This is used when a current student or graduate takes a previously passed course to brush-up or refresh skills, for interest only and not for credit.

FINANCIAL INFORMATION

Effective 10/15/2018, the tuition and fees listed on pages 31-32 will no longer be valid. The new tuition and fees are listed below.

Welding-Related Programs	Professional Welder	AOS in Welding Technology (AOSWT) 2nd AY
Tuition:	$17,857	$16,974
Registration Fee:	50	50
Lab Fees:	1,818	1,190
Course Materials/Textbooks:	246	1,815
Gear Package:	760	306
Accident Insurance:	252	252
Total Program Cost:	$20,983	$20,587

Effective 10/15/2018, the Military Pricing Structure listed on page 32 of the School Catalog will no longer be valid. The new pricing structure is listed below.

Program	Military Tuition Pricing	Fees	Total Program Cost
Professional Welder	$16,071	$3,126	$19,197
AOSWT 2nd AY	$15,277	$3,613	$18,890

The information contained in this Catalog Addendum is true and correct to the best of my knowledge.

Mary Kelly, President & CEO

CATALOG ADDENDUM

Effective February 1, 2018

3500 Southside Blvd., Jacksonville, FL 32216
To Catalog Number 17, Effective February 1, 2018
Branch Campus of Tulsa Welding School, Tulsa, OK

EVALUATION OF CREDIT FOR PREVIOUS EDUCATION AND TRAINING FOR VETERANS BENEFITS

Effective 6/7/2018, the policy regarding the evaluation of credit for previous education and training for veterans benefits listed on pages 41-42 has changed.

The VA requires that institutions evaluate previous education and military training for veterans utilizing education benefits. While a school may not grant credit for previous education and training, it is still required to conduct an evaluation. In order to complete the evaluation, students are required to provide institutions with transcripts for all previous post-secondary education, military education, and military training attended.

All enrolling students applying for Veteran's Educational Benefits must complete the Evaluation of Credit for Previous Education and Training Form to document prior education and training, including military education and military training. Students will not be certified for benefits past the initial certification period until this form has been completed and submitted along with appropriate military transcripts, and transcripts from all prior post-secondary institutions previously attended.

GRADES & GRADING SYSTEM

Effective 6/7/2018, the description for Audit (AU) status on the Grading System chart that can be found on pages 44 has changed. Please refer to the chart excerpt below for the most recent verbiage.

Letter(s)	Term	Grade Point Value	Description
AU	Audit	N/A	This is used when a current student or graduate takes a previously passed course to brush-up or refresh skills, for interest only and not for credit.

GRADES & GRADING SYSTEM

Effective 10/15/2018, the tuition and fees listed on pages 31-32 will no longer be valid. The new tuition and fees are listed below.

Welding-Related Programs	Professional Welder	Professional Welder with Pipefitting
Tuition:	$17,857	$20,465
Registration Fee:	50	50
Lab Fees:	1,818	2,063
Course Materials/Textbooks:	246	396
Gear Package:	760	810
Accident Insurance:	252	252
Total Program Cost:	$20,983	$24,036

HVAC/R-Related Programs	Electrical Applications	Refrigeration Technologies	Electro-Mechanical Technologies
Tuition:	$14,523	$14,523	$18,540
Registration Fee:	50	50	50
Course Materials:	618	618	710
Gear Package	754	754	754
Accident Insurance:	75	75	75
Total Program Cost:	$16,020	$16,020	$20,129

The information contained in this Catalog Addendum is true and correct to the best of my knowledge.

Mary Kelly, President & CEO

Effective 10/15/2018, the Military Pricing Structure listed on page 32 of the School Catalog will no longer be valid. The new pricing structure is listed below.

Program	Military Tuition Pricing	Fees	Total Program Cost
Professional Welder	$16,071	$3,126	$19,197
Professional Welder with Pipefitting	$18,419	$3,571	$21,990
Electrical Applications	$13,071	$1,497	$14,568
Refrigeration Technologies	$13,071	$1,497	$14,568
Electro-Mechanical Technologies	$16,686	$1,589	$18,275

The information contained in this Catalog Addendum is true and correct to the best of my knowledge.

Mary Kelly, President & CEO

Chris Schuler - Director of Program Training for PW (Since 2017) – He has over 6 years experience as a professional welder. He attended Central Technical College in Drumright, OK and majored in Welding.

Brian Black - Professional Welder Instructor (Since 2017) – He is a certified welder with over 15 years work experience in the welding industry. He is a graduate of Tulsa Welding School's Master Welder Program.

Jerry Branch - Professional Welder Instructor (Since 2015) – He has over 20 years of experience in Metal, Stick and Flux-Cored arc welding, pipefitting and fabrication.

Dewey Dougless - Professional Welder Instructor (Since 2010) – He is a graduate of Tiger Welding Institute (Aerospace TIG), with over 20 years of experience in the field, including fabrication, welding on TIG, MIG, carbon, aluminum, stainless steel and the design and manufacture from staircases to aircraft parts. He is also a member of American Welding Society.

Isaac Dru - Professional Welder Instructor (Since 2014) – He has over 23 years experience as a welder with specific experience with Metal, Stick and Flux-Cored arc welding, GTAW, SMAW, hand and manual welding on carbon stainless steel and aluminum.

Garrett Ellis – Professional Welder Instructor (since 2018) – Mr. Ellis is a graduate of the Professional Welder Program at Tulsa Welding School. Additionally, he has 7 year's practical work experience as a professional welder.

Isaac Furlong – Adjunct AOS On-Line, Basic College Math Instructor (Since 2014) - He has an A.A. Degree in Math from Indiana University SE, New Albany, IN and a B.S. in math from Northern Arizona University in Flagstaff, AZ. He has over 5 years' experience as a math instructor at the secondary and postsecondary level.

Donald Gibbs, Senior Professional Welder Instructor (Since 2001) – He has over 23 years of experience in the field, including Pipe welding involving SMAW and TIG processes. He is also a member of American Welding Society.

Hammerton, Christina – Adjunct AOS On-Line, English Composition Instructor (Since 2017) – Ms. Hammerton has a B.A. in Psychology and a M.A in Creative Writing. She has over eleven years experience teaching English both on-line and brick and mortar.

Zoe Hocker, Lead Professional Welder Instructor (Since 2011) – He is a graduate of Northeastern Oklahoma Technology Center studying Welding Technology and is a combination pipe welder with 6 years of field experience and 2 years of shop experience, including refineries and other industrial settings. He is also a member of American Welding Society.

Bo Kyle, Senior Professional Welder Instructor (Since 2013) – He is a TWS graduate with over six years of experience in the field, including Metal, Stick and Flux-Cored arc welding and pipefitting. He is also a member of American Welding Society.

Charles Lamb – AOSWT Technical Instructor (Since 2017) – He is a graduate of Texas State Technical Institute with over 35 years work experience in metallurgy, welding engineering, fabrication, construction, heat treatment, and quality management.

Christal Mann – Professional Welder Instructor (Since 2016) – She is a graduate of Tulsa Welding School Master Welder Program. She has almost 10 years experience as a professional welder and has 3 years experience teaching basic welding courses.

Lawrence Mills - Professional Welder Instructor (Since 2017) – Mr. Mills has over 10 years work experience as a professional welder

Thomas Moore, Professional Welder Instructor (Since 2008) – He is a TWS graduate with over 15 years experience in Metal, Stick and Flux-Cored arc welding, including fabrication work. He is also a member of American Welding Society.

Charles Overstreet, Senior Professional Welder Instructor (Since 2014) – He has over 25 years of experience in pipe and structural steel welding; SMAW, GMAW, MTIG, MIG and Oxy-acetylene welding. Graduate of a two year welding program at Red River Technology Center in Duncan, OK. He is a member of the American Welding Society.

Steven Todd Pearce, Professional Welder Instructor (Since 2017) – He graduated from Indian Capital Technology Center, Muskogee, OK with a certificate in Welding (976 hours). Additionally, he has over 9 years work experience as a pipe welder.

Jamie Pearson, Senior Professional Welder Instructor (Since 1994) – He earned a BA degree from The University of Oklahoma. He is a certified welder in MIG, TIG, SMAW, Flux-Core, and Sub-arc, with experience in refineries and pressure vessels as well as heat exchanges. He is a member of American Welding Society and The American Society for nondestructive Testing.

Glen Rich, Senior Professional Welder Instructor (Since 2000) – He has over 26 years of experience in the field including welding pressure vessels, heat exchangers, piping, reboilers and tanks. Processes include MIG, TIG, SMAW, FCAW, and submerged arc. He is also a member of American Welding Society.

Leonard "Dean" Shepherd, Senior Professional Welder Instructor (Since 1989) – He is a TWS graduate and certified welder with over 6 years of experience in Metal, Stick and Flux-Cored arc welding, including radiography. He is also a member of American Welding Society and ASNT.

The information contained in this Faculty Addendum is true and correct to the best of my knowledge.

Mary Kelly, President & CEO

Joshua Smalley, Professional Welder Instructor (Since 2017) – He has over 10 years of experience in welding and fitting various metals, including exotic, alloys, and carbon process piping.

Smith, Eric, Adjunct AOS Basic College Math Instructor (Since 2014) – Mr. Smith has a B.S. and MBA in Marketing from University of Alabama; over 10 years of experience in education.

Eric Tomlinson, AOS Technical Instructor (Since 2017) – He is an AWS Certified Welding Inspector with additional certifications through ASNT, and has over 15 years of welding experience and quality control inspection.

Brian Vanzant, Senior AOS Technical & Applied Gen Ed Instructor (Since 2012) – He has an AOS Degree in Welding Technology with extensive college credit hours in Math and Biology. Over 10 years of experience in welding, including TIG, Stick, MIG, and submerged arc. He has experience in the field ranging from aircraft welding to fabrication of pressure vessels and work in power plants. He is also a member of American Welding Society.

Timothy Weatherford, Lead Professional Welder Instructor and Quality Management Techniques (AOSWT) (Since 2010) – He is a TWS graduate with over 5 years of experience in the field, including Pipe Welder, TIG, carbon and stick. He is also a member of American Welding Society.

David Wilkins, Senior Professional Welder Instructor (Since 1997) – He is a TWS graduate with over 5 years of experience in the field, including pipe welder, fitter, structural welder, and welding supervisor. Oklahoma certified welder and member of American Welding Society.

Brian Willia, Adjunct AOS Computer Applications and Decision Making (Since 2017). Mr. Willia has a Bachelor of Business Administration Degree and a Masters of Arts Degree both from the University of Iowa.

Steve Woodard, Senior Professional Welder Instructor (Since 1990) – He has over 11 years of experience in the field as a certified pipe welder. He is also a member of American Welding Society.

The information contained in this Faculty Addendum is true and correct to the best of my knowledge.

Mary Kelly, President & CEO

Jack Dulls, Director of Training- Professional Welder Program (Since 2005) – He is a former graduate of the Professional Welder Program at Tulsa Welding School. He has been The Director of Program Training since September 2015. Prior to becoming the Director, he was an instructor in the Professional Welder Program at TWS for over 6 years. He has over 4 years' experience in the field as a pipe welder and fitter. He is also a member of American Welding Society.

Robert Padgett, Lead EMT/EA Instructor (Since 2011) – He has over 43 years of experience in the field. He is a licensed Master Electrician, Certified Electrical Contractor, Photovoltaic Certified and has a 3 year certificate in Industrial Electricity from Technical High School. He is a member of the Duval County/Jacksonville Master Electricians' Association and the International Association of Electrical Inspectors.

Brian Akers, Senior Professional Welder Instructor (Since 2007) – He has over 10 years of experience in the field, including GMAW and FCAW processes, as well as working with stainless steel for the Stellar Group. He is also a member of American Welding Society.

Jeffery Asbridge, EMT Instructor (2017) – Jeffery is a graduate of Tulsa Welding School in Jacksonville, FL with over six years in the field work experience as an Electrical Technician

Curtis Blanton, Senior Professional Welder Instructor (Since 2002) – Over 26 years of experience in the field and is a Certified Pipe Welder. He is also a member of American Welding Society.

Michael Bryant, Professional Welder Instructor (Since 2013) – Has 28 years of experience in the field, and 8 years of experience as a welding instructor. He has also earned a Certificate from B & K Wheels of Learning in Welding, and two Certificates from FCCJ for Auto Body Repair and Welding.

Cory Clarke - Professional Welder Instructor (Since 2017) – Mr. Clarke completed the US Department of Labor Boilermakers Apprenticeship Program and thus is a certified boilermaker. Additionally, he has over nine years' experience as a professional welder

Luis Colomba (Since 2015), Refrigeration Technologies Instructor (Since 2015) – He completed a HVAC & Refrigeration program of study at Instituto de Banca, Puerto Rico. He has over 20 years' experience in HVAC with specialties in copper pipe fitting and medical gas systems. He has a HVAC License in Puerto Rico.

Vinate "Andre" Cummings, EMT / RT Instructor (Since 2014) – He has over 7 years of experience in the field, including residential and commercial HVAC equipment maintenance and installation. Additionally, he has a Vocational Certificate in Air Conditioning and Heat Mechanic from Duval County Public Schools and has 64 credits from Florida Community College at Jacksonville.

Christopher Fink – Professional Welder Instructor (Since 2018) – Mr. Fink is a graduate of Tulsa Welding School in Jacksonville, FL and he has over 6 years of practical work experience in welding utilizing GMAW Welding applications.

Nicholas Garcia - Professional Welder Instructor (Since 2017) - Graduate of TWS in Jacksonville, FL with over 11 years' experience in GTAW, SMAW, GMAW and FCAW welding.

John George – Lead Pipefitting Instructor (2016) - He has over 30 years of experience as a welder with 16 of those years as an advanced welder in the U.S. Navy. He has many years' experience in fitting and fabrication.

Jeffrey Gunter – Electrical Applications Instructor – Mr. Gunter has over 17 years' experience in all types and phases of electrical work to include HVAC controls and building automation. He is a licensed Journeyman Electrician.

Bryan Hatch – Professional Welder with Pipefitting Instructor (2018) – Mr. Hatch completed the Advanced Welding Course at the Center for Naval Engineering in Norfolk VA and has over 25 years work experience in pipefitting and welding.

James Howard, Professional Welder Instructor (Since 2009) – He has over 33 years of experience in the field, including fitting and fabrication. He specialized in thin wall stainless pipe with High Frequency, TIG processes, stainless and carbon, and Flux-Core welding on pipe structures. He has welded with SMAW, GTAW, FCAW, and MIG. He is also a member of American Welding Society.

Eric Hutchinson, Professional Welder Instructor (2018) – He has over 7 years of experience in the field.

Merle Jones, Professional Welder Instructor (2016) – Mr. Jones has an Associate's Degree in Diesel Mechanics from Oklahoma State Technical and is also a TWS graduate (Tulsa, OK). He has over 17 years' experience as a welder and 5 years' experience as a Welding Instructor at TWS in Jacksonville.

John Koelling – Instructor of the Electrical Courses in the Electrical Applications Program and the Electro-Mechanical Technologies Program (2016) – Mr. Koelling has an Associate's Degree in Construction Electricity Technology from Florida Junior College. He is a Certified Master Electrician. Additionally, he has over 10 years of electrical work experience.

Jonathan Latimer, Senior Professional Welder Instructor (2013) - TWS graduate with over 5 years' experience in the field including fabrication work. He is also a member of American Welding Society.

Sean Lawler, Senior Professional Welder Instructor (Since 2007) – He is a TWS graduate with over 4 years of experience in the field, including alloys of aluminum, stainless, bronze and NiBra. He is also a member of American Welding Society.

The information contained in this Faculty Addendum is true and correct to the best of my knowledge.

Mary Kelly, President & CEO

Mike Merilees, Senior Professional Welder Instructor (Since 2007) – He has over 8 years of experience in the field, working with various welding employers using GTAW and SMAW processes. He has also welded for the Stellar Group. He is also a member of American Welding Society.

George Moeller, Senior Professional Welder Instructor (Since 2012) – He has an Associate in Technical Arts degree for Marine Welding and more than 30 years of experience in the field including pipe, structural and nuclear welding, fabrication and fitting. He is also a member of American Welding Society.

Shane Murphy, Senior Professional Welder Instructor (Since 2013) – He is TWS graduate with over 4 years of field experience in welding and fitting. He is also a member of American Welding Society.

James Naro, Professional Welder Instructor (Since 2014) – He has over 27 years of experience in the field, including Shipfitting, steel fitting, pipefitting, welding, and rigging experience. He is a certified welder and rigger.

Joseph M. Nordeng, Sr., Refrigeration Technologies Instructor (Since 2015) – He has over 30 years' experience in electrical and air conditioning repair. He also has completed training at Florida Community College @ Jacksonville in HVAC and Welding/Fabrication.

Robert Orick, Professional Welder Instructor (Since 2018) – Mr. Orick has a certificate in Welding Fabrication & Metallurgy from Live Oaks Career Development Center. Additionally, he has over 16 years work experience as a professional welder.

Paul A. Pearson, Professional Welder Instructor (Since 2015) – He received a certificate from Hobart School of Welding Technology**,** Troy, OH. He has a total of 38 years' experience in welding, with 28 years' experience in aircraft welding. He has GMAW, GTAW, SMAW and Oxy-Fuel Welding experience.

Ulric Rodney, Lead Instructor of Electro-Mechanical Technologies and Refrigeration Technologies (2017) – He is a graduate of the University of Guyana with a diploma in Electrical Technology. He has over seven years industry related work experience and is a certified instructor for over 8 years in Long Island city, NY.

Joe Rush - Professional Welder Instructor (Since 2017) - Mr. Rush completed the US Department of Labor Boilermakers Apprenticeship Program and thus is a certified boilermaker. Additionally, he has over 20 years industry experience as a professional welder (boilermaker) and ten years' experience as a boilermaker instructor.

Jeffrey L. Smith, Electrical Applications Instructor (Since 2015) – He has an AAS Degree from Lee College, Baytown, TX and is a Certified Journeyman Electrician in Jacksonville, Florida. He also has 17 years' experience as an Electrical Inspector and six years' work experience as a Journeyman Electrician.

William Stumbo, Professional Welder Instructor (Since 2008) – He has 4 years of field experience welding structural and pipe. He has welded with the MIG, Fluxcore, Stick and High Frequency processes. He worked as a welder fabricator and is also a TWS graduate. He is also a member of American Welding Society.

Zack Verts, Senior Professional Welder Instructor (Since 2008) – He has over 5 years of experience in the field using MIG, TIG, and stick processes as a welder, fitter, and fabricator in both structural and pipe applications. He is also a member of American Welding Society.

Freddie Westbrook, Lead/Senior Professional Welder Instructor (Since 2008) – He has over 24 years of experience in the field, including welding stick, TIG, MIG, Flux-Core, as well as fitting and fabrication. He is also a member of American Welding Society.

Matthew Wilson, Lead/Senior Professional Welder Instructor (Since 2014) – He completed a program in Applied Welding Technology from First Coast Technical College and has over 7 years welding experience in SMAW, GMAW, GTAW AND FCAW welding processes.

The information contained in this Faculty Addendum is true and correct to the best of my knowledge.

Mary Kelly, President & CEO