

# CATALOG ADDENDUM

Effective July 13, 2020



3500 Southside Blvd., Jacksonville, FL 32216  
To Catalog Number 19, Effective July 13, 2020  
Branch Campus of Tulsa Welding School, Tulsa, OK

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## COVID-19 TEMPORARY CHANGES

Due to the recent concerns regarding COVID-19 (commonly known as coronavirus), Tulsa Welding School (TWS) will allow a leave of absence for any individual who feels they have been affected by, have genuine concerns about contracting, or have tested positive for COVID-19. Maximum leave time is a total of sixty (60) days. In the event the 60 days fall within a phase, the leave will be extended until the beginning of the next phase. Requests for all leaves of absence must be provided to the school in writing and must be officially approved by the school. Multiple leaves may be granted in any twelve (12) month period; however, the sum of all LOAs may not exceed 180 days in any 12-month period. A student who does not return from the approved leave of absence shall be terminated from their program of training. Additionally, VA eligible students are not eligible to receive VA benefits while on an approved leave of absence. This policy may be modified by regulatory mandates. Please see the Student Services Department for more information on this policy.

TWS has also enacted an Admissions Conditional Acceptance for students who cannot obtain proof of high school graduation due to school (or school district) closures resulting from the COVID-19 pandemic. Students are required to complete a form attesting to graduation from an acceptable high school diploma program, providing the reason necessitating the attestation, and committing to submit the high school documentation to the school once the barrier has been lifted. The student must provide the documentation to the school to complete their file in a reasonable amount of time once available or risk being removed from the program.

TWS remains committed to supporting students in achieving their desired professional goals. The current complications and unknowns resulting from the COVID-19 global pandemic has demanded that our institutions continue to adapt to the ever-changing conditions. Regardless of the circumstances we face, TWS will do all that it can to continue to offer courses while protecting the integrity of our programs and the education provided. To that end, there have been necessary adjustments made to the schedules, the order of courses, the delivery modalities, and/or the school calendar (among other things). Please know that any and all adjustments made are done so with the intent to provide students an opportunity to continue to pursue their academic and professional goals while we all face extraordinary circumstances. The safety of our students, staff, and instructors is paramount and will not be compromised.

## ADMISSION REQUIREMENTS

The Admission Requirements as listed on pages 8-12 have been revised to include the following disclosure.

### 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.

## ARBITRATION

The Arbitration section on page 68 has been revised to the information as listed below.


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

## PROGRAMS

Effective 7/13/2020, the Professional Welder program listed on pages 19-21 and the Professional Welder with Pipefitting program listed on pages 21-24 have been revised slightly. The course titled WLD115 Basic Pipe Welding is changing to WLD115 Pipe Welding.

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

  
Mary Kelly, President & CEO

**STUDENT COMPLAINT/GRIEVANCE PROCEDURE**


The Kansas Students phone number as listed on page 62 is now (785) 430-4240.

**CANCELLATION & REFUND POLICY**

The Georgia State Refund Policy as listed on page 74 is no longer in effect. Georgia residents will now fall under the Institutional Refund Policy as listed on pages 69 through 71.

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Mary Kelly, President & CEO