

# ACADEMIC CATALOG


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

Catalog Number 7  
Effective:  
July 1, 2011

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Information contained in this Academic Catalog is true and correct to the best of my knowledge.

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Mary Kelly, President



**TULSA  
WELDING  
SCHOOL**

**“A Smart Investment”**

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## **INTRODUCTION**

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

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 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.

Welcome to TWS!

# STAFF & FACILITIES

## TULSA CAMPUS

### ADMINISTRATIVE STAFF

President	Mary Kelly
Vice President, Executive Director	Debbie Burke
Director of Training	David Gilliam
Director of Welding Education	Jamie Pearson
Director of Accounting	Debra Rogers
Director of Administrative Services	Linda Bristol
Director of Adult Admissions	Don Smith
Director of High School Admissions	Mike Thurber
Assistant Director of HS Admissions	Gabe Zambrano
Director of Employment	Alan Curler
Director of Financial Aid	Teresa Franklin
Director of Maintenance	Roger Nicholson
Registrar	Denise Sarey
Senior Student Advisor	Tiffany Windmeyer
Student Advisor	Allison Brambl
Executive Assistant	Jenny Hackler
Student Account Representative	Christy White
Accounts Payable/Admin Assistant	April Marcum
Employment Advisor	Radeanna Maples
Employment Advisor	Teresa Duncan
Employment Advisor/TRC Coord	Nancy Roberts
Business Development Coordinator	Tiffany Jordan
Financial Aid Advisor	Jason Reavis
Financial Aid Advisor	Carol Phillips
Financial Aid Advisor	Kymerly Schwartz
Financial Aid Advisor	Kristi Reed
Financial Aid Advisor	Paula Jordan
Financial Aid Advisor	Phil Piszek
Financial Aid Assistant	Tiffani Davis
Default Prevention Advisor	Anne Nowak
Outreach Coordinator	Patti Blackman
Senior Admissions Representative	Sabine Fenton
Senior Admissions Representative	Jerry Maxey
Senior Admissions Representative	Margo McCann
Admissions Representative	Jasson Brook
Admissions Representative	Adrenna Wells
Admissions Representative	David Bray
Admissions Representative	Michele Martin
Admissions Representative	Charlie Bryant

High School Education Rep	Ken White
High School Education Rep	Eric Alston
High School Education Rep	James Travis
High School Education Rep	Jeffery Fuchs
High School Education Rep	Brian Anderson
High School Education Rep	Jerry Olson
High School Education Rep	Kyle Smith
High School Education Rep	Shane Stewart
High School Education Rep	Bob Garza
High School Education Rep	Roger Claxton
High School Education Rep	Linda Parish
High School Education Rep	Mac McSwain
High School Education Rep	James Krier
Admissions Assistant	Amanda Jones
Admissions Assistant	Jill Carnarvon
High School Admissions Assistant	Misti Totty
Evening Maintenance Foreman	Pat Jones
Maintenance Technician	Bob Hutson
Maintenance Technician	Bo Kyle
Maintenance Technician	Mike Sadler
Maintenance Technician	Charlie Coleman
Maintenance Technician	Tim Spurek
Maintenance Technician	Zane Smith

NOTE: Administrative Staff and Faculty are subject to change. An updated list (if applicable) is available in the Executive Director's Office.

## TULSA CAMPUS INSTRUCTIONAL STAFF

**David Gilliam, Director of Training-** Has earned an Associate degree in welding and metal technology as well as a Bachelor of Science and Masters Degree. He has prior experience as a heat exchanger and pressure vessel welder. His experience in exotic metal welding includes processes for Inconel and Hastelloy. Oklahoma certified welder, AWS Certified Welding Inspector and CWE. Member of American Welding Society.

**Jamie Pearson, Director of Welding Education-** Graduate of The University of Oklahoma with a BA degree. Certified welder in MIG, TIG, SMAW, Fluxcore, and Sub-arc. Experience in refineries and pressure vessels as well as heat exchanges. Member of American Welding Society and The American Society for Nondestructive Testing. Level II ASNT certification nondestructive

testing in magnetic particle, liquid penetrant, radiographic film interpretation, and ultrasonic. Over 10 years with TWS.

**Reese Beers** (Senior Instructor)- TWS graduate with over 20 years of experience in the field, including structural, pipe, TIG, MIG, Stick, Fluxcore, Submerged Arc, Carbon Arc Welding, Heat Exchangers and Pressure Vessels, Refineries and Chemical Plants. Member of American Welding Society.

**Kenneth Bilby**- TWS graduate with over 9 years of experience in the field, including fitting, welding pipe, transfer lines, stainless steel, inconel, chrome, carbon, piping for bosses, wind towers and power generators. Member of American Welding Society.

**John Colley**- Over 6 years of experience in the field, including welding on carbon and stainless pipe, rig welding, pipe and various shutdowns. Member of American Welding Society.

**Gary Crawford** (Senior Instructor)- TWS graduate with over 14 years of experience in the field as a certified pipe welder through Pipefitters Union. He has worked on projects across the country including nuclear power plants and has been with TWS for over 30 years. Member of American Welding Society.

**Dwaine Deramus**- Over 30 years of experience in the field, including welding, fitting, inspecting by using various techniques ranging from ultrasonic and radiographic to fabricating the actual design drawings. He has used SMAW, GTAW, and GMAW processes in all forms and on different alloys. Member of American Welding Society.

**Dewey Dougless**- Over 20 years of experience in the field, including fabrication, welding on TIG, MIG, carbon, aluminum, stainless steel and the design and manufacture from staircases to aircraft parts. Member of American Welding Society.

**Donald Gibbs** (Senior Instructor)- Over 23 years of experience in the field, including Pipe welding involving SMAW and TIG processes. Member of American Welding Society.

**Mark McSherry**- TWS graduate with over 9 years of experience in the field, including pipes, trailers, fences, TIG, MIG, Stick, Fluxcore, and gas lines. Member of American Welding Society.

**Brandon Meeks**- Over 6 years of experience in the field, including fabrication, pipe, uphill, stick, MIG, downhill, and TIG welding. Member of American Welding Society.

**Tom Moffitt**- Over 35 years of experience in the field, including Nondestructive Testing (NDT), over 25 years in the quality control field, 10 years instructing certified welding inspector preparation programs, Certified Welding Inspector, metallurgist, and numerous NDT certificates from the American Society for Nondestructive Testing (ASNT). Memberships include AWS, ASNT, ASQ, AIS, and ASM.

**Cory Moore** (Senior Instructor)- Has 13 years experience in the field, including pipe welding in shipyards, power plants and chemical plants utilizing GMAW, FCAW, STAW, and SMAW processes. He has prior experience teaching welding as high school and community college levels. Member of American Welding Society.

**Thomas Moore**- TWS graduate with over 15 years experience in the field including fabrication work. History ranges from rail cars to refinery work and includes SMAW, GTAW, GMAW, FCAW, and various alloys with processes used above. Member of American Welding Society.

**Glen Rich** (Senior Instructor)- Over 26 years of experience in the field including welding pressure vessels, heat exchangers, piping, reboilers and tanks. Processes include MIG, TIG, SMAW, FCAW, and submerged arc. Member of American Welding Society.

**Cornell Scarborough**- TWS graduate with over 8 years of experience in the field, including welding, torching, fabricating, chassis and trailers. Member of American Welding Society.

**Dean Shepherd**- TWS graduate, certified welder with over 6 years of experience in the field, including radiography. Member of American Welding Society and The American Society for Nondestructive Testing.

**William Thomas** (Senior Instructor)- TWS graduate with over 5 years of experience in the field as a private contractor and rig operator. He has experience in fabrication, fitting, and welding. He has supervised welders as a foreman over his own crew as well as specific weld testing. He is an Oklahoma certified welder and has certifications in SMAW, GTAW, and downhill pipeline welding. Member of American Welding Society.

**Brian Vanzant**- Over 15 years of experience in the field, including TIG, MIG, pipe welding, pipe fitting, Stick, Fluxcore, Sub-arc welding and fitting, fitting headers, structural fitting and welding. Member of American Welding Society.

**Gregory Vaughn** (Senior Instructor)- Over 12 years of experience in the field with certifications in SMAW, GTAW, specifically carbon and stainless piping. Member of American Welding Society.

**Richard Warnock** (Senior Instructor/Evening Supervisor)- Over 35 years of experience in the field as a pipefitter and welder. He has worked in power plants, nuclear plants, refineries, piping and vessel shops. Experience and certifications in SMAW, GTAW, FCAW, as well as specific alloy welding. Member of American Welding Society and Plumbers and Pipefitters Local 430.

**William Warnock**- Welding Certificate with over 5 years of experience in the field, including tube welder, MIG, TIG, and stick. Member of American Welding Society.

**Timothy Weatherford**- TWS graduate with over 5 years of experience in the field, including Pipe Welder, TIG, carbon and stick. Member of American Welding Society.

**Austin Wilkins** (Senior Instructor)- TWS graduate with 10 years of experience in the field, including structural, pipe, carbon steel, stainless x-ray, various alloy metals, shut downs, SMAW, TIG, chrome, inconel, exchangers, monel, and compression skid welding. Member of American Welding Society and Oklahoma Steam Card.

**David Wilkins** (Senior Instructor)- TWS graduate with over 5 years of experience in the field, including pipe welder, fitter, structural welder, and welding supervisor. Oklahoma certified welder and member of American Welding Society.

**Steve Woodard** (Lead Instructor/Senior Instructor)- Over 11 years of experience in the field as a certified pipe welder. Member of American Welding Society.

## **TULSA CAMPUS FACILITIES**

Tulsa Welding School is located in the University of Tulsa area, which is just east of central downtown Tulsa. This new 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, Employment (Student & Graduate), Accounting, Registrar, Student Advisor, Maintenance, Technical Resource Center, and Administration. Within the welding lab, there are 170 welding booths complete with welding equipment, 20 plate or pipe bevellers, 32 metal grinding preparation booths, 8 metal cutting stations, and a mobile pipeline welding rig. Tulsa Welding School has an additional site that is located at 2233 East 11<sup>th</sup> Street and offers over 30,000 square feet of additional classroom and lab space for a total of more than 71,000 square feet. Restroom and vending facilities are provided for students and staff at both locations. Bus transportation is available on 11<sup>th</sup> Street which is adjacent to both sites. Tulsa International Airport is located within ten minutes driving time of the 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

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

### Phase 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, 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 discussed is 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

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

### Phase 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

This is the student's final phase prior to introduction into the employment market with options for shop or field welding. Included are instruction in application for employment, preparing a resume, weld testing rigors, proper appearance, and job attitude. Lab competencies are 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.

\*\*The Phase 101 course serves as an initial student orientation to welding for both theory and lab activities. TWS recognizes that, on occasion, some individuals during the early portion of welding training become uncomfortable with the rigors of welding or incompatible with the equipment, fire, electricity, or theory. If, in the evaluation of the administration of TWS, an individual experiences the above noted conditions, such student may cease training and not be charged for training costs provided books and welding gear are returned in good condition. Such an individual will not have been considered as starting a welding program and thus have no financial obligation to TWS. Also, individuals may be treated in a similar manner provided financial aid determinations or TWS required documentation proves to be inadequate per the evaluation of TWS administration.

### **\*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 requirement of industry employers, technology changes, or instructional needs of TWS without additional 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**

Two pipeline welders recognized 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 lead by owners Michael Harter and Roger Hess for the next nineteen years. They were committed to delivering quality career education and training for the welding industry. TWS moved to its current campus near The University of Tulsa in January 1999. TWS grew into one of the largest accredited welding schools in the nation while under their leadership. 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., and HSBC Private Equity Partners II USA LP.

Officers for the campus are Mary Kelly, President, Michael McQueeney, Vice President- Secretary and Treasurer, Alison Zajacek, Vice President- Finance, and Baris Civelek, Vice President.

Tulsa Welding School in Tulsa, Oklahoma added an expansion site in August 2010 bringing the total available space for training and administration to more than 71,000 square feet.

## **FINANCIAL INFORMATION**

### **TUITION & CHARGES**

Applicants to attend Tulsa Welding School (TWS) are required to pay a registration fee of \$25 at the time of

signing an Enrollment Agreement and will pay an additional \$25 at a later date. The registration fee includes an American Welding Society student membership. 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 \$25 registration fee. Neither of the registration fees will be credited toward tuition.

Tuition and other charges are outlined below.

<b>Welding Programs</b>	<u>Structural Welder</u>	<u>Master Welder</u>
Tuition:	\$7,938	\$14,358
Registration Fee:	50	50
Lab Fees:	761	1,535
Books & Welding Gear:	710	782
Accident Insurance:	252	252
<b>Total Program Cost:</b>	<b>\$9,711</b>	<b>\$16,977</b>

If a student receives proficiency or transfer credit and advances beyond Phase 101 or HVE100, the student is required to pay both costs for Books & Welding Gear or Supplies (as required by TWS) as well as Accident Insurance. Books and Welding Gear or Supplies package are required for Phase 101.

## ACCREDITATION, APPROVALS, LICENSES & MEMBERSHIPS

### TULSA CAMPUS

- \* Accredited by the Accrediting Commission of Career Schools and Colleges
- \* 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 School and Colleges Section  
101 E. 15<sup>th</sup> Street  
Austin, Texas 78778-0001
- \* Licensed by Louisiana Board of Regents
- \* Licensed by Alabama Department of Postsecondary Education
- \* Registered with Nebraska Department of Education
- \* Registered with Iowa Secretary of State and Iowa College Student Aid Commission
- \* Approved to Operate by Colorado Department of Higher Education, Private Occupational School Board
- \* Approved to do Business in Wisconsin by State of Wisconsin Educational Approval Board
- \* Licensed by Minnesota Office of Higher Education
- \* Registered with State of Wyoming Department of Education
- \* 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
- \* Member of Better Business Bureau
- \* Member of Career College 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

## 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 resume writing, completing employment applications and 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

TWS staff members work 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 Student Advisor for current housing information at the Tulsa or 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, but the individual student has the responsibility to interview and obtain a job.

## ADVISING

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

## FINANCIAL AID

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

## POLICY & PROCEDURES

The following policies and procedures are subject to change as required by accrediting, licensing, approval agencies, or school administration as deemed necessary. Should any changes to this Academic Catalog need to be made, the Catalog Addendum would be attached and considered an integral part of this Academic Catalog. Always refer to the Catalog Addendum, if applicable, for a complete update on TWS information. The Academic Catalog and Catalog Addendum, when applicable, 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 \$50, which includes an American Welding Society student membership. The first payment of \$25 is due at the time of signing an Enrollment Agreement. The second payment of \$25 will be due at a later date. The registration fee is not credited toward tuition. A student who does not begin training on the scheduled start date and desires to start at a later date shall be required to sign another Enrollment Agreement and pay an additional \$25 registration fee.

Neither of the registration fees will be 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 are referred to as semester credit hours. Each credit hour for lecture in a phase course is determined by dividing the total lecture clock hours in a phase course by fifteen (15) plus appropriate outside preparation during each phase. Each credit hour for laboratory in a phase course is determined by dividing the total laboratory clock hours in a phase course by thirty (30). A clock hour is defined as 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.

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.

Through an articulation agreement negotiated between Tulsa Welding School and Montana State University-Northern, Tulsa Welding School graduates are able to continue their education through on-line courses and to achieve an Associate of Arts degree in General Studies or even continue to achieve a Bachelors degree.

## 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.

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 ACADEMIC PROGRESS (SAP) POLICY

To continue enrollment in school and to maintain eligibility (if applicable) for Federal Student Aid (including Federal PELL Grant, Federal Direct Loans, and Federal SEOG), a student must maintain Satisfactory Academic Progress (SAP). This requires that students must achieve at least a minimum grade point average (GPA) requirement of 1.5 by the end of the first evaluation increment, 1.8 by the end of the subsequent evaluation increment, and 2.0 to meet the requirements for graduation, using the traditional 4.0 scale. The student must also progress toward completion of their scheduled program within a maximum time frame of one and one-half (1½) times the normal timeframe for completion. If it is determined a student cannot complete the training within the maximum time frame, the student may be terminated from the school.

Students who fail to meet these minimum requirements at the end of the evaluation period will be placed on Academic Warning status for the next evaluation period if

it is has been determined that they will be able to meet the minimum requirements at the end of the next evaluation period, otherwise the student may be terminated unless upon successful appeal, the student is eligible to be placed on academic plan. Students not making SAP after the warning period has elapsed will be terminated unless a successful appeal indicates that Academic Probation is appropriate. After this probationary period expires at the end of the next evaluation increment, students failing to make SAP will be terminated unless they can demonstrate that an Academic Plan designed to ensure they will be able to meet the SAP requirements by a specific point in time can be administered and followed.

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

Students will be notified in writing of the results from the incremental SAP reviews that impact their academic standing or their eligibility for federal student aid. If a student has not met the minimum Satisfactory Academic Progress standards upon evaluation, he/she may petition the school for reconsideration of academic standing or eligibility for federal student aid through an appeals process if certain circumstances apply. Circumstances for appeal include, but are not limited to death of a relative, injury or illness of the student or immediate family member, accident, natural disaster, or other special circumstances, all of which must be supported by medical records or other evidence to support the appeal. All appeals must be in writing and must include why the student failed to make SAP and what has changed that will allow the student to make SAP by the end of next evaluation period. The appeal is unacceptable if these elements are missing. The Executive Director, or their designee if they are unavailable, will coordinate a review of the appeal by the Review Board, which will determine if the appeal is warranted. The appeal review board will consist of at least three of the following staff or their designees, if they are unavailable: Executive Director, Director of Training, Director of Employment, Director of Financial Aid, Student Advisor, or Registrar. The student will be notified of the school's determination as soon as

practicable, but in no event longer than 30 days from the receipt of the appeal. If the school accepts the appeal, a plan for continuance will be provided to the student with the determination.

Records of student's grades, attendance and completion rate are maintained in the Registrar's Office and are available for the student's review upon request. These records are also available to representatives of the State Approving Agency and other agencies for audit purposes.

### **Warning**

Academic 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 consequentially assigned until the end of the next evaluation and/or payment period. Students receiving federal student aid may continue to receive funds while on academic warning. At the end of the warning period, students must make meet the appropriate minimum SAP requirements or may lose eligibility for federal student aid funds. Students who fail to make SAP at the end of the warning period, may be placed on probation after a successful appeal, otherwise they may be terminated or rendered ineligible for further federal student aid disbursements. However, if is determined that a student is not able to make SAP by the end of the next evaluation and/or payment period following the warning period, the student may be placed on an academic plan designed to ensure he/she will be able to meet SAP standards by a specific point in time.

### **Probation**

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

or rendered ineligible for further federal student aid disbursements.

**Termination Due to Failure to Progress**

If a student fails to meet Satisfactory Academic Progress requirements at the end of his or her probationary period, the student will be terminated for failure to progress unless it can be demonstrated through a successful appeals process that an academic plan designed to ensure they will be able to meet the SAP requirements by a specific point in time can be administered and followed.

Students who were dismissed due to lack of satisfactory academic progress may be apply for reinstatement after remaining out of school for two or more phases. When applying for reinstatement, students must indicate how their circumstances have changed and why they feel they will be successful if readmitted, thus allowing them to make SAP by the end of next evaluation period. With the approval of the Executive Director, students terminated for unsatisfactory progress may be readmitted and will be placed on academic probation, during which time they are ineligible for federal student aid. This new probationary period will be equal to the length of two course phases as determined by the student’s educational program. At the conclusion of the readmission probationary period, if the requirements for satisfactory academic progress have been met, the Executive Director will return the student to normal active status. Students who fail to make SAP at the end of the probationary period may be placed on an academic plan designed to ensure they will be able to meet SAP by a specific point in time, at which time they will become eligible for federal student aid, otherwise they will be terminated.

**Grades & Grading System**

The following system is used:

A -	90 - 100	=	4.0
B -	80 – 89	=	3.0
C -	70 – 79	=	2.0
D -	60 – 69	=	1.0
F -	0 – 59	=	Failing
*I -	Incomplete or Leave of Absence		
*U -	Withdrawal During Phase		

Instructors provide grades to students on an individual basis at the end of each course of training.

An incomplete is defined as a student who has not taken the final exam for a course of training. Incomplete grades revert to a failed grade if testing is not completed within 3 school days, unless the Director of Training has approved unusual circumstances.

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.

Students may rephase or retake a failed course only once during their educational program at no additional charge. The no charge aspect of this rephase only applies provided the student continues in the program of enrollment and graduates. Otherwise, students are charged for each phase term attempted.

Additional rephases beyond the one no-charge rephase may be assessed a fee of \$300 for the second rephase. Third and subsequent rephases, if eligible, are assessed a pro-rated rephase fee based on the tuition and lab fee charges on the student’s Enrollment Agreement.

Re-phases exist to help students improve competencies in a phase course and are subject to course availability. Rephases from a student’s point of view are not desirable because every rephase extends training time by the length of the phase (3, 4, or 6 weeks) and thus delays graduation and corresponding employment opportunities.

**REINSTATEMENT POLICY**

A student wishing to reinstate after withdrawing from TWS will meet initially with the student advisor, who will explain the reentry process and requirements that the student must fulfill before being allowed to reinstate into his/ her academic program. A student must then meet with the Reinstatement Committee, which will determine whether the student has successfully overcome the obstacles that led to the original withdrawal. If approved by the Reinstatement Committee, the student will need to sign a new enrollment agreement at the current tuition rate, which will be applied to all remaining phase courses to be completed. Upon acceptance, a reinstated student can enter the program at the beginning of the phase from which they withdrew.

## VERIFICATION POLICY

The 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 which have 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 Title IV funding.

If an error is found as a result of verification, the student is responsible for corrections on the Institutional Student Information Record (ISIR) and collecting signatures. Corrections will generally be processed electronically by the school.

The student is to comply with the verification request noted in the comment section of the ISIR and any additional requests made by the school for completing the verification forms provided with the ISIR or the school's own form.

Once the student has received a corrected Student Aid Report (SAR) or the school has received a corrected 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.

## GRADUATION DOCUMENT

Students who satisfactorily complete all specified phase courses within the program of enrollment, earn a CGPA of 2.0 or higher out of a possible 4.0, and complete all TWS graduate clearance requirements will be awarded a TWS diploma for a welder program.

## 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.

## ACADEMIC CALENDAR

### START DATES, ORIENTATION DATES, & GRADUATION DATES

Orientation for new students takes place on Thursday prior to the start of a new student class unless a holiday conflicts. All orientations also contain at least an hour of welding instruction and students are required to take necessary lecture notes.

Orientation for morning session starts at 8:00 AM, afternoon begins at 12:45 PM, and evening begins at 5:30 PM and typically occurs the week prior to the start date.

Morning welding session classes meet from 7:30 AM until 12:30 PM Monday through Friday, afternoon session meets on the same days from 1:00 PM until 6:00 PM, and evening session meets on the same days from 6:30 PM until 11:30 PM. After a student's initial phase term of three weeks in the second academic year which meets five days each scheduled week, all remaining phase terms shall be four days a week.

<b>Welding Programs</b>	<b>Projected Graduation Dates</b>	
	<b><u>Start Date</u></b>	<b><u>MW</u></b>
7/5/2011	2/10/2012	10/14/2011
7/25/2011	3/2/2012	11/4/2011
8/15/2011	3/23/2012	12/2/2011
9/6/2011	4/13/2012	12/23/2011
9/26/2011	5/4/2012	1/20/2012
10/17/2011	5/25/2012	2/10/2012
11/7/2011	6/15/2012	3/2/2012
12/5/2011	7/6/2012	3/23/2012
1/2/2012	7/27/2012	4/13/2012
1/23/2012	8/17/2012	5/4/2012
2/13/2012	9/7/2012	5/25/2012
3/5/2012	9/28/2012	6/15/2012
3/26/2012	10/19/2012	7/6/2012
4/16/2012	11/9/2012	7/27/2012
5/7/2012	12/7/2012	8/17/2012
5/28/2012	1/4/2013	9/7/2012
6/18/2012	1/25/2013	9/28/2012
7/9/2012	2/15/2013	10/19/2012
7/30/2012	3/8/2013	11/9/2012
8/20/2012	3/29/2013	12/7/2012
9/10/2012	4/19/2013	1/4/2013
10/1/2012	5/10/2013	1/25/2013
10/22/2012	5/31/2013	2/15/2013
11/12/2012	6/21/2013	3/8/2013
12/10/2012	7/12/2013	3/29/2013

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 TWS.

A student who must retake a phase course may be assigned to a different class session as determined by the Director of Training and is based on availability.

## **STUDENT HOLIDAY SCHEDULE**

Tulsa Welding School operates continuously throughout the year. The student holiday schedule may impact the number of instruction days per week on occasion. The following holidays are observed:

- Independence Day (7/4/11)
- Labor Day (9/5/11)
- Veteran's Day (11/11/11)
- Thanksgiving Week (11/19/11 – 11/27/11)
- Christmas / New Year's Holiday (12/24/11 – 1/1/12)
- Memorial Day (5/28/12)
- Independence Day (7/4/12)
- Labor Day (9/3/12)
- Veteran's Day (11/12/12)
- Thanksgiving Week (11/17/12 – 11/25/12)
- Christmas / New Year's Holiday (12/22/12 – 1/1/13)

## **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 instructions. If the matter is not resolved to the student's satisfaction, the student should review the matter with Debbie Burke, Vice President and Executive Director, or Mary Kelly, President, for resolution or understanding. Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a

Any scheduled session missed due to TWS being closed, such as a recognized TWS student holiday, the start and/or end times may be adjusted for the session during that phase course scheduled time.

New student start dates, orientation dates, and projected graduation dates by program are listed in the following table. Note program codes for graduation date: MW = Master Welder and SW = Structural Welder.

New welding training classes are normally scheduled every three weeks. Any new student class session (morning, afternoon, or evening), which is too small to start as determined by TWS administration, will cause 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  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
(703) 247-4212

The Accrediting Commission's Complaint Form is available from Debbie Burke, or Mary Kelly.

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

Please visit our website at [www.weldingschool.com](http://www.weldingschool.com) for additional state complaint procedures.

The following states have their own contact information for complaints.

### **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

### **Colorado Students**

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

Division of Private Occupational Schools  
[www.highered.colorado.gov/dpos](http://www.highered.colorado.gov/dpos)  
(303) 866-2723

### **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) 342-4253

## **MAXIMUM CLASS AND LAB SIZE**

The maximum lecture class size for our welding programs is 30 students. The maximum laboratory class size per instructional staff member for our welding programs 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. Student's 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.

## 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.

Welding 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	
6:30 PM to 11:30 PM	6:30 to 7:20 PM	7:20 to 7:30 PM
	7:30 to 8:20 PM	8:20 to 8:30 PM
	8:30 to 9:20 PM	9:20 to 9:30 PM
	9:30 to 10:20 PM	10:20 to 10:30 PM
	10:30 to 11:30 PM	

## LEAVE OF ABSENCE (LOA)

A leave of absence may be granted for verifiable circumstances including, but not limited to jury duty, military reasons, matters covered by the Family and Medical Leave Act, death of a relative, accident, natural disaster, or other special circumstances. All leave of absence requests must be supported by appropriate documentation to support or validate the request. Maximum leave time is a total of sixty (60) days. In the event the 60 days fall within a phase, the leave will be extended until the beginning of the next phase. 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.

## 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 be dissatisfied with or experience non-receipt of educational services.

## 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 students prior to enrollment.

## CANCELLATION & REFUND POLICY

A full refund will be made to any student who cancels this Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student.

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) days have elapsed since you signed your Enrollment Agreement, attended orientation, or have taken a tour of the TWS campus and inspected the 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 \$100.

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 fourteen (14) consecutive calendar days 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.

Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absences, suspension, and school holidays will not be counted as part of the scheduled class attendance. 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 effective date of the 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.

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 shall be retained by the school.

If the student who enters a residence course of not more than 12 months in length terminates or withdraws after the expiration of the 72 hour cancellation privilege, the school may retain \$100 of tuition and fees and the minimum refund of the remaining tuition and fees will be:

- (A) During the first week or one-tenth of the course, whichever is less, 90 percent of the remaining tuition and fees;
- (B) After the first week or one-tenth of the course, whichever is less, 80 percent of the remaining tuition and fees;
- (C) After the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, 75 percent of the remaining tuition and fees;
- (D) During the second quarter of the course, 50 percent of the remaining tuition and fees;
- (E) During the third quarter of the course, 10 percent of the remaining tuition and fees;
- (F) During the last quarter of the course, the student may be considered obligated for the full tuition and fees.

For residence courses more than 12 months in length, the refund shall be applied for each 12 month period paid, or part thereof, separately. The length of a course may be completed without continuous attendance of a full-time student; 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. Refunds will be totally consummated within 45 days after the effective date of termination.

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 the sponsoring agency, as required, prior to a student receiving these monies. With written permission from the student, refunds may be returned to the loan

programs to reduce the student's loan debt. If monies applied to a student's account are less than the amount TWS may retain, the student must pay this difference and make arrangements with the TWS Accounting Department.

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

Refunds due an applicant or student will be made within forty-five (45) days after cancellation or termination. Return of funds due Federal programs or other agencies will be made within the same timeframe. Exceptions to this forty-five (45) day provision occur when a student does not return from either an approved leave of absence or does not begin the repeat of a phase course within a TWS program. In such situations, refunds shall be made within forty-five (45) 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.

### **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 Texas National Guard may elect one of the following options for each program in which the student enrolled:

- (1) If tuition and fees are collected in advance of the withdrawal, a pro rate 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 re-enroll 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 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 complete 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.

## **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 education 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 course work in a payment period. A payment period represents one-half of the 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.

Tulsa Welding School is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, 101 E. 15<sup>th</sup> Street, Austin, Texas 78778-0001.

## **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.

Information contained in this Academic Catalog is true and correct to the best of my knowledge.

TWS students may request one copy of a grade transcript without charge. Second and any additional requests may be charged up to a \$10.00 fee. Please direct transcript requests to the Registrar's Office.

TWS Students can request to see or have a copy of their file. Please direct requests to the Registrar's Office. If a student sees a correction needed to their file, they may request such in writing to the Registrar.