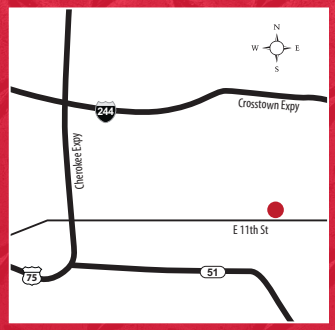
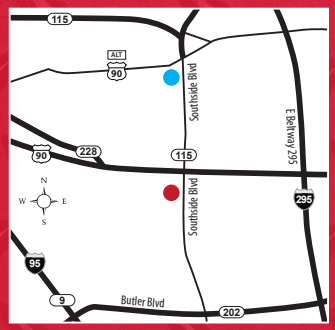


TULSA WELDING SCHOOL®

MAIN CAMPUS:
2545 East 11th Street | Tulsa, OK 74104

Phone: (918) 587-6789
Toll Free: (800) WELD-PRO (935-3776)

CATALOG NUMBER: 49 EFFECTIVE: 11/1/2023 PUBLISHED: 11/1/2023



TULSA WELDING SCHOOL® JACKSONVILLE

BRANCH CAMPUS:
3500 Southside Blvd. | Jacksonville, FL 32216

SATELLITE/AUXILIARY SITE:
750 Southside Blvd. | Jacksonville, FL 32216

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

CATALOG NUMBER: 21 EFFECTIVE: 11/1/2023 PUBLISHED: 11/1/2023

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: 9 EFFECTIVE: 11/1/2023 PUBLISHED: 11/1/2023

TULSA WELDING SCHOOL™ DALLAS

BRANCH CAMPUS:
700 E. Airport Freeway | Irving, TX 75062

Phone #: (214) 227-9911 Toll Free: (844) 242-1213

CATALOG NUMBER: 1 EFFECTIVE: 11/1/2023 PUBLISHED: 11/1/2023

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2023–2024 SCHOOL CATALOG

TULSA WELDING SCHOOL® | TULSA WELDING SCHOOL® JACKSONVILLE | TULSA WELDING SCHOOL® HOUSTON & TECHNOLOGY CENTER | TULSA WELDING SCHOOL™ DALLAS

TWS.edu

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.

TULSA WELDING SCHOOL | 2023-2024 CATALOG

TABLE OF CONTENTS

INTRODUCTION 2
VISION STATEMENT 3
SCHOOL HISTORY 3
ACCREDITATION, APPROVALS, LICENSES AND MEMBERSHIPS 4
FACILITIES 6
ADMISSION REQUIREMENTS 9
PROGRAMS 15
FINANCIAL INFORMATION 34
VETERAN-RELATED POLICIES 36
- Method of Payment 12
- Recruiting 36
- Military Pricing Structure 36
- VA Pending Payment Compliance 37
- Evaluation Of Credit For Previous Education And Training For Veterans Benefits 54
- VA Attendance Policy 66
- Institutional Refund Policy For Students Called To Active Military Service 83
- Iowa Military Students State Refund Policy 89
- Texas Refund Policy For Students Called To Active Military Service 95

ACADEMIC CALENDAR 39
STUDENT SERVICES 51
POLICIES AND PROCEDURES 52
- Proficiency Or Transfer Credit Into Tws Programs 52
- Add/Drop Period 54
- Grades & Grading System 55
- Maximum Class And Lab Size 57
- Student Code Of Conduct 57
- Academic Integrity 58
- Students With Disabilities Policy 61
- Dress Code Policy 63
- Attendance And Make-Up Hours Policy 64
- Online Course Attendance Policy 66
- Late Work Policy 67

ACADEMIC STANDING AND SATISFACTORY ACADEMIC PROGRESS (SAP) POLICIES 67
STUDENT COMPLAINT/ GRIEVANCE PROCEDURE 73
CANCELLATION AND REFUND POLICY 82
- Institutional Refund Policy 83
- Federal Return Of Title IV Funds Policy 84
- State Refund Policies 85

OTHER INFORMATION 96

CATALOG ADDENDUM (IF APPLICABLE) ..... ENCLOSED
FACULTY ADDENDUM ..... ENCLOSED

Note: This Catalog is not complete unless all applicable addenda are enclosed.

INTRODUCTION

Tulsa Welding School (TWS) has locations in Tulsa, Oklahoma, Jacksonville, Florida, Houston, Texas, and Irving, Texas (Dallas Metro). 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, started training students in December 2014. Tulsa Welding School in the Dallas metropolitan area (Irving, TX), another branch campus of Tulsa Welding School in Tulsa, started training students in August 2023. 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 for all campuses are Mary Kelly, President & CEO; Lars Vaaler, Chief Financial Officer; Scott S. Plumridge, Vice President. Board Members for all campuses are Scott S. Plumridge, David Bard, Robert Davis Hostetter, and Mary Kelly.

Additionally, in May 2011, Tulsa Welding School in Jacksonville, Florida added a satellite/auxiliary facility located at 1750 Southside Boulevard in Jacksonville. 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. On June 14, 2019, StrataTech Holdings, Inc. acquired 100% ownership of TWS Acquisition Corporation and subsidiaries, including Tulsa Welding School, Inc. which is 100% owner of Tulsa Welding School/Tulsa Campus, Inc.; Tulsa Welding School/Jacksonville Campus, Inc.; and Tulsa Welding School/Houston Campus, Inc. (dba Tulsa Welding School & Technology Center). Most recently, in Fall 2022, Tulsa Welding School opened another branch located in Irving, Texas, which is part of the Dallas Metropolitan Area. Tulsa Welding School/Dallas Campus, Inc. (dba Tulsa Welding School) began training students in August 2023.

StrataTech Education Group 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, & Dallas Metro (Irving, TX).

TULSA, OK & JACKSONVILLE, FL CAMPUSES:

Licensed by:
Private School Licensure Division of the Alabama Community College System
Louisiana Board of Regents

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
Ohio State Board of Career Colleges and Schools
Virginia State Council of Higher Education

Authorized by Georgia Nonpublic Postsecondary Education Commission

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
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
Career Education 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
New Mexico Commission on Higher Education
State of Wyoming Department of Education

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

JACKSONVILLE, FL ONLY:

This institution is regulated by: Office for Career and Technical Schools, 10 N. Senate Ave, Room SE 308, Indianapolis, IN 46204; 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 Mississippi Commission on Proprietary School and College Registration, Certificate No. C-668. 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.

Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 400, 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

Registered with New Mexico Commission on Higher Education

DALLAS METRO (IRVING, TX) ONLY:

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

TITLE IX COORDINATORS:

Tulsa, OK Campus:
Shalisa Powell, Campus President
2545 E. 11th Street, Tulsa, OK 74104
(918) 587-6789 | Shalisa.Powell@tws.edu

Jacksonville, FL Campus:
Michael Cole, Campus President
3500 Southside Blvd., Jacksonville, FL 32216
(904) 646-9353 | Michael.Cole@tws.edu

Houston, TX Campus:
John Willis, Campus President
243A Greens Rd., Houston, TX 77060
(281) 975-0500 | John.Willis@tws.edu

Dallas Metro (Irving, TX) Campus
David Bowman, Campus President
700 E. Airport Freeway
Irving, TX 75062
(214) 227-9911 | David.Bowman@tws.edu

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. Within the pipefitting lab there is 1 pipe threader, 7 chain bevellers, 4 welders, and a variety of other necessary tools required for the program.

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 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.

DALLAS METRO CAMPUS

The Dallas Metro campus location is a branch campus of the Tulsa campus. It is located at 700 E. Airport Freeway, Irving, TX 75062, which is situated just West of Dallas and is less than 14

miles to Dallas city center. This campus, which was completed in September 2022, contains a training facility of approximately 16,000 square feet and parking for over 200 vehicles. The facility includes an HVAC/R lab and training equipment, three classrooms, student commons, and offices for Admissions, Training, Student Financial Services, Career Services, Student Services, Learning Resource Center, and other administration. A separate dedicated 20,000 square foot lab building houses 100 welding booths, an expanded HVAC/R lab, and ample additional room for expansion. A third 9,000 square foot building is on site and will be utilized for expansion of student and administration as the campus grows.

CAMPUS LEADERSHIP

TULSA CAMPUS

Campus President ..... Shalisa Powell
Director of Student Services..... Benjamin Shorb
Director of Training- Welding.....Michael Lambert
Director of Facilities.....Falen Elghazali
Director of Career Services..... Debbie Hammond
Director of Admissions .....Jason Chapman

JACKSONVILLE CAMPUS

Campus President .....Michael Cole
Interim Director of Satellite Campus..... Alecia Heffner
Director of Training- Welding.....Jack Dulls
Regional Director of Admissions ..... Montrez Lucas
Associate Director of Facilities.....Vishal Seeram
Director of Career Services.....Terri Burnett

HOUSTON CAMPUS

Campus President ..... John Willis
Director of Education.....Patricia Cunningham
Director of Training – Welding-Related ..... Bob Reeves
Director of Training – HVAC-Related.....O'Neill Fuller
Assistant Director of Career Services.....Bridget Smith
Regional Director of Facilities .....Casey Stafford

DALLAS METRO CAMPUS

Campus President .....David Bowman
Regional Director of Student Services.....Susan Connelly
VP of Education.....Lisa Mays
Director of Admissions ..... Fred Webster
Regional Director of Career Services.....Veronica Hibbert
Regional Director of Facilities .....Casey Stafford

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

An applicant shall meet certain requirements prior to full admittance and enrollment into an academic program. These requirements are derived from a combination of accreditation, state, and federal requirements to solidify the importance and determination of a student's ability to successfully complete the applicable programs. Through the following Policy and Procedures, these requirements shall be satisfied.

BASIC REQUIREMENTS

Applicants shall:

- be a high school graduate with a standard or higher-level diploma; or possess a General Equivalency Diploma (GED) or high school equivalency; or proof of eligible home school program.
- 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 under the age of 18 must sign the Enrollment Agreement jointly with parent, guardian, or guarantor
- meet program specific requirements as applicable
- complete an entrance interview with a school official
- complete review and execution of an enrollment agreement
- Provide government issued identification

An applicant who does not begin training on the scheduled start date and desires to start later shall be required to sign another Enrollment Agreement

Applicants are considered enrolled once it is determined that all admission requirements are met, documentation requirements are met, and the Enrollment Agreement is signed by the Authorized School Official. The Enrollment Agreement is not to be signed by the Authorized School Official until all admission requirements are met but shall be signed before allowing the student to start classes on or before the scheduled start date.

HIGH SCHOOL GRADUATION AND ALTERNATIVE REQUIREMENTS

The following are specific scenarios where a student may demonstrate the high school graduate requirement for admission. All documentation should be presented no later than ten days after the student signs the Enrollment Agreement or high school graduation date. Documents in a language other than English or earned at a foreign institution, shall be accompanied by a certified, officially translated copy and/or equivalency evaluation.

Applicants with an acceptable institutional or State Awarded High School Diploma or Equivalent

Applicants shall provide proof of their high school graduation with documentation that reflects their month and year of graduation, full name, awarding institution and state/location. The school reserves the right to make a final eligibility determination after

appropriate due diligence. Acceptable documentation is:

- High school diploma;
- High school transcript (official or unofficial) that includes the date of graduation and may require the curriculum upon request;
- An authenticated email or signed statement on letterhead from the high school indicating the student's name, date of birth and date of graduation;
- GED certificate;
- GED transcript; or
- Results from a GED testing depository that demonstrates a passing score and/or that a certificate was issued.

Applicants with a Home School High School Diploma

The school looks forward to working with students with diverse educational backgrounds. Given that home school requirements and regulations vary by state, home school applicants shall provide the following documentation:

- Official Transcripts from a nationally recognized and accredited home school program; or
- Detailed home school transcripts (course titles, brief description of each course content, a grade or performance assessment for each course, details on duration of study, and actual graduation date); and
- Documentation indicating that the transcripts provided followed the regulations required by their state.

Applicants who cannot provide the appropriate documentation will need to pursue an acceptable high school diploma or GED, or follow the procedures described in the Applicants without a High School Diploma or Equivalent section.

Applicants without a High School Diploma or Equivalent

Applicants who do not have a high school diploma, GED, or high school equivalency are not eligible to enroll.

EDUCATIONAL PROGRAM SPECIFIC REQUIREMENTS

The physical and intellectual demands in the occupational careers our educational programs prepare students for vary based on the program. To ensure the applicants ability to succeed in the occupation, the below requirements are established.

All Welding Programs

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. Self -certification and identification of vision and physical constraints is expected.

Electrical Lineworker Program-Specific Requirements

Applicants shall:

- Be at least 18 years of age
- Possess a valid driver's license
- Be eligible to obtain a Class A Commercial Driver's License (CDL)
- Provide proof of current medical insurance coverage prior to their start date (must be maintained for the duration of the program)
- Not have a felony conviction on their record
- Not weigh more than 300 pounds due to weight restrictions of fall protection equipment
- Complete the online learning readiness assessment
- Be physically and mentally fit to participate (official Medical Release form will be provided during enrollment process)
- Provide proof of passing the DOT Physical (in addition to the official Medical Release form from their doctor)

Admissions Requirements for the AOSWT Program

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 2.0 or higher out of 4.0 and achieve an 80% attendance rate upon graduating from the Professional Welder program. For Professional Welder graduates who left the school after completing their program and later wish to enroll in the AOSWT degree program, the graduate must be in good financial standing with the school.

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 applicable school personnel, who determine whether the prospective student is likely to succeed in their studies. The Registrar determines whether the student meets the admissions requirements to enroll into the AOSWT program. Prospective students may retake the SmarterMeasures assessment no sooner than the following day for their first retake attempt. A second retake attempt may be made after a minimum of 3 days. A third, and final, retake attempt may be made 30 days after the second attempt.

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

Prerequisites for Hybrid/Distance Education

The school uses a fully hosted, fully integrated, Learning Management System (LMS) 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 shall possess working knowledge of a basic device (such as a smartphone, tablet, or computer), regular accessibility to a device, and internet connectivity.

METHOD OF PAYMENT

All applicants should identify how they intend to pay for applicable program tuition and fees and complete applications within three days of signing the enrollment agreement. Students utilizing Military Tuition Assistance (TA) shall not complete an enrollment agreement prior to obtaining authorization from Military command and TA approval.

RECRUITING

Admissions Representatives are prohibited from using any aggressive recruiting tactics. Unsolicited communication is limited to no more than three contacts for military or veteran individuals.

The following policy applies to applicants who enroll from the state of Colorado

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.

The following policy applies to applicants who enroll from the state of Mississippi

RECRUITMENT

All recruiting shall be compatible with the instructional goals of the institution. The school shall offer students, in writing, the information being communicated to them to make sure that every admissions representative is providing current and accurate information. Recruitment information shall consist of:

1. Admission Requirements
2. Academic Calendars

3. Grading System
4. Graduation Policy
5. Length of Program
6. Program Objectives
7. Licensing Requirements (for jobs)
8. Student Support Services
9. Campus Security Policy
10. Refund Policy
11. Student Withdrawal Policy
12. Grievance Procedures
13. Tuition and Fees

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. The following is a brief description of typical weekly assignments:

- Once the student is enrolled in a new class, the course will appear on their Dashboard of the LMS.
- After navigating to the new course, the student views the instructor profile and contact information as well as checking the announcements 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 school's on-campus Learning Resource Center.

Exercises are assigned to help the student comprehend the course materials. These are usually taken from the textbooks or associated workbooks. The students will be asked to submit this information in the LMS.

On the assigned days and times, students participate in Chat Sessions and/or 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 weekly material. This material is graded and may require the use of the textbooks, 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 peer responses as directed in the discussion thread. Grading for this forum rewards the interaction as well as the original work as defined in the rubric for the discussion.

The weekly assignment may also contain an assignment and/or a quiz .

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 the school, 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 the school are authenticated through an identity management system that provides a unique username and password for access. Without these identifiers, students cannot register for courses or access the necessary tools for distance education. The school sends out reminders to users to update their password every six months. 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.

Notice to Federal Student Loan Borrowers regarding Arbitration

Enrollment agreements between Tulsa Welding School and its students include a pre-dispute arbitration agreement, which includes a class action waiver, that requires arbitration for claims arising out of students' recruitment, enrollment and attendance at the institution, among others. Tulsa Welding School requires students receiving Title IV federal student aid to agree to these terms as a condition of enrollment. As required by federal regulations, Tulsa Welding School provides the following disclosures:

- Tulsa Welding School cannot require a federal student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education under 34 C.F.R. § 685.206(e).

- Tulsa Welding School cannot, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim with the U.S. Department of Education, pursuant to 34 C.F.R. § 685.206(e), at any time.
- Any arbitration required by the arbitration agreement tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii), for the length of time that the arbitration proceeding is under way.

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

PROGRAM DELIVERY

All programs at the Tulsa, OK and Dallas Metro (Irving, TX) campuses will be taught in a hybrid model. This allows the school to continue to safely provide ongoing instruction and affords the school opportunities to deliver meaningful educational materials that would not be available without a "remote" learning component. On-ground instruction will continue at the campus while incorporating the use of distance education delivery methods. All lab instruction will remain on-ground.

All programs at the Jacksonville, FL and Houston, TX campuses will have the option of on-ground or online modality for lecture hours. All lab hours will remain on-ground regardless of lecture modality chosen. Students utilizing veterans' assistance (VA) benefits will be required to attend the on-ground modality.

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. Each course shall be four days a week and 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	28		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 / 28 Semester Credit Hours / 30 Weeks / 7 Months

The Electrical Applications (EA) program contains seven (7) phase term courses, 30 weeks, and 28 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,

TULSA WELDING SCHOOL | 2023-2024 CATALOG

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. This program is not available at the Dallas Metro campus.

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	60	40	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	60	40	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	60	40	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*	Smart Home Technology & Advanced Wiring	4	60	40	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.	HVE100; 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:	**28**	**420**	**280**	**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.

ELECTRICAL LINEWORKER

480 Contact Hours / 16.5 Semester Credit Hours / 15 Weeks / 3.5 Months

The Electrical Lineworker (EL) program, available at the Dallas Metro campus only, contains six (6) courses, 15 weeks, and 16.5 semester credit hours. The EL program is designed to prepare students for entry-level employment in the field of utility power transmission and distribution construction, troubleshooting, and commercial electrical maintenance and repair. The curriculum includes Climbing in Elevated Work Site (Pole Climbing), Overhead Construction, Underground Construction, System Design and Operation, National Electric Safety Code, AC and DC Circuits, and Electric Power. Competencies in this curriculum were developed to coincide with the National standards for electric power generation, distribution, and transmission industry as described in the United States Department of Labor Occupational Safety and Health Administration. Students will have the opportunity to qualify for OSHA-10 certification Upon successful completion of this program, students will receive a Diploma.

Electrical Lineworker 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)
EL101	OSHA and Compliance Training	3	43	34	77	5	The student will receive basic, as well as more advanced, training about common safety and health hazards on the job. Students will be required to become proficient and qualify on various hands-on safety tasks that are necessary for employment as a Lineworker. During this course students will earn their OSHA 10 card and CPR, First Aid, & AED certification from Medic First Aid American Safety & Health Institute with a Two-Year Certification. Bucket Escape, Pole Top Rescue and Bucket Rescue 1-year qualifications will also be earned, as well as an ATSSA Flagger Certification.	None
EL102	Job Briefs and Leadership Training	2	20	41	61	5	During this course the student will be introduced to job briefs, learning their importance and how to create and effectively deliver one. Creating and delivering a successful job brief from a leadership position means doing an effective job hazard analysis, mitigation and implementing direct controls for each hazard, and clearly communicating this information to the crew in regards to their roles and responsibilities.	None
EL103	Pole Climbing School	3	4	91	95	5	During climbing school, students will learn proper technique to correctly and safely climb utility poles at various heights. They will become proficient with assembling, inspecting, wearing and using climbing tools including hand tools, a wood pole fall restraint and secondary rope. During this portion of the Electrical Lineman Training Program, students will work to become competent climbers, maintain positive fall restraint while transitioning obstacles and pass qualification testing at the end of the course.	None
EL104	General Pole Line Construction	3.5	39	56	95	5	During EL104 students will study construction standard drawings for different types of services. Classes will then apply this knowledge in a hands-on setting. In this course students will be introduced to pole line construction, where they will learn the most common tasks performed with in the field. Students will gain experience digging pole holes, converting tangent construction to alley arm construction, guy wires and anchors. They will practice and master the required knots and utilize them during the pole line construction.	None
EL105	Field Equipment, Tools and Materials	4	34	86	120	5	Students will become familiar with various field equipment, tools and materials during EL105. Students will learn to do pre-flights, set up and operate a Digger Derrick and Bucket Truck. They will work together to load and set poles and transformers/material. This course will also explore uses of other tools of the trade including ladders, chain saws and hotsticks.	None
EL106	Introduction to Transformers and Grounding	1	13	19	32	5	Students will learn about the various transformers and distribution methods used in the industry including the Wye and Delta connections and how those connections are used in power distribution. Upon course completion they will have a basic understanding pad-mounted and overhead transformers, and how they work, as well as connection types often used in the field.	HVE100; HVR100
	Total Hours:	**16.5**	**153**	**327**	**480**	**30**		

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 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.

ELECTRICAL TECHNOLOGIES

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

The Electrical Technologies (ET) program, available at the Dallas Metro campus only, contains seven (7) phase term courses, 30 weeks, and 28 semester credit hours. The objective of the ET 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 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	50	50	100	15	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 round out the students' understanding of basic electrical	None
	None	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
HVE110	Fundamentals of Solar	4	50	50	100	10	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	4	50	50	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	4	50	50	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.	None
	HVE100	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
HVE145	Emerging Electrical Applications	4	50	50	100	15	This class begins with an overview of Emerging Electrical Applications and the class introduces characteristics of Low Voltage, usage of Audio/Video wiring and the install/use of Security Cameras. In addition, this course will review the importance of Audio/Video over IP, characteristics and key elements of Home Automation and features of Home Entertainment Systems. Students will be exposed to Residential/Commercial Control Systems & Programming, as well as an overview of IP Control Systems.	HVE100
HVE155	Motors, Lighting & PLC	4	50	50	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 3 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 operations. In addition, this class will cover the basic use and programming of a PLC (Programable Logic Controller).	HVE100

HVE165	Electrical Distribution Systems	4	50	50	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, as well as conduit bending. 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.	HVE100
	Total Hours:	**28**	**350**	**350**	**700**	**105**		

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 / 36 Semester Credit Hours / 38 Weeks / 9 Months

The Electro-Mechanical Technologies (EMT) program contains nine (9) phase term courses, 38 weeks, and 36 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. This program is not available at the Dallas Metro campus.

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	60	40	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	4	60	40	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	4	60	40	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	60	40	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	60	40	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:	**36**	**540**	**360**	**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 six five-week courses for a total of 30 weeks, 25 semester credit hours, and 750 contact hours of instruction. Many of all new students elect the Professional Welder program because of its 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	Outside Preparation Hours	Course Description	Prerequisite Course(s)
WLD101	Welding Fundamentals	4	25	100	125	2	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	25	100	125	4	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	4.5	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*	Pipe Welding	4	25	100	125	4	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	25	100	125	4	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	4.5	25	100	125	7	The welding capstone course is a transition course from the classroom to the field. Students are challenged in the laboratory to use all the welding knowledge and skills they have gained in a series of exercises designed to reinforce prior instruction, hone skills, and practice production rates that meet industry standards. Students are given three possible options they can pursue to complete course requirements. The selection of the option depends on the method students intend to apply after graduation. Time is also given to prepare for and seek gainful employment. Students prepare resumes, practice the interview process, learn about good work ethics including work habits and appearance, and complete employment applications.	WLD101, WLD105, WLD110, WLD115, WLD120
	Total Hours:	**25**	**150**	**600**	**750**	**28**		

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

REFRIGERATION TECHNOLOGIES (EXCEPT DALLAS METRO)

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

The Refrigeration Technologies (RT) program 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.

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	60	40	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	60	40	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	60	40	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**	**420**	**280**	**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.

REFRIGERATION TECHNOLOGIES (DALLAS METRO ONLY)

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

The Refrigeration Technologies (RT) program 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.

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	50	50	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 round out the students' understanding of basic electrical principles.	None
HVE110	Fundamentals of Solar	4	50	50	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	60	40	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 provide 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	60	40	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**	**400**	**300**	**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 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 and Jacksonville Campuses 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. This program is not available at the Dallas Metro campus.

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*	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	The welding capstone course is a transition course from the classroom to the field. Students are challenged in the laboratory to use all the welding knowledge and skills they have gained in a series of exercises designed to reinforce prior instruction, hone skills, and practice production rates that meet industry standards. Students are given three possible options they can pursue to complete course requirements. The selection of the option depends on the method students intend to apply after graduation. Time is also given to prepare for and seek gainful employment. Students prepare resumes, practice the interview process, learn about good work ethics including work habits and appearance, and complete employment applications.	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 CHANGES

Program transfers will require all completed courses to transfer into the new program. Students transferring to a program that does not incorporate all completed courses will be required to withdrawal from the current program and enroll into the new program. Students will be eligible to transfer completed courses for credit in the new program provided the course was the same or materially similar.

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 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*	Welding Specialist with Pipefitting
Tuition:	$18,700	$22,650
Technology Fee:	500	1,000

Lab Fees:	2,000	2,300
Course Materials/ Textbooks:	1,050	1,400
Gear Package:	850	950
Accident Insurance:	300	600
Total Program Cost:	**$23,400**	**$28,900**

**18-Week Professional Welder program version is not eligible for Title IV funding due to the definition of the Academic Year.*

Associate of Occupational Studies Degree Program	AOS in Welding Technology (AOSWT) Upper Division
Tuition:	$17,500
Registration Fee:	500
Lab Fees:	1,400
Course Materials/ Textbooks:	2,150
Gear Package:	350
Accident Insurance:	300
Total Program Cost:	**$22,200**

HVAC/R-Related Programs	Electrical Applications	Electrical Technologies	Electro-Mechanical Technologies	Refrigeration Technologies
Tuition:	$16,900	$16,900	$19,700	$16,900
Technology Fee:	500	500	500	500
Lab Fees:	2,000	2,000	2,000	2,000
Course Materials:	2,500	2,600	2,490	1,800
Gear Package:	950	950	1,450	1,000
Accident Insurance:	100	100	100	100
Total Program Cost:	**$22,950**	**$23,050**	**$26,240**	**$22,300**

Cash Pay Only	Electrical Lineworker
Tuition:	$13,750
Registration Fee:	100
Lab Fees:	800
Course Materials/ Textbooks:	300
Gear Package:	3,000
Accident Insurance:	300
Total Program Cost:	**$18,250**

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.

The Course Materials, Textbooks, and Gear Package pricing covers all materials that are required for each program. For safety reasons, the purchase of these items from TWS is mandatory and no substitutions will be allowed as outside equipment is not inspected by TWS and could present a hazard for students and/or faculty members. Textbooks and certain Course Materials will be provided by TWS via the student-issued electronic device (such as tablet or laptop).

If a student attempts a course and fails due to lack of attendance, failing to demonstrate sufficient understanding of the material, or both, the student will be required to take the course again. If the student's initial course attempt meets the required 80% attendance rate but is unsuccessful due to failing to demonstrate sufficient understanding of the material, that course rephase will be offered at no additional cost (maximum of one repeated course per program at no additional cost). Upon a second or subsequent retake, the student will incur a charge of $300 for each course retake (regardless of attendance rate). Conversely, if a student's initial attempt at a course is unsuccessful and does not meet the required 80% attendance rate, the student will be required to retake that course with a course repeat fee of $300. The course repeat fee shall be paid prior to taking the final test in the student's last class.

VETERAN-RELATED POLICIES

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; spouse or dependent adult child of an active duty, 100% permanently disabled, or deceased military service member; military retirees; and 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
Electrical Applications	$15,210	$6,050	$21,260
Electrical Technologies	$15,210	$6,150	$21,360
Electro-Mechanical Technologies	$17,730	$6,540	$24,270
Professional Welder*	$16,830	$4,700	$21,530
Refrigeration Technologies	$15,210	$5,400	$20,610
Welding Specialist with Pipefitting	$20,385	$6,250	$26,635
AOS in Welding Technology (Upper Division)	$15,750	$4,950	$20,700

**18-Week Professional Welder program version is not eligible for Title IV funding due to the definition of the Academic Year.*

VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), the Tulsa Welding Schools adopt the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to:

- Produce the VA Certificate of Eligibility (COE), or confirmation of the application for VA funding, reflecting the applicable program and DD214 showing discharge status and length of service;
- Evaluation of Credit Form along with applicable academic transcripts; and
- Joint Service or Military Transcripts, if applicable.

Tulsa Welding School has campuses in Tulsa, OK (Facility Code 24945436); Jacksonville, FL (Facility Code 25443410); and Tulsa Welding School & Technology Center in Houston, TX (Facility Code 25145943).

The web site below contains contact information for School Certifying Officials and Military Advising staff.

https://www.tws.edu/admissions/military-students/

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
Alumni Scholarship	$1,500	Tulsa Jacksonville Houston Dallas	Must be a graduate of a program offered by StrataTech Education Group and enroll into a program with a minimum of six month remaining in the program.
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 Dallas	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 Dallas	Must provide proof of Native American, Alaskan Native, or Native Hawaiian.
STEG Foundation^	$500 & up*	Tulsa Jacksonville	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^	$1,000	Tulsa Jacksonville	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.
TWS Welding Competition	100% Tuition (1st); 50% Tuition (2nd); 25% Tuition (3rd); $500 All Participants	Tulsa Jacksonville Houston Dallas	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 Dallas	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.
State/Federal Agency Sponsorship Program	Up to $7,500**	Tulsa Jacksonville Houston Dallas	Must be a U.S. Citizen/Permanent Resident, provide proof of applicable 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

Tulsa Programs	Morning (M-F)	Afternoon (M-F)	Evening (M-F)	Weekend* (T, Th, Sat-Sun)	18-Week (M-F)
Professional Welder	7:30am-12:30pm	1:00pm-6:00pm	6:30pm-11:30pm	6:30PM-9:00PM (Tuesday & Thursday); 8:00AM – 6:00PM (Sat & Sun)	7:30am-4:00pm
Professional Welder with Pipefitting	7:30am-12:30pm	1:00pm-6:00pm	6:30pm-11:30pm		
Electrical Applications	7:30am-12:30pm	1:00pm-6:00pm	6:30pm-11:30pm		
Electro-Mechanical Technologies	7:00am-12:15pm	1:00pm-6:00pm	6:30pm-11:30pm		
Refrigeration Technologies	7:00am-12:15pm	1:00pm-6:00pm	6:30pm-11:30pm		
Associates of Occupational Studies in Welding Technology	7:30am-12:30pm(M-Th)	1:00pm-6:00pm(M-Th)	6:30pm-11:30pm(M-Th)		

**First 5 hours in class for safety training; remaining lecture days will be online unless stated otherwise by Instructor.*

Jacksonville Programs	Morning (M-F)	Afternoon (M-F)	Evening (M-F)	Weekend* (T, Th, Sat-Sun)	18-Week (M-F)
Professional Welder	7:30am-12:30pm	1:00pm-6:00pm	6:30pm-11:30pm	6:30PM-9:00PM (Tuesday & Thursday); 8:00AM –6:00PM (Sat & Sun)	7:30am-4:00pm
Welding Specialist with Pipefitting	7:30am-12:30pm	1:00pm-6:00pm	6:30pm-11:30pm		
Electrical Applications	7:30am-12:30pm	Not Available	6:00pm-11:00pm		
Refrigeration Technologies	7:30am-12:30pm	Not Available	6:00pm-11:00pm		
Electro-Mechanical Technologies	7:30am-12:30pm	Not Available	6:00pm-11:00pm		

**First 5 hours in class for safety training; remaining lecture days will be online unless stated otherwise by Instructor.*

Houston Programs	Morning (M-F)	Afternoon (M-F)	Evening (M-F)	Weekend* (T, Th, Sat-Sun)	18-Week (M-F)
Professional Welder	7:00am-12:15pm	12:45pm-6:00pm	6:30pm-11:45pm	6:30PM – 9:00PM (Tues & Thurs*); 8:00AM – 6:00PM (Sat & Sun)	7:30am-4:00pm
Welding Specialist with Pipefitting	7:00am-12:15pm	12:45pm-6:00pm	6:30pm-11:45pm		
Electrical Applications	7:00am-12:15pm	12:45pm-6:00pm	6:30pm-11:45pm		
Electro-Mechanical Technologies	7:00am-12:15pm	12:45pm-6:00pm	6:30pm-11:45pm		
Refrigeration Technologies	7:00am-12:15pm	12:45pm-6:00pm	6:30pm-11:45pm		

**First 5 hours in class for safety training; remaining lecture days will be online unless stated otherwise by Instructor.*

Houston Programs	Morning (M-F)	Afternoon (M-F)	Evening (M-F)
Professional Welder	7:00am-12:15pm	12:45pm-6:00pm	6:30pm-11:45pm
Electrical Technologies	7:30am-12:30pm	1:00pm-6:00pm	6:30pm-11:30pm
Refrigeration Technologies	7:30am-12:30pm	1:00pm-6:00pm	6:30pm-11:30pm
Electrical Lineworker	7:00am – 3:30pm		

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

TULSA WELDING SCHOOL | 2023-2024 CATALOG

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

Dallas Metro

Professional Welder

	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

Electrical Technologies & Refrigeration Technologies

	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

Electrical Lineworker

Category	Time Start	Time End
Instruction	7:00 AM	8:55 AM
Break	8:55 AM	9:10 AM
Instruction	9:10 AM	11:00 AM
Lunch	11:00 AM	11:30 AM
Instruction	11:30 AM	1:25 PM
Break	1:25 PM	1:40 PM
Instruction	1:40 PM	3:30 PM

COURSE	TIME START	TIME END	CATEGORY	COURSE
TUESDAY WEEK 3	7:00 AM	8:55 AM	Instruction	EL101
	8:55 AM	9:10 AM	Break	
	9:10 AM	11:00 AM	Instruction	
	11:00 AM	11:30 AM	Lunch	
	11:30 AM	1:25 PM	Instruction	
	1:25 PM	1:40 PM	Break	
	1:40 PM	3:30 PM	Instruction	EL102
TUESDAY WEEK 5	7:00 AM	8:55 AM	Instruction	EL102
	8:55 AM	9:10 AM	Break	EL103
	9:10 AM	11:00 AM	Instruction	
	11:00 AM	11:30 AM	Lunch	
	11:30 AM	1:25 PM	Instruction	
	1:25 PM	1:40 PM	Break	
	1:40 PM	3:30 PM	Instruction	

TUESDAY WEEK 8	7:00 AM	8:00 AM	Instruction	EL103
	8:00 AM	8:55 AM	Instruction	EL104
	8:55 AM	9:10 AM	Break	
	9:10 AM	11:00 AM	Instruction	
	11:00 AM	11:30 AM	Lunch	
	11:30 AM	1:25 PM	Instruction	
	1:25 PM	1:40 PM	Break	
	1:40 PM	3:30 PM	Instruction	

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

Tulsa	Graduation Dates						
Start Date	Professional Welder	Professional Welder (Weekend)	Professional Welder (18-Week)	AOS in Welding Technology (Upper Division Courses	Electrical Applications	Electro Mechanical	Refrigeration Technologies
10/2/23				5/9/24			
10/4/23					5/3/24	7/2/24	5/3/24
10/23/23	5/31/24		3/8/24	5/30/24			
10/24/23		6/2/24					
11/1/23					6/3/24	7/31/24	6/3/24
11/13/23				6/20/24			
12/4/23	7/5/24						
12/5/23		7/7/24					
12/7/23					7/2/24	8/28/24	7/2/24
12/11/23				7/11/24			
1/8/24				8/1/24			
1/12/24					7/31/24	9/26/24	7/31/24
1/16/24	8/9/24	8/11/24					
1/29/24				8/22/24			
2/12/24					8/28/24	10/24/24	8/28/24
2/19/24	9/13/24			9/12/24			
2/20/24		9/15/24					
3/11/24			7/12/24	10/3/24	9/26/24	11/22/24	9/26/24
3/25/24	10/18/24						
3/26/24		10/20/24					
4/1/24				10/24/24			
4/8/24					10/24/24	1/6/25	10/24/24
4/22/24				11/14/24			
4/29/24	11/22/24						
4/30/24		11/24/24					
5/6/24					11/22/24	2/4/25	11/22/24
5/13/24				12/12/24			
6/3/24	1/10/25			1/9/25			
6/4/24		1/12/25			1/6/25	3/4/25	1/6/25
6/24/24				1/30/25			
7/3/24					2/4/25	4/1/25	2/4/25
7/8/24	2/14/25						
7/9/24		2/16/25					
7/15/24			11/15/24	2/20/25			
8/1/24					3/4/25	4/29/25	3/4/25
8/5/24				3/13/25			
8/12/24	3/21/25						
8/13/24		3/23/25					
8/26/24				4/3/25			
8/29/24					4/1/25	5/28/25	4/1/25
9/16/24	4/25/25			4/24/25			
9/17/24		4/27/25					
9/27/24					4/29/25	6/26/25	4/29/25
10/7/24				5/15/25			
10/21/24	5/30/25						
10/22/24	6/1/25						
10/25/24					5/28/25	7/25/25	5/28/25
10/28/24				6/5/25			
11/18/24				6/26/25			
12/2/24	7/3/25				6/26/25	8/22/25	6/26/25
12/3/24	7/6/25						
12/16/24				7/17/25			

**Upper division courses only (Professional Welder program must be completed as a prerequisite to completing the upper division courses)*

Houston	Graduation Dates						
Start Date	Professional Welder	Professional Welder (Weekend)	Professional Welder (18-Week)	Welding Specialist with Pipefitting (Pipefitting Courses Only)	Electrical Applications	Electro Mechanical	Refrigeration Technologies
10/17/2023					5/16/2024	7/16/2024	5/16/2024
10/23/2023	5/31/2024			1/12/2024			
10/24/2023		6/2/2024					
11/15/2023					6/14/2024	8/13/2024	6/14/2024
12/4/2023	7/5/2024			2/16/2024			
12/5/2023		7/7/2024					
12/11/2023			4/19/2024				
12/20/2023					7/16/2024	9/11/2024	7/16/2024
1/16/2024	8/9/2024			3/22/2024			
1/16/2024		8/11/2024					
1/26/2024					8/13/2024	10/9/2024	8/13/2024
2/19/2024	9/13/2024			4/26/2024			
2/20/2024		9/15/2024					
2/23/2024					9/11/2024	11/6/2024	9/11/2024
3/22/2024					10/9/2024		10/9/2024
3/25/2024				5/31/2024			
3/26/2024							
4/19/2024					11/6/2024	1/17/2025	11/6/2024
4/22/2024			8/23/2024				
4/29/2024				7/5/2024			
4/30/2024							
5/17/2024						2/17/2025	12/12/2024
6/3/2024	1/10/2025			8/9/2024			
6/4/2024		1/12/2025					
6/17/2024					1/17/2025	3/17/2025	1/17/2025
7/8/2024	2/14/2025			9/13/2024			
7/9/2024		2/16/2025					
7/17/2024					2/17/2025	4/14/2025	2/17/2025
8/12/2024	3/21/2025						
8/13/2024		3/23/2025					
8/14/2024					3/17/2025	5/12/2025	3/17/2025
8/26/2024			1/10/2025				
9/12/2024					4/14/2025	6/10/2025	4/14/2025
9/16/2024	4/25/2025						
9/17/2024		4/27/2025					
10/10/2024					5/12/2025	7/10/2025	5/12/2025
10/21/2024	5/30/2025			1/10/2025			
10/22/2024		6/1/2025					
11/7/2024					6/10/2025	8/7/2025	6/10/2025
12/2/2024	7/3/2025			2/14/2025			
12/3/2024		7/6/2025					
12/13/2024					7/10/2025	9/5/2025	7/10/2025

Jacksonville	Graduation Dates						
Start Date	Professional Welder	Professional Welder (Weekend)	Professional Welder (18-Week)	Welding Specialist with Pipefitting (Pipefitting Courses Only)	Electrical Applications	Electro Mechanical Technologies	
10/17/2023					5/16/2024	7/16/2024	5/16/2024
10/23/2023	5/31/2024			1/12/2024			
10/24/2023		6/2/2024					
11/15/2023					6/14/2024	8/13/2024	6/14/2024
12/4/2023	7/5/2024			2/16/2024			
12/5/2023		7/7/2024					
12/11/2023			4/19/2024				
12/20/2023					7/16/2024	9/11/2024	7/16/2024
1/16/2024	8/9/2024	8/11/2024		3/22/2024			
1/26/2024					8/13/2024	10/9/2024	8/13/2024
2/19/2024	9/13/2024			4/26/2024			
2/20/2024		9/15/2024					
2/23/2024					9/11/2024	11/6/2024	9/11/2024
3/22/2024					10/9/2024	12/12/2024	10/9/2024
3/25/2024				5/31/2024			
3/26/2024							
4/19/2024					11/6/2024	1/17/2025	11/6/2024
4/22/2024			8/23/2024				
4/29/2024				7/5/2024			

4/30/2024							
5/17/2024						2/17/2025	
6/3/2024	1/10/2025			8/9/2024			
6/4/2024		1/12/2025					
6/17/2024					1/17/2025	3/17/2025	1/17/2025
7/8/2024	2/14/2025			9/13/2024			
7/9/2024		2/16/2025					
7/17/2024					2/17/2025	4/14/2025	2/17/2025
8/12/2024	3/21/2025			10/18/2024			
8/13/2024		3/23/2025					
8/14/2024					3/17/2025	5/12/2025	3/17/2025
8/26/2024			1/10/2025				
9/12/2024					4/14/2025	6/10/2025	4/14/2025
9/16/2024	4/25/2025						
9/17/2024		4/27/2025					
10/10/2024					5/12/2025	7/10/2025	5/12/2025
10/21/2024	5/30/2025			1/10/2025			
10/22/2024		6/1/2025					
11/7/2024					6/10/2025	8/7/2025	6/10/2025
12/2/2024	7/3/2025			2/14/2025			
12/3/2024		7/6/2025					
12/13/2024					7/10/2025	9/5/2025	7/10/2025

Dallas	Graduation Dates			
Start Date	Professional Welder	Refrigeration Technologies	Electrical Technologies	Electrical Lineworker
10/17/2023		5/16/2024	5/16/2024	
10/23/2023	5/31/2024			
11/15/2023		6/14/2024	6/14/2024	
12/4/2023	7/5/2024			
12/18/2023				4/4/2024
12/20/2023		7/16/2024	7/16/2024	
1/16/2024	8/9/2024			
1/26/2024		8/13/2024	8/13/2024	
2/19/2024	9/13/2024			
2/23/2024		9/11/2024	9/11/2024	

3/22/2024		10/9/2024	10/9/2024	
3/25/2024	10/18/2024			
4/22/2024				8/1/2024
4/19/2024		11/6/2024	11/6/2024	
4/29/2024	11/22/2024			
5/17/2024		12/12/2024	12/12/2024	
6/3/2024	1/10/2025			
6/17/2024		1/17/2025	1/17/2025	
7/8/2024	2/14/2025			
7/17/2024		2/17/2025	2/17/2025	
8/12/2024	3/21/2025			
8/14/2024		3/17/2025	3/17/2025	
8/19/2024				12/5/2024
9/12/2024		4/14/2025	4/14/2025	
9/16/2024	4/25/2025			
10/10/2024		5/12/2025	5/12/2025	
10/21/2024	5/30/2025			
11/7/2024		6/10/2025	6/10/2025	
12/2/2024	7/3/2025			
12/13/2024		7/10/2025	7/10/2025	

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 school and is based on availability. If for some unforeseen circumstances the school is unable to accommodate the student at the beginning 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:

Veteran's Day Observance (11/10/2023)
Fall Break (11/20/2023 – 11/26/2023)
Winter Break (12/25/2023 – 12/31/2023)

New Year's Day (1/1/2024)
Martin Luther King Jr. Day (1/15/2024)
Memorial Day (5/27/2024)
Juneteenth (6/19/2024)
Independence Day (7/4/2024)
Labor Day (9/2/2024)
Veteran's Day (11/11/2024)
Fall Break (11/25/2024 – 12/1/2024)
Winter Break (12/23/2024 – 12/29/2024)
New Year's Day (1/1/2025)
Martin Luther King Jr. Day (1/20/2025)
Memorial Day (5/26/2025)
Juneteenth (6/19/2025)
Independence Day (7/4/2025)
Labor Day (9/1/2025)
Veteran's Day (11/11/2025)
Fall Break (11/24/2025 – 11/30/2025)
Winter Break (12/22/2025 – 12/28/2025)
New Year's Day (1/1/2026)

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: New Year' Day; Martin Luther King, Jr. Day; Memorial Day; Juneteenth; 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	12:15 PM
AFTERNOON	12:45 PM	6:00 PM
EVENING	6:30 PM	11:45 PM

For students who attend the 18-Week session of the Professional Welder program, certain holidays will have mandatory make-up days as listed below.

Holiday Date (18-Week)	Mandatory Make-Up Date
11/10/2023	11/4/2023

For students who attend the weekend session of the Professional Welder program, certain holidays will be observed, and courses will not be offered. The holiday dates are listed below.

Holiday Date (Weekend)	Mandatory Make-Up Date
7/4/2024	7/5/2024

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 employment 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 Student Services Department and Student Financial Services Department on campus and virtually to assist students with applying for financial assistance. Staff members will explain the requirements application process and possible eligibility for Federal, state, institutional or Agency grants and scholarships, such as the Federal Pell Grant and Federal SEOG, prior to introducing any alternative or institutional lending options. Additionally, staff members discuss eligibility under the Federal Direct Loan programs. 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, the school will allow limited transferability of credits. A student may request credit for one or more courses contained within an educational program. The request to transfer credit must be initiated by the student. Requests for transfer credit should be submitted prior to enrollment, and only under extenuating circumstances may an exception be made and will require the approval of the Campus President. However, all necessary documents must be received no later than 14 calendar days after the start date or re-entry date of the student's program.

To apply for consideration of credits previously earned, students must request official transcripts be sent directly to the school to the attention of the Registrar. Students may be required to provide a relevant catalog and/or other relevant documents regarding the course(s) to be considered. Foreign transcripts must be translated into English and be evaluated by a member agency of the National Association of Credential Evaluation Services (NACES).

To be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education at the time the student earned the credits. If students earned educational credits at a post-secondary institution outside the United States and not accredited by an agency recognized by the United States Department of Education at the time the student earned the credits, then that postsecondary institution must have equivalent accreditation standing with the central accrediting body in its country of residence at the time the student earned the credits.

Courses for which applicants would like to request transfer credit ("TC") must meet the applicable criteria listed below:

- Courses in general taken at an outside institution must have been completed within the previous 10 years. Individuals holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.
- All other courses must have a grade of "C" or higher on the transcript from the awarding institution.
- Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses int the student's program for transfer credit to be awarded.
- When a warranted need for exception to the time limit as stipulated in the preceding paragraphs arises, it must be carefully evaluated at the campus level and presented with justification to the Vice President of Education for approval.

Student's may receive proficiency credit ("PC") by requesting an interview with a hands-on demonstration and/or written examination(s) evaluated by the program's top education official. In addition, students may be eligible for proficiency credit through an articulation agreement negotiated between one of our institutions and another institution. Tulsa Welding School has made Articulation Agreements with several school systems in various states. Please speak with an Admissions Representative for additional information.

For a student to be awarded a diploma or degree, at least 25% of the appropriate credit must be earned at one of our institutions. Should credit be granted, the student will be advanced in the program as appropriate, and the program shortened accordingly. 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). Tuition and lab fees shall be reduced on a pro-rata basis for the number of courses receiving credit. Non-degree course credit must be determined prior to a student starting a program.

If a student receives credit when transferring to a new school or into a new program at the student's current school, these transfer credits will be counted as credits completed and credits attempted when determining progress towards the quantitative measure and maximum timeframe. If no credit is transferred into the new school or program, then SAP will be evaluated solely on the work at the current school and in the current program. Students who change programs after federal student aid funds have been disbursed must be evaluated by the Financial Aid Department to determine the impact on federal student aid eligibility. In some cases, the change will result in a return of federal student aid per the withdrawal from the initial program and the immediate repackaging of federal aid that will apply towards the new program.

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 appropriate military transcripts, and transcripts from all prior postsecondary institutions previously attended.

ADD/DROP PERIOD

Students who enroll and attend our school will be offered an opportunity to attend our programs for a short period of time without incurring a financial obligation. Students who attend three out of the first five scheduled class days are considered active students. The school will ensure that students have the necessary books and other materials needed to succeed during this add/drop period. Once a student becomes active, they will be responsible for program charges.

Any student who officially or unofficially withdraws during the add/drop period 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. A student who does not withdraw within the fadd/drop period of the program will be considered to have confirmed their intention to continue the program as an active student and thus will be classified as a start.

Any student who attends the add/drop period and who wishes to receive federal student aid funds after becoming an active student must meet the other Federal Student Aid eligibility criteria as provided in the federal regulations. Once determined to be an active 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 add/drop 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	TThis 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.
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.
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 Add/Drop Period has ended and prior to 80% course completion.

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 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 Welding Specialist with Pipefitting diploma program is available at the Houston, TX and Jacksonville, FL campuses only.. All other diploma programs are available at all campus locations.

TRANSCRIPTS & DIPLOMAS

Transcripts:

Students are entitled to receive official transcripts upon their request.

Diplomas:

One diploma will be issued at no cost to each student who has met all financial and academic obligations as described in the Enrollment Agreement, the School Catalog, and any other materials that have been provided to the student by the institution in regards to their financial or academic obligation. **A diploma request will not be processed until all financial obligations to the institution have been met.**

Note: Students who have a financial obligation owed to the institution at the time of graduation will receive a letter from the institution, along with official transcripts, confirming they have completed the program. The letter and official transcripts are provided to the students so they have documentation of their training to provide to potential employers

PAYMENT POLICY

Tuition is due prior to the first day of class unless the student is eligible for financial aid and clearance has been given by the Student Financial Services Department, or other financial arrangements have been made with the Business Office. Students are responsible for any financial obligation incurred while attending the school regardless of payment method. Students may be terminated at the discretion of the school for non-payment or past due payments owed to the institution.

MAXIMUM CLASS AND LAB SIZE

The maximum lecture class size for our programs is 30 students. The maximum laboratory class size per instructional staff member for our programs is 20 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.
- 5. Caught stealing or cheating on exams.
- 6. Physical act of violence towards self or other persons.
- 7. 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. Such a termination may be appealed per procedures in the Appeals Procedures outlined in this School Catalog.

ACADEMIC INTEGRITY

- Academic integrity is a responsibility of students and faculty to uphold ethical behavior, fairness, truthfulness, and respect in all areas.
- Violations of the academic integrity policy will be disciplined. Examples of violations include, but are not limited to, the following:
- Cheating on assignments, tests, quizzes, labs, or any other graded material

- Plagiarism - Submission of the work of another person for credit, or failure to properly cite references for any work which is not original to the student (such as copying the work of another student and/or allowing another student to copy their work). Submission of the same work from a class previously taken by the student
- Unauthorized use of notes or materials in exams (to include smartphones, tablets, etc.), including talking to other students
- Forging or altering assignments.
- Falsifying or fabricating circumstances presented to the instructor to gain advantages.
- Third party login attempts to the LMS where the student is being masqueraded by a different user.
- Collaboration that has not been authorized by the instructor. This includes giving or receiving assistance on exams, or other academic assignments.
- Allowing others to copy or use work that is not their own; including the exchanging of any code that should only be used by a specific student.
- Falsifying attendance, logging into a class to show attendance when not actually in attendance.
- Providing any answer from graded assignments to others.
- Taking pictures of any material (on ground or online) including screenshots.

Incidents of violating the Academic Integrity Policy may result in the following, based on severity and repetitiveness of the violation:

1. Verbal or written warning
2. Receive a zero for the task
3. Failure of the course
4. Suspension from the student's program
5. Dismissal of the student

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 the ADA Coordinator, or Designee, 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.

ADA Coordinators:

Tulsa, OK Location	Jacksonville, FL Location	Houston, TX Location	Dallas Metro Location
Benjamin Shorb	Alecia Heffner	Patricia Cunningham	David Bowman
(918) 960-5272	(904) 345-5595	(281) 975-0494	(214) 227-9998

BRUSH-UP TIME

Current students and 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.

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. Students who park on campus do so at their own risk. The school will not be held responsible for lost, stolen, or damaged vehicles or personal property.

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-Related 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
- Welding-Related 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.
- HVAC/R-Related 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 Dean of Academics and Student Success and subject to disciplinary actions, such as suspension.

Student safety comes first. It is the student's responsibility to dress with this in mind. Instructors must ensure students are ready to perform ALL tasks in a safe and proper manner.

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. Attendance is monitored each class day. A student who is not in attendance the full day may receive up to one-half day absence. Students who are not in attendance aduring their regularly scheduled session will receive an entire class day absence.

Students will be allowed a maximum number of absences per course, depending on course length, as follows:

Scheduled Class Days in Course	Maximum Number of Days Missed
10 or less	2
11 to 15	3
16 to 20	4
21 to 25	5
26 to 30+	6

Absences in excess of these maximum allowances will result in a failing grade. Students will be required to repeat a course if a failing grade is earned.

Make-up time may be allowed for students who can document that an absence was due to any of the following exceptions:

- Illness (a doctor's note or proof of hospital stay is required)
- Bereavement (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)

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. Make-up time will only be approved for a maximum of one day per course, not to exceed 5% of the total program length.

Additionally, make-up work shall:

1. be approved by the Lead Instructor, Director of Training, or their designee, prior to the make-up day and time;
2. only take place in half-day or full-day increments;
3. be supervised by an instructor approved for the class being made up;
4. require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
5. be completed prior to the end of the grading period during which the absence occurred;
6. 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
7. be signed and dated by the student to acknowledge the make-up session.

If a student 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 (where applicable). In the case where the institution has earned 100% of a student's total program cost, and the

student is not eligible for a refund, the student may not be terminated for neglecting to meet the attendance requirements. Upon reentry, the percentage absent will be calculated based on the remaining scheduled hours in the program.

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.

Neither of these provisions circumvent the refund policy.

ONLINE COURSE ATTENDANCE POLICY

Students are expected to log in and participate in an online class at least 4 to 5 days per week. Students are required to participate in three out of the first five days of the course. Subsequently, students must participate on at least two separate days each remaining week of the course to meet the attendance requirement. Attendance for an online course is based solely on a student's participation in the online course.

Participation in an online course is defined as the following:

1. Completing an initial discussion post
2. Completing a peer response in a discussion
3. Completing an assignment
4. Completing a quiz or exam
5. Any graded activity in the course

Please note: Simply logging in to the class, reading content of the course, participating in an ungraded discussion or calling, texting, or emailing the instructor is not considered participation in an online class and the student will not receive attendance for these activities.

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. Absences in excess of one scheduled week will result in a failing grade. Students will be required to repeat a course if a railing grade is earned. Students who fail to meet attendance requirements of participation as defined in this section will be withdrawn from the course. **New students who do not meet these attendance requirements for the first week of their first course will be withdrawn from the course, which may result in withdrawal from their program of study.**

A student whose enrollment was terminated for violation of the attendance policy may not reenroll before the start of the next evaluation period (where applicable). In the case where the institution has earned 100% of a student's total program cost, and the student is not eligible for a refund, the student may not be terminated for neglecting to meet the attendance requirements. Upon reentry, the percentage absent will be calculated based on the remaining scheduled hours in the program.

None of these provisions circumvent the refund policy.

LATE WORK POLICY

Students may submit late work at the discretion of the instructor. In general, the table below will apply to late work submissions in the classroom.

Lateness	Percent Penalty
1 Week	25%
2 Weeks	50%
More than 2 Weeks	Not Accepted

These late penalties are at the discretion of the instructor. Students should contact the instructor to discuss the reason for the lateness of the work. Documentation may need to be provided by the student if asked for by the instructor. All work is due by the end of the last day of class.

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

(THE FOLLOWING THREE PARAGRAPHS APPLY 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 student will be advised if they are placed on Academic Probation prior to 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 shall 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

The Satisfactory Academic Progress (SAP) policy sets guidelines regarding how a student's academic performance is evaluated at different points during the educational program. To be eligible for federal student aid (FSA) funds while attending the institution, students must maintain SAP. This policy explains the qualitative (grade-based) and maximum time frame (MTF) standards that our institutions will use to check SAP and will be applied consistently to all educational programs and to all students within specific categories. It is the same standard our institutions will use for all students enrolled in the same educational program whether they receive FSA funds or not. Records of students' grades, attendance, and completion rates are maintained in the Student Information System which can be accessed by applicable school personnel and are available for review upon request by the student, federal, state, or local agencies, and other agencies for audit purposes.

QUALITATIVE STANDARDS

To assess 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 of graduation. These minimum CGPA requirements are based upon a cumulative average and shall be maintained throughout the student's educational program.

Grades, corresponding numeric ranges, and grade point values are as follows:

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 current student or 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.
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 Add/Drop Period has ended and prior to 80% course completion.

Grade point values are determined by multiplying the number of credit hours in the course by the grade point value assigned to the letter grades. 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. CGPA calculations will be computed for all successfully completed (passed) courses, as well as for failed courses applicable to that program regardless of when taken. Failed grade point values will be removed and replaced once the course, or equivalent, is repeated and subsequently passed.

A course syllabus is distributed to students at the beginning of each course and is available through the LMS. The syllabus specifies the manner by which lecture and lab grades are combined to produce the final course grade. Students may review grades at the end of each course.

MAXIMUM TIME FRAME (MTF)

Students shall complete their educational program within the maximum time limits. For all programs, the maximum time frame will be no longer than 150% of the published length of the educational program. Maximum time frame is cumulative and includes all courses attempted, regardless of whether a student received federal student aid funds. For credit hour programs, the maximum time frame will be measured in credit hours attempted (for example, a 25 Semester Credit Hour (SCH) program has a maximum time frame of 37.5 SCH).

Students are required to complete their educational program within the maximum time

frame and may receive federal student aid funds (if applicable) up through that timeframe. However, if a SAP review shows that the student, who may not be at 150%, cannot complete their program within the maximum time frame, they become ineligible for federal student aid, subject to any appeals, and may be terminated at that time.

EVALUATING SAP

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 CGPA will be measured. Students who fail to meet these minimum requirements at the end of the evaluation period will be placed on Financial Aid Warning for the subsequent payment period. If the student fails to meet the minimum SAP standards following a period of Financial Aid Warning, the student may be terminated unless they submit a successful appeal. With a successful appeal, the student is eligible to be placed on Financial Aid Probation. At the institution's discretion, the student may receive an Academic Plan if additional time is needed to meet the minimum SAP requirements. Students with a Financial Aid Warning, Financial Aid Probation or an Academic Plan (if meeting the goals of the Plan) status, will be eligible to receive federal student aid funds while holding that status.

EVALUATION INCREMENTS

The school will evaluate SAP based on the definition of a financial aid payment period for the applicable program (with the exception of Texas residents; see Academic Standing Policy for Texas-residents policy). Payment period varies by program (see Evaluation Increments Chart for breakdown).

TWS Evaluation Increments Chart	
Program	# Courses
Professional Welder	3
Welding Specialist with Pipefitting	2
Refrigeration Technologies	4
Electrical Applications / Electrical Technologies	4
Electro - Mechanical Technologies	5
AOS in Welding Technology	6

SAP NOTIFICATION

Students will be notified of the results from the incremental SAP reviews that impact their academic standing or their eligibility for federal student aid. Students not making SAP at the end of the evaluation period will be informed of what steps they shall 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 or eligibility for federal student aid.

FINANCIAL AID WARNING

Financial Aid Warning status will be automatically assigned to those students who fail to make SAP at the end of the evaluation and/or payment period. No appeal is necessary for this status, as it will be automatically assigned until the end of the next evaluation and/

or payment period. Students may continue to receive federal student aid funds while on Financial Aid Warning. At the end of the Financial Aid Warning period, students must meet the minimum SAP requirements or may lose eligibility for federal student aid funds. Students who fail to make SAP at the end of the Financial Aid Warning period may be placed on Financial Aid Probation after a successful appeal. Otherwise, students may be terminated or rendered ineligible for further federal student aid disbursements.

SAP APPEAL PROCESS

The SAP Appeal process is a process by which a student who is not meeting the institution's SAP requirements following a Financial Aid Warning period requests reconsideration of eligibility for FSA funds after being terminated. Students who fail to meet the school's minimum qualitative standards, or who are not progressing in a manner that would allow them to complete their educational program within 150% of the maximum length of the program, may submit an appeal if certain extenuating 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.

Students must submit an appeal in writing to Student Services Department on the school-approved form, along with an Academic Plan, within 14 days of receiving notice that the student is ineligible to continue to receive financial aid funds and will be terminated. The written appeal must address why the student failed to make SAP and what has changed in the student's circumstances that will allow the student to make SAP by the end of next evaluation period (in addition to the aforementioned documentation serving as evidence to support the appeal). The appeal is unacceptable if these elements are missing. If the school has determined that based on the student's appeal, the student will be able to meet the appropriate minimum SAP standards by the end of the next evaluation and/or payment period, the appeal will be approved, and the student will be placed on Financial Aid Probation for one evaluation and/or payment period.

Upon receipt of an appeal, the school'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, the Academic Plan will be provided to the student along with the decision. Otherwise, if the appeal is denied, the student will be terminated from the school.

Students may appeal more than one time, but the basis for the appeal shall be based on different circumstances.

FINANCIAL AID PROBATION AND AN ACADEMIC PLAN

Financial Aid Probation status will be assigned to those students who fail to make SAP at the end of the Financial Aid 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 and/or payment period. Students on Financial Aid 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 payment period in which they are on probation. At the end of the Financial Aid Probation period, students shall meet the appropriate minimum SAP requirements or comply with the terms of an established

Academic Plan, if granted by the school, or may lose eligibility for federal student aid funds and be dismissed from the school.

REINSTATEMENT

Students who were terminated or became ineligible for federal student aid funds due to a lack of satisfactory academic progress may apply for reinstatement at the school after a minimum of one course has elapsed. Students may be allowed to re-enroll at the school without financial aid at the school's considerable discretion.

Following a successful appeal approved by the SSAP Appeals Committee [see SAP Appeal Process above], students terminated or ineligible for federal student aid funds for unsatisfactory academic progress may be readmitted and placed on Financial Aid Probation. This Financial Aid Probation period will be for one payment period. The institution shall advise the student of this action and document the student's file accordingly. If the student does not achieve SAP within the readmission Financial Aid Probation period, then the student will be terminated from the school.

COURSE REPEATS

Students are expected to earn passing grades and make satisfactory academic 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 school will count the higher grade in the qualitative component/CGPA of the SAP evaluation. However, both courses will be included in the in the maximum time frame calculation. Students will only be allowed to repeat any individual failed 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 exist to help students improve competencies in a course and are subject to course availability. Course repeats, from a student's point of view, are not desirable because every course repeat extends training time by the length of the course and thus delays graduation and corresponding employment opportunities. If a student attempts a course and fails due to lack of attendance, failing to demonstrate sufficient understanding of the material, or both, the student will be required to take the course again. If the student's initial course attempt meets the required 80% attendance rate but is unsuccessful due to failing to demonstrate sufficient understanding of the material, that course rephase will be offered at no additional cost (maximum of one repeated course per program at no additional cost). Upon a second or subsequent retake, the student will incur a charge of $300 for each course retake (regardless of attendance rate). Conversely, if a student's initial attempt at a course is unsuccessful and does not meet the required 80% attendance rate, the student will be required to retake that course with a course repeat fee of $300. The course repeat fee shall be paid prior to taking the final test in the student's last class.

INCOMPLETES

An incomplete is granted by the Instructor and 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 three scheduled school days of the ending date of a course. An incomplete grade will not impact the CGPA.

Note: 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.

COURSE WITHDRAWALS

A student will be assigned the grade of withdrawal if the student withdraws from a course after the end of any established Add/Drop Period. A student is assigned a withdrawal grade if the student officially or unofficially withdrawals prior to completing 80% or more of the scheduled course hours. The withdrawal grade will be included in the SAP evaluation as credits attempted but will not impact the CGPA.

REMEDIAL COURSES

The institution does not offer remedial courses, and as such, does not consider remedial courses when calculating SAP.

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 complaints@accsc.org or at: https://www.accsc.org/StudentCorner/Complaints.aspx.

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
1740 W. Adams Street, Suite 3008
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 pursuant to §§ 23-64-121(4)(a) or 23-64-124, C.R.S., may be filed in writing within two years after the student discontinues his or her training at the school, or at any time prior to the commencement of training. Other complaints may be filed in writing within two years of the date the alleged injury and its cause were known or should have been known.:

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: https://gnpec.georgia.gov/student-resources/complaints-against-institution
(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

Student Protection Fund

IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed "Student Complaint Form." This form can be found on OCTS's 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) 430-4240
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 https://www.mccb.edu/offices/proprietary-schools.

Nebraska Students

Students may contact the Program Director of Private Postsecondary Career Schools at:
The Nebraska Department of Education
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
(402) 471-2295 (Phone)
(402) 471-0117 (Fax)

www.education.ne.gov

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 400
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 numbers are: S4551 (Houston, TX); S2125 (Tulsa, OK); S6203 (Dallas Metro).

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 www.texasworkforce.org/careerschoolstudents.

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 TWS.edu for additional state complaint procedures.

ARBITRATION AGREEMENT

Any disputes, claims, or controversies between me and Tulsa Welding School no matter how described, pleaded or styled (including class action claims), arising out of or relating to the Enrollment Agreement between me and Tulsa Welding School or relating in any manner to my relationship with Tulsa Welding

School (other than disputes, claims, or controversies described below in the section titled "Exclusions for Borrower Defense Claims") that are not resolved in accordance with the Student Complaint/Grievance Procedure set forth in the School Catalog, shall be resolved by binding arbitration under the Federal Arbitration Act. In addition, except as described below in the "Exclusions for Borrower Defense Claims" section, any dispute as to the ability to arbitrate a particular issue or claim or the validity of the Enrollment Agreement, including this Arbitration Agreement, shall be resolved through arbitration. For purposes of this Arbitration Agreement, the terms "Tulsa Welding School," "you", "yours" or "School" mean Tulsa Welding School, its predecessors in interest, successors, assigns, parents, subsidiaries, divisions, and affiliates (the "TWS Entities"), and each of the TWS Entities' owners, shareholders, partners, members, officers, directors, employees, agents, representatives, heirs, executors, administrators, attorneys, insurers, and all persons acting by, through, under, or in concert with them, as well as any subsequent holders of the Enrollment Agreement. I understand that Tulsa Welding School is a trade name owned by StrataTech Education Group, and that the definitions of the terms "you", "yours" and "School" as used in this Arbitration Agreement encompasses StrataTech Education Group. The terms "I", "me", and "my" as used in this Arbitration Agreement mean the Student/Buyer and any Co-signer.

I agree that by entering into this Arbitration Agreement, School and I are each waiving the right to a trial by judge or jury, to participate in a class action, or to have claims brought by or against either of us joined or consolidated with claims brought by or against another person, except as described in the following exclusions:

Exclusion for Small Claims Court Actions - Notwithstanding the preceding paragraph, either party may file an action in small claims court.

Exclusion for Complaints to Regulatory Agencies - Nothing in this Arbitration Agreement prohibits me from filing a complaint with the state regulatory agency or accrediting agencies listed in School's catalog.

Exclusions for Borrower Defense Claims - 1) School will not compel any student to pursue a complaint based on allegations that would provide a basis for a borrower defense claim through arbitration or an internal dispute process before the student presents the complaint to an accrediting agency or government agency authorized to hear the complaint. For purposes of this Arbitration Agreement, "borrower defense claim" means a claim based on an act or omission that is or could be asserted as a borrower defense as defined in 34 C.F.R. § 685.206(c)(1); § 685.222(a)(5); § 685.206(e)(1)(iii); or (iv) § 685.401(a). 2) We agree that this Arbitration Agreement cannot be used to stop you from being part of a class action lawsuit in court. You may file a class action lawsuit in court, or you may be a member of a class action lawsuit even if you do not file it. This provision applies only to class action claims concerning our acts or omissions regarding the making of the Direct Loan or our provision of educational services for which the Direct Loan was obtained. We agree that the court has exclusive jurisdiction to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for

which the loan was obtained. 3) We agree that neither we nor anyone else will use this Arbitration Agreement to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim, or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to lawsuits concerning other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

RIGHT TO REJECT: I may reject this Arbitration Agreement by mailing a signed rejection notice to 700 East Airport Freeway, Irving, TX 76052 within 20 days of the date that I sign the Enrollment Agreement. Any rejection notice must include my name, address, e-mail address and telephone number.

Choice of Arbitration Provider and Arbitration Rules - Unless you and I both agree to an alternative, the arbitration shall be administered by the American Arbitration Association ("AAA") before a single arbitrator and under the AAA's Consumer Arbitration Rules in effect at the time the arbitration is brought (collectively the "AAA Rules"). Information about the arbitration process can be obtained from AAA at www.adr.org or 1-800-778-7879.

Location of Arbitration – All in-person hearings and conferences in the arbitration shall take place in a locale within 50 miles of the campus I attend or attended, unless the School and I agree otherwise. If the county in which I reside at the time I file my claim is more than 50 miles from the campus I attend or attended, then I may choose that the hearings and conferences take place in my county. If my claim is for $10,000 or less, I may choose whether the arbitration will be conducted solely on the basis of documents submitted to the arbitrator, through a telephonic hearing or by an in-person hearing as established by the AAA Rules. If my claim exceeds $10,000, the right to a hearing will be determined by the AAA Rules.

Choice of Law – You and I agree that the Enrollment Agreement, including the Arbitration Agreement, evidences a transaction involving interstate commerce, that the arbitrator shall apply federal law to the fullest extent possible, and that the Federal Arbitration Act (9 U.S.C. §§1-16) (including the applicable substantive and procedural provisions thereof) ("FAA"), and not any state law, shall govern the applicability, interpretation and enforcement of this Arbitration Agreement.

Costs, Fees, and Expenses of Arbitration - Each party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of proofs. The amount AAA charges to the consumer for filing a claim under the Consumer Arbitration Rules is currently $200, and all remaining amounts are paid by the business (including administrative fees, arbitrator compensation, and expenses). However, this amount is subject to change by the arbitration provider. I understand that if I grossly overstate my claimed damages and the business is required to pay significant fees to the AAA, then the business may seek to recover those costs regardless of who succeeds in the arbitration.

Relief and Remedies - The arbitrator shall have the authority to award in favor of the individual party seeking relief all remedies permitted by applicable substantive law, including, without limitation, compensatory, statutory and punitive damages (subject to limits that would apply in court), and attorneys' fees and costs. In addition, the arbitrator may award declaratory or injunctive relief only in favor of the individual party seeking relief and only to the extent necessary to provide relief warranted in that party's individual claim. Upon the timely request of either party, the arbitrator shall render a written decision setting forth his or her essential findings and the basis of his or her award. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions against the applicable party in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrator's fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed on a party or a party's counsel under Rule 11 of the Federal Rules of Civil Procedure. The arbitrator may also award fees and expenses in accordance with any applicable AAA rule.

Effect of Arbitration Award - Any state or federal court with jurisdiction and venue may enter an order enforcing this Arbitration Agreement, enter judgment upon the arbitrator's award and/or take any action authorized under the FAA. For any arbitration- related proceedings in which courts are authorized to take action under the FAA, each party expressly consents to the non- exclusive jurisdiction of any state court of general jurisdiction or any state court of equity that is reasonably convenient to me, provided that the parties to any such judicial proceeding shall have the right to initiate such proceeding in a federal court or remove the proceeding to federal court if authorized to do so under applicable federal law.

Survival, Severability: This Arbitration Agreement shall survive the termination of my relationship with you or any change in my enrollment status. If any part or parts of this Arbitration Agreement are found to be invalid or unenforceable by a decision of a tribunal of competent jurisdiction, then such specific part or parts shall be of no force and effect and shall be severed, but the remainder of this Arbitration Agreement shall continue in full force and effect. Any or all of the limitations set forth in this Arbitration Agreement may be specifically waived by the party against whom the claim is asserted. Such waiver shall not waive or affect any other portion of this Arbitration Agreement.

IMPORTANT WAIVERS: NEITHER PARTY WILL HAVE THE RIGHT TO A JUDGE OR JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD AND AS DESCRIBED IN THE EXCLUSIONS ABOVE). FURTHER, I WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION (OTHER THAN AS DESCRIBED IN THE EXCLUSIONS ABOVE). THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT YOU OR I WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

CANCELLATION AND REFUND POLICY

The student may cancel their enrollment at any time by submitting notice, preferably in writing, of cancellation to the Admissions Department at 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 Dean of Academics and Student Success, 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.

INSTITUTIONAL REFUND POLICY

A student who ceases to attend 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 in the current academic year by the total number of weeks in the current academic year. The completion percentage is rounded up to the nearest 10% and is then multiplied by the tuition, lab fees, course materials, textbooks, and accident insurance amounts as represented on the student's enrollment agreement for the academic year. Students who withdraw after completing more than 80% 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	0%
6% of the Academic Year - 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%

Institutional Refund Policy for Students Called to Active Military Service

A student who withdraws due to the student being called to active duty in a military service of the United States will have their refunds processed as listed below.

1. If tuition and fees were collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the current program based on the Institutional Refund Policy or the student's home state policy (whichever is more beneficial to the student), 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 their withdrawal.

2. A grade of incomplete with the designation "withdrawn-military" will be assigned for the current course the student is attending in the program. The student retains the right to reenroll in the program, or a substantially equivalent program if that program is no longer available, not later than one year from 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 in the program.

Refunds due to a student will be made within thirty (30) days after the date of determination. The date of determination is considered the same day a student makes the official request to withdraw, preferably in writing, or the date at which the student has been absent without notice for 10 consecutive school days; however, in no case will the date of determination be more than 14 consecutive calendar days.

NOTE: The Federal Return of Title IV 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 Title IV 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 Student Financial Services Department.

CREDIT BALANCE RESOLUTION

If a student's payments exceed the amount the school may retain based upon the refund policy, a refund for this difference shall be disbursed based on the Credit Balance Refund Chart. 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.

Credit Balance Refund Chart		
Method of Payment Causing Credit Balance		**Refund Made To**
Institutional Scholarships		Student's Account (Reduce Scholarship)
Agency	10% of the Academic Year	10%
Title IV Federal Aid	20% of the Academic Year	20%
All Other Methods	30% of the Academic Year	30%

**If student authorizes credit to be returned to lender, the refund will be sent to the lender in the following order: Unsubsidized Loan, Subsidized Loan, PLUS Loan; otherwise, credit is refunded to student.*

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Overview

Before a tuition refund is calculated for withdrawn students who have received Federal Student Aid (FSA) 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. Students can check with the Student Financial Services Department to determine how the 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.

Calculation

A return of Title IV calculation is completed for all students who do not successfully complete their program. The number of days from the start date to the last date of attendance in the payment period is divided by the total scheduled days in the payment period to determine the percentage of aid earned. If the percentage attended is equal to or greater than 60%, 100% of the aid for the payment period is earned. 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.

Post Withdrawal Disbursements

If the student did not receive all the funds that were earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes Direct Loan funds, the school will seek the student's permission before it can disburse the Direct Loan funds. A student, or parent in the case of PLUS Loans, may receive all, a portion, or none of the funds. If the post-withdrawal disbursement includes grant funds, the school may automatically use all or a portion of the post-withdrawal disbursement of grant funds towards tuition and fees. A student's authorization is necessary to apply funds for other educationally related charges. Remaining grant funds will be delivered to the student.

Unearned Funds

If the amount of the funds that were earned is less than the amount of funds disbursed, the school or the student may be responsible for returning the funds. The school is responsible for returning the lesser of the institutional charges multiplied by the unearned percentage of funds or the entire amount of excess funds. The school will return these funds no later than 30 days from the date of determination (DOD). The DOD is no later than 14 calendar days from the last date of attendance, which is the date of withdrawal.

All unearned portions of Federal Student Aid funds 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
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Once the unearned Title IV funds are returned, the student may owe the school for the outstanding tuition and fee charges.

Student Notifications

Notification will be sent to withdrawn students of all refunds made. Any loan funds that must be returned by the student, or parent in the case of a PLUS Loan, shall be repaid in accordance with the terms and conditions of the Master Promissory Note (MPN). Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is the amount of the overpayment in excess of 50 percent of the amount of grant funds that was disbursed or could have been disbursed.

STATE REFUND POLICIES

There shall be no refund made for books and 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.

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.

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 Oklahoma refund policy applies to student-driven actions, such as official or unofficial withdrawal from school, and school-driven actions, such as dismissal or termination of enrollment by the school due to a student's violation of a rule or 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%

TULSA WELDING SCHOOL | 2023-2024 CATALOG

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 Please direct transcript requests to the Registrar's office.

TULSA WELDING SCHOOL | 2023-2024 CATALOG