



**"World Class Welders
& Welding Inspectors"**

ACADEMIC CATALOG

2545 E. 11th Street
Tulsa, Oklahoma 74104-3909
Telephone: (918) 587-6789
Toll Free: (800) WELD PRO
Web Site:
www.weldingschool.com

Catalog Number 36
Effective:
July 1, 2009

3500 Southside Boulevard
Jacksonville, Florida 32216
Telephone: (904) 646-WELD
Toll Free: (877) WELD JAX
Web Site:
www.weldingschool.com

Catalog Number 9
Effective:
July 1, 2009
Branch campus
of Tulsa Welding School
2545 E. 11th Street, Tulsa, OK

Examples of refund policy applications are available for your review in the Financial Aid Department. In certain rare cases you may be entitled to a late disbursement of Pell grant if you were eligible for this disbursement at the time of your withdrawal.

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.

The program completion percentage utilized in calculating the refund amount is determined by a student's last date of attendance. Program completion percentage is calculated by dividing the student's scheduled number of instruction clock hours, including absences prior to termination, by the total instruction clock hours in a student's program of enrollment. A student who discontinues the program of enrollment once training has begun, but prior to 50% completion of the program, receives a Pro Rata refund computed on the student's scheduled number of instruction clock hours to the total program instruction clock hours. Withdrawal after completing 50% of the program will result in no refund. The term "refund" means a reduction in the purchase obligation of the training program cost or in the case of full cash payment for the program of instruction up-front, a financial refund to a student.

If a student's payments to TWS by way of cash, checks, credit card(s), financial aid, agencies, or other methods exceeds the amount TWS may retain based upon the refund policy, a refund for this difference shall first be paid to Federal student aid or other sponsoring agency, as applicable, prior to a student receiving these monies. If monies applied to a student's account are less than the amount TWS may retain, the student must make arrangements to pay this difference with the TWS Accounting Department.

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

FEDERAL RETURN OF FUNDS UNDER THE HIGHER EDUCATION ACT AMENDMENT OF 1998

For students who received Federal financial aid funds (grants and/or loans) paid to TWS for direct educational costs and/or living expenses associated with educational attendance which are paid to a student, a portion of these funds must be returned to the Federal financial aid programs, if a student completes 60% or less of the coursework in a payment period. A payment period represents one-half of the course work in a program of enrollment. Federal financial aid is disbursed in two payment periods for every TWS training program. A program with an odd number of phase courses such as five has the first payment period made up of three phase courses with the second payment period consisting of two phase courses. Students can check with the Financial Aid Department to determine how this return of Federal funds requirement may affect them.

Georgia Students

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 welder training programs are an academic year or less in length. (a) During the first twenty-five percent (25%) of the program the refund shall be made on a pro rata basis based on the total number of clock hours for which the program is licensed. (b) At completion of 25% but not more than 50% of the program, student owes 50% of the tuition, lab fees, and accident insurance. (c) At completion of more than 50%, the student owes 100% of the tuition, lab fees, and accident insurance.

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.

TWS students may request a copy of a grade transcript at no charge to the student. Please direct transcript requests to the Registrar's office.

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

FEDERAL RETURN OF FUNDS UNDER THE HIGHER EDUCATION ACT AMENDMENT OF 1998

For students who received Federal financial aid funds (grants and/or loans) paid to TWS for direct educational costs and/or living expenses associated with educational attendance which are paid to a student, a portion of these funds must be returned to the Federal financial aid programs, if a student completes 60% or less of the coursework in a payment period. A payment period represents one-half of the course work in a program of enrollment. Federal financial aid is disbursed in two payment periods for every TWS training program. A program with an odd number of phase courses such as five has the first payment period made up of three phase courses with the second payment period consisting of two phase courses. Students can check with the financial aid department to determine how this return of Federal funds requirement may affect them.

Arkansas Students

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 welder training programs are an academic year or less in length. (a) During the first twenty five percent (25%) of the program the refund shall be made on a pro rata basis based on the total number of clock hours for which the program is licensed. (b) At completion of 25% of the program, the student owes 50% of the tuition, lab fees, and accident insurance. (c) At completion of 50% of the program, the student owes 75% of the tuition, lab fees, and accident insurance. (d) At completion of 75% of the program, the student owes 100% of the tuition, lab fees, and accident insurance.

Louisiana Students

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 welder training programs are an academic year or less in length. (a) During the first week of classes, the institution shall refund at least 90% of tuition, less the registration fee, thereafter; (b) During the next three weeks of classes, the institution shall refund at least 75% of tuition, less the registration fee, thereafter; (c) During the next 25% of the course, the institution shall refund at least 55% of tuition, less the registration fee, thereafter; (d) During the second 25% of the course, the institution shall refund at least 30% of tuition, less the registration fee, thereafter; (e) Thereafter, the institutional policy may commit the student to the entire obligation.

CANCELLATION & REFUND POLICY

Jacksonville Campus

You may cancel your enrollment at any time by submitting written notice of cancellation to Tulsa Welding School (TWS). Your money shall be fully refunded, if requested within three (3) business days after signing an Enrollment Agreement and paying a registration fee or larger amount.

Students who have not visited the TWS campus before enrollment have the right to withdraw or cancel without penalty and receive a full refund of all monies paid, within three (3) business days following either attendance at a regularly scheduled orientation or following a tour of the TWS campus and inspection of equipment. If TWS rejects an applicant's enrollment, all monies received by TWS shall be refunded. If you cancel your enrollment and more than three (3) business days have elapsed since you signed your Enrollment Agreement, attended orientation, or have taken a tour of the TWS campus and inspected equipment, but you have not yet begun training classes, then you shall receive a refund of all monies paid except the registration fee(s), not to exceed \$150.

If you find it necessary to discontinue or withdraw from your program before graduation, you should notify the Director of Training or Student Advisor to officially withdraw. Once you begin your training instruction, if you withdraw with or without notice, your termination date is your last date of attendance. If a student is absent ten (10) consecutive days of training without notice, he/she will be considered withdrawn from the program.

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INTRODUCTION

Tulsa Welding School (TWS) in Tulsa, Oklahoma has trained individuals to become professional, entry level welders for 60 years. Tulsa graduates number in the tens of thousands and are employed in welding careers throughout the world.

Tulsa Welding School (TWS) in Jacksonville, Florida is a branch campus of Tulsa Welding School in Tulsa, Oklahoma. The Florida campus began welding instruction during November 2001. The Structural Welder and Master Welder programs in Jacksonville are identical in content and length compared to those in Tulsa.

The instructors are industry experienced welders who instruct their students in the techniques and skills needed by employers. Training programs have been designed to provide the welding competencies required by industry. Structural and pipe welding specialties are taught through a multitude of welding processes. TWS is known for its instructional excellence in pipe and pipeline welding.

TWS serves the serious student who desires to put forth a great deal of effort to achieve professional welding skills. Students are expected to demonstrate a positive attitude, maintain excellent attendance, and effectively apply their instructional time in both lab and classroom as well as outside preparation. Students attend from most of the states throughout America plus international locations.

Graduates can look forward to a wide range of career opportunities. Professional welders are known to receive good compensation with independence in selecting welding specialties and geographic preferences. The TWS mission is to produce "World Class Welders and Welding Inspectors." Refer to mission statement inside this Academic Catalog.

The Associate of Occupational Studies in Welding Technology degree program available at the Tulsa campus combines both welding and welding quality assurance/quality control inspection skills. Join the team of TWS graduates who have excellent careers in the world of welding technology.

Welcome to TWS!

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

This act was passed by the federal government in 1974. Rights of students and their parents or guardians are protected by this law. Information about this act is provided to new students at orientation.

WELD TESTING

Weld testing certification for students and graduates is conducted by Tulsa Weld Testing and Inspection, Inc. or other licensed testing labs. Testing charges are not included in program tuition or fees. However, weld testing charges are discounted for students / graduates referred by TWS.

CANCELLATION & REFUND POLICY

Tulsa Campus

You may cancel your enrollment at any time by submitting written notice of cancellation to Tulsa Welding School (TWS). Your money shall be fully refunded, if requested within three (3) business days after signing an Enrollment Agreement and paying a registration fee or larger amount.

Students who have not visited the TWS campus before enrollment have the right to withdraw or cancel without penalty and receive a full refund of all monies paid, within three (3) business days following either attendance at a regularly scheduled orientation or following a tour of the TWS campus and inspection of equipment. If TWS rejects an applicant's enrollment, all monies received by TWS shall be refunded. If you cancel your enrollment and more than three (3) business days have elapsed since you signed your Enrollment Agreement, attended orientation, or have taken a tour of the TWS campus and inspected equipment, but you have not yet begun training classes, then you shall receive a refund of all monies paid except the registration fee(s), not to exceed \$150.

If you should find it necessary to discontinue or withdraw from your program before graduation, you should notify the Director of Training or Student Advisor to officially withdraw. Once you begin your training instruction, if you withdraw with or without notice, your termination date is your last date of attendance. If a student is absent ten (10) consecutive days of training without notice, 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 your review in the Financial Aid Department. In certain rare cases you may be entitled to a late disbursement of Pell grant if you were eligible for this disbursement at the time of your withdrawal.

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.

The program completion percentage utilized in calculating the refund amount is determined by a student's last date of attendance. Program completion percentage is calculated by dividing the attempted number of semester credit hours, including absences prior to termination, by the total semester credit hours in a student's program of enrollment. Each instructional week in all TWS programs contains at least one (1) semester credit hour. A ratio of one (1) semester credit hour per week shall be utilized for each week of instruction beyond a student's earned credit hours for completed phase terms of instruction. If a student's last date of attendance is not on the last day of a scheduled week, that partial week of attendance is considered to contain zero (0) attempted semester credit hours. Thus, a student completing five phase terms for 15 semester credit hours plus one week and three days is considered to have attempted 16 semester credit hours. For this example, program completion percentage for a thirty (30) week program would be $(16/30) \times 100\% = 53.3\%$. A student terminating training during the indicated portion of a program, as listed below, receives the noted percentage refund of tuition, lab fees, and accident insurance as indicated for the program of enrollment less the listed dollar amount, which is an administrative fee. The term "refund" means a reduction in the purchase obligation of the training program cost or in the case of full cash payment for the program of instruction up-front, a financial refund to a student.

- A. First week: refund of 90% less the \$150 with TWS retaining no more than \$350.
- B. Second week through first 25% of program: refund of 75% less \$150.
- C. Beyond first 25% through 50% of program: refund of 50% less \$150.
- D. Beyond 50% of program: no refund.

If a student's payments to TWS by way of cash, checks, credit card(s), financial aid, agencies, or other methods exceeds the amount TWS may retain based upon the refund policy, a refund for this difference shall first be paid to Federal student aid or other sponsoring agency, as applicable, prior to a student receiving these monies. If monies applied to a student's account are less than the amount TWS may retain, the student must make arrangements to pay this difference with the TWS Accounting Department.

brought to the immediate attention of the TWS President or Executive Director who will conduct an investigation in line with published procedure in the TWS Employee Guidebook.

A student may also file an unresolved complaint with the Florida Commission for Independent Education found on page 4.

Georgia Students

Students may direct any grievances to the Nonpublic Postsecondary Education Commission 2082 East Exchange Place, Suite 220 Tucker, Georgia 30084-5305

Tennessee Students

If a complaint is not settled at the institution level, the Tennessee student may contact the Tennessee Higher Education Commission 404 James Robertson Pkwy. Nashville, Tennessee 37243-0830 Telephone: (615) 741-5293

MAXIMUM CLASS AND LAB SIZE

The maximum lecture class size is 30 students. The maximum laboratory class size per instructional staff member is 20 students.

CONDUCT POLICY

A student is expected to act in a professional and considerate manner with other students and school staff. Visitors, guests, and employers frequently spend time on the TWS campus. Students behavior is a reflection on the school and everyone associated with the school. Student behavior in student referred housing also reflects upon the school's reputation in the community. TWS reserves the right to terminate a student's training for actions, in the opinion of administrative staff, that disrupt a TWS program or reflect adversely in any way upon TWS. Such a termination may be appealed per procedures in the satisfactory progress policy outlined previously.

BRUSH-UP TIME

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

STUDENT LOAN OBLIGATION

Federal regulations specify that students who receive a Federal Family Education Loan are required to repay this loan even though a student may be dissatisfied with or experience non-receipt of educational services.

INSTRUCTIONAL & BREAK PERIODS

A student's classroom day is dependent on the Phase he/she is currently attending. A classroom day would be scheduled Monday through Friday.

Class Session	Instructional Periods	Break Periods
7:30 AM to 12:30 PM	7:30 to 8:20 AM	8:20 to 8:30 AM
	8:30 to 9:20 AM	9:20 to 9:30 AM
	9:30 to 10:20 AM	10:20 to 10:30 AM
	10:30 to 11:20 AM	11:20 to 11:30 AM
	11:30 to 12:30 PM	
1:00 PM to 6:00 PM	1:00 to 1:50 PM	1:50 to 2:00 PM
	2:00 to 2:50 PM	2:50 to 3:00 PM
	3:00 to 3:50 PM	3:50 to 4:00 PM
	4:00 to 4:50 PM	4:50 to 5:00 PM
	5:00 to 6:00 PM	
6:15 PM to 11:15 PM	6:15 to 7:05 PM	7:05 to 7:15 PM
	7:15 to 8:05 PM	8:05 to 8:15 PM
	8:15 to 9:05 PM	9:05 to 9:15 PM
	9:15 to 10:05 PM	10:05 to 10:15 PM
	10:15 to 11:15 PM	

LEAVE OF ABSENCE

A leave of absence may be granted for verifiable circumstances such as jury duty, military reasons, or matters covered by the Family and Medical Leave Act. Maximum leave time is a total of sixty (60) days. Request must be written and approved by TWS. Two leaves may be granted in any twelve (12) month period. See the Student Advisor for assistance. A student who does not return from the approved leave of absence shall be terminated from TWS. The above may be modified by Federal mandates.

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 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 curtail transportation expenses for students. Parking decals are required and may be obtained at new student orientation, the Registrar's Office at the Tulsa campus or from the Student Advisor at the Jacksonville campus.

PROGRAMS

MASTER WELDER

The Master Welder program 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 ten-three week phase courses for a total of 30 weeks, 30 semester credit hours, and 750 contact hours of instruction. Each phase course is listed as follows and contains for a scheduled week 5 hours of class and 20 hours of lab instruction yielding 3 semester credit hours.

- Phase 101 Introduction to Welding
- Phase 102 Structural Welding I
- Phase 103 MIG & Fluxcore Welding
- Phase 104 Structural Welding II
- Phase 105 Basic Pipe Welding
- Phase 106 Pipe Welding I
- Phase 107 Pipe Welding II
- Phase 108 Advanced Pipe Welding
- Phase 109 H.F.TIG &/or Pipeline Welding
- Phase 110 Career Preparation

Certain phase courses may be taken in other than numerical order sequence to facilitate TWS class scheduling. Over 95% of all new students elect the Master Welder program because of its greater number of specialty phases and expanded welding competencies. The Master Welder graduate has additional skills and thus wider career employment opportunities. A Master Welder student is not permitted to change programs to the limited scope of a shorter program once training begins.

The phase course descriptions are as follows.

Phase 101 Introduction to Welding

Overview of welder career responsibilities, work safety practices, career success skills, importance of job attitudes and work ethics, maintenance of equipment, beginning review of welding symbols and corresponding welds, cutting torch operations, stick welding procedures, procedures to clean and evaluate welds, cut and prepare metal plate, perform overlap beads in various plate positions, and begin fillet welds for plate T-joints.

Phase 102 Structural Welding I

SMAW welding process, welding codes, rod selection, reading basic blueprints, calculating dimensions and completing layouts. Introduction to Technical Resource Center, research project instruction, and career success skills. Safety and operational procedures of Plasma and Carbon Arc cutting. Perform plate welding in various positions using 7018 electrodes. Perform Plasma and Carbon Arc cutting.

Phase 103 MIG & Fluxcore Welding

Interpretation of pipe and fitting markings, metal color codes, pipe welding symbols, pipe diagrams and welds, sketch isometric drawings, completion of research project, MIG and fluxcore welding procedures, perform plate welding in various positions (2F, 3F, 2G, 3G) using MIG and Fluxcore.

Phase 104 Structural Welding II

Advanced projects beyond Phase 102 in blueprint and layout, perform plate welding in various positions (2G, 3G, 4G) using 6010 electrodes for stringer and 7018 electrodes for remainder. Also, pipe bevel preparation.

Phase 105 Basic Pipe Welding

Techniques of basic pipe fitting, use of 90's, T's, flanges, valves, take offs, use of pipe blueprints, sketches, templates, and uphill welding techniques on pipe. Perform SMAW pipe welding with 6010 electrode stringer and 7018 electrode remainder in pipe positions of 2G and 5G.

Phase 106 Pipe Welding I

Overview of TIG equipment and procedure setup, metals identification, tungsten safety and preparation. Perform 6010 electrode root and 7018 electrode fill and cap in 6G position. Perform TIG stringer and hot pass on T-plate. Perform TIG root and 7018 fill and cap on 2G and 6G pipe positions.

Phase 107 Pipe Welding II

Operation requirements for portable equipment, weld test lab procedures and testing approaches, perform mild steel TIG welding on pipe in various positions (2G, 5G, 6G) using TIG stringer, fill, and cap.

Phase 108 Advanced Pipe Welding

Advanced pipe welding projects and industrial applications, concentration on performing stainless steel TIG welding on mild steel and using multiple pipe sizes and schedules in various pipe positions (2G, 5G, 6G).

Phase 109 H. F. TIG &/or Pipeline Welding

Thin alloy selection of tungsten types for aluminum and stainless steel, methods to maintain clean work environment, procedures for heat settings on thin gauge applications, purging stainless steel plate, weld cleaning on aluminum and stainless steel, perform aluminum and stainless steel welding on plate using TIG in various positions with different rod sizes. Pipeline selection of rod size, layout procedures for pipeline fitting, coating types and electrolysis prevention with anode protection, perform SMAW downhill stringer, fill, and cap in 5 and 6G positions and inverted T. Also, a student may elect to specialize in only H.F. TIG or pipeline welding or a combination of both specialties.

Phase 110 Career Preparation

A student's final phase prior to introduction into the employment market with options for shop or field welding. Instruction in application for employment, preparing a resume, weld testing rigors, proper appearance, and job attitude. Lab competencies are directed toward 5G and 6G pipe welding using 6010 and 7018 electrodes including TIG in various combinations with bend tests. Additional lab welding competencies are individually specified for each student by the instructor to prepare the graduate for employer weld tests in the graduate's selected specialty of welding.

STRUCTURAL WELDER

The Structural Welder program is a subset of the Master Welder program and consists of phase courses 101, 102, 103, 104, and 110. Phase 110 lab competencies are focused upon structural welding skills. Lab sessions for Phase 110 require 7.5 hours per day rather than 5. The program consists of five-three week phase courses for a total of 15 weeks, 16 semester credit hours, and 405 contact hours of instruction. Phase 110 contains 4 semester credit hours with each of the other four phase courses at 3 semester credit hours. The program objective is to prepare a graduate for job entry as a structural welder.

PROGRAM REVISIONS

The content of any program at TWS may be revised to address the requirements of industry employers, technology changes, or instructional needs of TWS without additional training cost to a student.

MISSION STATEMENT

The mission of TWS is to produce "World Class Welders and Welding Inspectors." TWS trains its graduates with the skills, knowledge, and workplace attitudes essential to enter the profession of welding or welding quality assurance/quality control inspection. Graduates who put forth the dedication, commitment to excel, and workplace experience in their welding or inspection profession can achieve world class levels of performance.

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

The main campus in Tulsa, Oklahoma was started by two pipeline welders recognizing a need for trained pipe welders, and they founded TWS with the first class beginning January 1949. In 1961, Dan Derrick, a welder, acquired the school. Five years later the school was moved into a new facility 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 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. TWS moved to its current campus near The University of Tulsa in January 1999. TWS grew into the largest accredited welding school in the nation while under their leadership. In November 2001, T.H.E., Inc. opened a branch campus in Jacksonville, Florida to provide additional professional welders for industry. TWS is an Oklahoma corporation and registered as Tulsa Welding School, Inc. TWS is a 100% owned subsidiary of T.H.E. Inc., a Delaware corporation.

On or around September 10, 2008, 100% of T.H.E. Inc. stock was purchased by TWS Acquisition Corporation. The TWS Acquisition Corporation is owned by the following: Summer Street Capital II, L.P., HSBC Private Equity Partners II USA LP, and Lawrence E. Brown. Lawrence E. Brown is President/CEO.

Tulsa Welding School, Jacksonville branch campus, was started in November 2001 to address the needs of employers and students along the Eastern sector of the United States. The Jacksonville Campus is a Florida corporation and registered as Tulsa Welding School/Jacksonville Campus, Inc. and is a 100% owned subsidiary of Tulsa Welding School, Inc. in Tulsa, Oklahoma. Officers of the Florida campus are Michael McQueeney, Chairman and Lawrence E. Brown, President.

ACCREDITATION, APPROVALS, LICENSES, MEMBERSHIPS

TULSA CAMPUS

- * Accredited by the Accrediting Commission of Career Schools and Colleges of Technology
- * Licensed by Oklahoma Board of Private Vocational Schools
- * Licensed by Arkansas State Board of Private Career Education
- * Approved by Kansas Board of Regents
- * Approved to operate by the Missouri Department of Higher Education
- * Registered with New Mexico Commission on Higher Education
- * Approved and regulated by the Texas Workforce Commission Career Schools and Colleges Section 101 E. 15th Street Austin, Texas 78778-001
- * Licensed by Louisiana Board of Regents

school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Accrediting Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges of Technology
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703) 247-4212

The Accrediting Commission's Complaint Form is available from either Lawrence E. Brown or Deborah Burke.

Arbitration: Any dispute or civil claim between the student and TWS (other than those regarding non-payment, grades, other academic evaluation or return of school property) not otherwise resolved with TWS procedures or regulatory authorities, shall be submitted to binding arbitration in the City of Tulsa, Oklahoma pursuant to the rules of the American Arbitration Association. Such actions shall not be joined with the disputes of others, whether in a class action or any other action, regardless of whether they are similar in fact, law, or type. Any award entered shall be strictly confidential, final and binding.

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 TWS President or Vice President/Executive Director who will conduct an investigation in line with published procedures in the TWS Employee Guidebook.

Arkansas Students

Student 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

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) 342-3543
only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.

STUDENT COMPLAINT/ GRIEVANCE PROCEDURE

JACKSONVILLE CAMPUS

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 TWS department manager responsible for the service or instruction. If the matter is not resolved to the student's satisfaction, the student should review the matter to Lawrence E. Brown, President, or Melissa Ryan, Executive Director, for final resolution or understanding.

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaint or concern. 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 considered by the Accrediting Commission must be in written form, with permission from the complainant(s) for the Accrediting Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Accrediting Commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges of Technology
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703) 247-4212

The Accrediting Commission's Complaint Form is available from either Lawrence E. Brown, President, or Melissa Ryan, Executive Director.

Arbitration: Any dispute or civil claim between the student and TWS (other than those regarding non-payment, grades, other academic evaluation or return of school property) not otherwise resolved with TWS procedures or regulatory authorities, shall be submitted to binding arbitration in the City of Jacksonville, Florida pursuant to the rules of the American Arbitration Association. Such actions shall not be joined with the disputes of others whether in a class action or any other action, regardless of whether they are similar in fact, law, or type. Any award entered shall be strictly confidential, final and binding.

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

reinstatement, the student is not eligible for Federal financial aid. If the two phase performance is satisfied, a student becomes eligible for Federal financial aid within constraints of the satisfactory progress policy and eligibility for such funds according to Federal regulations. A student may be terminated if the two phase performance requirement is not satisfied. This procedure will not normally be granted more than once for the same student.

A student may repeat an individual phase course, such as Structural Welding I, only once. The higher earned grade will count in the CGPA calculation and the higher grade shall appear on the transcript. A student who does not pass a phase course within a welding or inspection program may rephase, which means to retake a phase course, only once at no charge for the entire program of training. The no charge aspect of this rephase only applies provided a student continues in the program of enrollment and graduates. Otherwise, a student is charged for each phase term attempted.

Additional rephases, if a student is eligible, beyond the one no charge rephase mentioned previously may be purchased at a fee of 300 dollars for the second rephase and, if eligible, additional rephases at a tuition and lab fee indicated in the student's Enrollment Agreement on a pro rata basis. Rephases exist to help students improve competencies in a phase course. Rephases from a student's point of view are not desirable because every rephase extends training time three more weeks and thus delays graduation and corresponding welding employment opportunities.

A student on the evening schedule who needs to repeat a phase course of instruction due to academic and/or attendance reasons must wait until that phase course is available. Such wait may be six weeks or longer based upon the schedule of new student start dates. A phase course repeat could occur sooner, if a student takes the needed phase course during morning or afternoon sessions. The wait until a phase course is available is referred to as phase out status.

Students who are enrolled must have successfully completed a minimum of 70% of the first half of the program material within the required phases to the midpoint of a program to be considered as making satisfactory progress and therefore eligible for a financial aid disbursement under Title IV Federal Family Educational Loans and Federal Grant Programs. Academic progress sheets are available each instructional day and transcript records are permanently maintained by TWS.

GRADUATION DOCUMENT

Students who satisfactorily complete all specified phase courses within the program of enrollment, earn a CGPA of 2.00 or higher out of a possible 4.00, and complete all TWS graduate clearance requirements will be awarded a TWS diploma for a welder program or an Associate of Occupational Studies in Welding Technology degree, available at the Tulsa campus only.

DRUG FREE ENVIRONMENT

TWS 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 TWS bulletin boards or ask for a copy of this policy to assure compliance. A copy is provided at new student orientation. All students and staff are subject to random drug testing at the school. Employers of graduates demand both weld test proficiency and clean drug tests.

CRIME AWARENESS AND CAMPUS SECURITY ACT

TWS makes available information on the above item to any applicant for enrollment requesting such information as well as current TWS students and staff. The report is produced by October 1 of each year for prior calendar years of possible crime activity on campus. Ask your Admissions Representative or the Student Advisor for a copy of this report.

STUDENT COMPLAINT/ GRIEVANCE PROCEDURE

Tulsa Campus

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 TWS department manager responsible for the service or instruction. If the matter is not resolved to the student's satisfaction, the student should review the matter with either Lawrence E. Brown, President, or Deborah Burke, Vice President, Executive Director, for resolution or understanding. Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology 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 considered by the Accrediting Commission must be in written form, with permission from the complainant(s) for the Accrediting Commission to forward a copy of the complaint to the

- * Registered with Nebraska Department of Education
- * Registered with Iowa Secretary of State
- * Member of American Welding Society
- * Member of The American Society for Nondestructive Testing
- * Member of Tulsa Chamber of Commerce
- * Member of Oklahoma Private School Association
- * Approved to participate in various federal job training programs.
- * Approved for eligible students to attend through sponsorship by Bureau of Indian Affairs or Vocational Rehabilitation Agencies
- * Approved for Veterans Educational Benefits

Jacksonville Campus:

- * Accredited by the Accrediting Commission of Career Schools and Colleges of Technology
- * Licensed by Florida Commission for Independent Education,
325 West Gaines St., Suite 1414,
Tallahassee, Florida 32399.
Toll-free phone number (888) 224-6684
- * Approved by Georgia Nonpublic Postsecondary Education Commission
- * Licensed by the Kentucky State Board of Proprietary Education
- * Authorized by 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.
- * Approved to operate by the Missouri Department of Higher Education
- * Registered with New Mexico Commission on Higher Education
- * Registered with Iowa Secretary of State
- * Licensed by Alabama Department of Postsecondary Education
- * Member of American Welding Society
- * Member of Jacksonville Chamber of Commerce
- * Member of Better Business Bureau
- * Member of Florida Association of Postsecondary Schools and Colleges
- * Approved for Veterans Educational Benefits

STUDENT SERVICES

TWS 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 job search preparation as well as ongoing access to employer job openings. The Employment Department maintains computer files on hundreds of welding employers

nationwide and receives constant contacts from employers to hire TWS graduates. Please contact staff in the department at any time to obtain updates about 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

A TWS staff member works with new students to assist them in securing housing in both the Tulsa and Jacksonville 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 housing advisor for current housing information at the Tulsa campus and the student employment/housing advisor at the Jacksonville campus.

PART-TIME EMPLOYMENT

Most students elect to work a part-time job while attending school to assist with living and school expenses. Also, students save a portion of their earnings to pay for relocation expenses in securing their first welder position after graduation. Students are encouraged to obtain a part-time job as soon as they begin school in order to build their financial resources while attending school. The Employment Department provides student assistance with part-time employment. TWS provides job opening leads for a student to pursue, and 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 are available in the Financial Aid Department to assist students with application for grants and loans they may be eligible for under the Federal Pell, Federal SEOG, and Federal Family Educational Loan programs. Services also apply toward other agency sponsorships and financing alternatives.

POLICIES & PROCEDURES

The following policies and procedures are subject to change as required by accrediting, licensing, approval agencies, or school administration as deemed necessary. The latest Catalog Addendum (attached), which is an integral part of this Academic Catalog, reflects revisions to the entire Academic Catalog. Always refer to the Catalog Addendum for a complete update on TWS information. The Academic Catalog and catalog Addendum are periodically revised and kept updated.

ADMISSION REQUIREMENTS

Applicants are required to be a high school graduate with a standard or higher level diploma or possess a General Equivalency Diploma (GED). Otherwise, applicants must pass a nationally standardized entrance exam (Wonderlic Ability to Benefit test), which is independently administered. Minimum scores of 200 on the Verbal Skills section of the test and 210 on the Quantitative Skills must be achieved to pass the test and thus meet a qualification for enrollment. Applicants who must pass the entrance exam requirement must also be 18 years of age or older. Certain applicants with learning and/or physical disabilities may not be accepted for enrollment at TWS due to the technical and physical rigor of the welding programs. All applicants under 18 years of age must sign the Enrollment Agreement jointly with parent, guardian, or guarantor. In addition, applicants must have good eyesight with corrective lenses, if needed, and be capable of dealing with the physical requirements in the welding profession such as lifting and necessary body motions. The applicant must also successfully complete an entrance interview with a TWS official during a new student orientation program in order to be admitted to class. If any of the above conditions are not satisfied, the applicant will not be considered as an enrolled student in training at TWS and all payments made to TWS will be refunded to the student or responsible agency as applicable. Applicants are required to pay a registration fee of \$40 at the time of signing an Enrollment Agreement, which includes an American Welding Society student membership. The registration fee is credited toward tuition. A student who does not begin training on the scheduled start date and desires to start at a later date, shall be required to sign another Enrollment Agreement and pay an additional \$25 registration fee. Both registration fees are credited toward tuition.

PROFICIENCY OR TRANSFER CREDIT INTO TWS PROGRAMS

Based upon a student's prior education or job related experience, a student may request credit for a phase or more contained within a welding program. The Director of Training determines the quantity of advance standing credit a student may receive. The decision is based upon documented prior education and/or demonstrated welding proficiency in the lab. Phases receiving credit are noted with a letter grade of "K" and are not considered as earned credit which affects the cumulative grade point average (CGPA). Students may normally receive up to four phases of credit in a program. Tuition and lab fees shall be reduced on a pro-rata basis for the number of phases receiving credit. Phase credit must be determined prior to a student starting a program.

CREDIT HOUR DEFINITION

Academic credit hours awarded by TWS and referred to are semester credit hours. Each academic term is a phase which consists of three (3) weeks. A welding phase course normally contains fifteen (15) clock hours of lecture plus appropriate outside preparation during a complete three week phase. Credit hours for lecture in a phase course are determined by dividing lecture clock hours in a phase course by fifteen (15). Credit hours for laboratory in a welding phase course are determined by dividing laboratory clock hours in a phase course by thirty (30). Each phase course normally contains three (3) credit hours. Clock hour is supervised instruction of not less than 50 minutes in length within a 60 minute period.

TRANSFER OF TWS ACADEMIC CREDITS

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.

ATTENDANCE POLICY

Attendance is essential to benefit from lecture and laboratory instruction. Employers are particularly interested in both a graduate's attendance and welding ability. A phase course within a welding program can only be passed if a student earns a passing grade. Excellent attendance contributes to good grades. Many students consistently maintain 100% attendance throughout their program. Join this group of perfect attendance students.

Welding laboratory makeup sessions are usually scheduled on Saturday to assist students. Makeup or practice Saturdays typically occur on the first and second Saturday of a three week phase term. No makeup provision exists for lecture sessions.

If a student's cumulative attendance at the end of any attempted phase course is less than 85%, that student shall be placed on Attendance Probation. A second occurrence of cumulative attendance below 85% at the end of any future attempted phase course may result in student's termination from TWS. A terminated student who wishes to remain in training must submit a written letter of appeal to either the Director of Training or Student Advisor by the second day of a new phase term.

An academic and attendance review board as listed in the TWS Academic Catalog shall consider such student appeal. The academic and attendance review board may reject a student's request, reinstate a student under certain conditions, or require a student to remain out of training for a specified period.

Students who are tardy or leave class or laboratory early have missed attendance time recorded as absence. Treat your training time the same as employment time with your future welding employer.

SATISFACTORY PROGRESS POLICY

The purpose of the satisfactory progress policy is to specify student progress standards within a program to require the student to at least achieve a minimum cumulative grade point average (CGPA) of 1.00 at the end of the first quarter of a program, achieve a minimum CGPA of 1.50 at the midpoint of a program, and achieve at least a 2.00 CGPA and pass all program phases to graduate. If a student fails to meet the above minimum grade average, such student will be terminated unless circumstances would indicate that Academic Probation is appropriate for the next attended phase. The next attended phase grade must be 'C' or higher while on Academic Probation or termination results. The first quarter and midpoint progress is evaluated once sufficient phases are completed to at least represent 25% or 50% progress within a program.

TWS monitors all students for satisfactory progress whether they are a financial aid recipient or not.

Graduation must be achieved within 150% of the required phases in a student's program. This means the Master Welder and Welding Quality Assurance/Quality Control Inspector programs must be completed within fifteen (15) attempted phases and Structural Welder within seven (7) attempted phases. Periods during which a student has formally requested and received a leave of absence, placed on phase out status due to a phase course not available, or officially withdrawn from school shall not be considered in the 150% determination.

TWS expects students to maintain passing grades and make satisfactory progress while attending school. Phase grades are part of each student's permanent record. Grades and the corresponding quality levels of performance and grade points are as follows:

A	- Excellent	= 4.00
B	- Good	= 3.00
C	- Average	= 2.00
D	- Poor	= 1.00
F	- Failing	= 0.00

** I - Leave of Absence

** U - Withdrawal during Phase

** Not calculated in the cumulative attendance or the cumulative grade point average.

A phase course syllabus is distributed to students at the beginning of each phase course. The syllabus specifies the manner by which lecture and lab grades are combined to produce the final phase course grade.

All new students are considered to be making satisfactory progress through their first phase. Student grades are evaluated at the end of each phase. Students can review lecture and lab competency scores on any instruction day during a three-week phase course. If a student makes a failing grade for any phase or earns less than a "60" average for lab competencies which also causes a failing grade for a phase, the student will be placed on Academic Probation for the next two phases attended and required to repeat the phase course. If a student fails to make a passing grade of 'C' or higher for each of the next two phases while on Academic Probation, the student may be terminated for unsatisfactory progress.

A student will be deemed to be making satisfactory progress while on Academic Probation or Attendance Probation. Financial aid eligibility continues during Academic Probation or Attendance Probation and ceases upon termination. A student cannot change programs to a longer program while on Academic Probation or Attendance Probation. A student may appeal a termination action resulting from Attendance Probation, Academic Probation, or Disciplinary Probation. Such appeal must be submitted in writing and should contain any mitigating circumstances to the Director of Training or Student Advisor by the second day of a new phase or the appeal will not be heard and the termination will remain in effect. Examples of mitigating circumstances could be injury, illness, accident, natural disaster, etc. The academic and attendance review board will consist of at least three of the following staff or the designees, if they are unavailable: Executive Director, Director of Training, Director of Employment, Director of Financial Aid, Student Advisor, or Registrar. Each appeal will be evaluated upon the circumstances as presented by the student.

If termination appeal is denied, the student must remain out of school for a minimum of two phase terms before applying for reinstatement. If the appeal is successful, the student continues on Academic, Attendance, or Disciplinary Probation status and must complete the next two attended phases with a 'C' or higher in each phase to be deemed to be making satisfactory progress.

If a student previously terminated for unsatisfactory progress reapplies after two or more phase terms out of school and is reinstated, the student must make a passing grade of 'C' or higher for each of the next two attended phases. During these initial two phases after