TULSA WELDING SCHOOL

"A Smart Investment"

ACADEMIC CATALOG

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Catalog Number 38
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Catalog Number 11
Effective:
July 1, 2011
Branch campus
of Tulsa Welding School
2545 E. 11th Street, Tulsa, OK

An Academic Catalog and Catalog Addendum must be made available to students at least one week prior to starting training, which obligates a student to pay tuition and the school to provide instruction.

CONTENTS

INTRODUCTION

Tulsa Welding School (TWS) in Tulsa, Oklahoma 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.

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.

The Electro-Mechanical Technology program is the first Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) training available at the Jacksonville, Florida campus. We are excited to offer this new industry training and look forward to bringing more to this program in the future.

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
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Director of Maintenance	Roger Nicholson
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Employment Advisor	Radeanna Maples
Employment Advisor	Teresa Duncan
Employment Advisor/TRC Coord	Nancy Roberts
Business Development Coordinator	Tiffany Jordan
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Financial Aid Advisor	Carol Phillips
Financial Aid Advisor	Kymberly Schwartz
Financial Aid Advisor	Kristi Reed
Financial Aid Advisor	Paula Jordan
Financial Aid Advisor	Phil Piszek
Financial Aid Advisor	Ramona Gresham
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	Amannda 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, readiographic 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 unltrasonic 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 cessels, 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 foremn 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 11th 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 11th Street which is adjacent to both sites. Tulsa International Airport is located within ten minutes driving time of the campus.

STAFF & FACILITIES

JACKSONVILLE CAMPUS ADMINISTRATIVE STAFF

President	Mary Kelly
Executive Director	Harold Saulsby
Director of Training	Open
Assistant Director of Training	Joseph O'Neill
Director of Admissions	Paul Ruoti
Assistant Director of Admissions	Jeffrey Duncan
Assistant Director of Admissions	Scott Levine
Assistant Director of Admissions	Carla Akers
Associate Director of Employment	Sharice Reaves
Director of Financial Aid	David Healy
Assistant Director of Financial Aid	Tara Souders
Director of Accounting	Jeffrey Serre
Director of Maintenance	Phil Bennett
Registrar	Patricia Baker
Executive Assistant	Donna Knowles
Student Advisor	Ashley Scott
Assistant Student Advisor	Shirley Myrick

Student Services Coordinator	Brian Duncan
Outreach Coordinator	Patti Blackman
Senior Graduate Services Advisor	JaVetta Fleury
Employment Advisor	Brenda Callendar
Job Developer/Graduate Services	James Losco Jr.
Financial Aid Advisor	Perri Woolard
Financial Aid Advisor	Robin Polydore
Financial Aid Advisor	Kari Pace
Financial Aid Assistant	Jason Stoffer
Admissions Representative	Shelly Adams
Admissions Representative	Jennifer Bunting
Admissions Representative	Thim Chheng
Senior Admissions Representative	Kelly Mitchell
Admissions Representative	Darren Truty
High School Admissions Assistant	Ashely Bozarth
Admissions Assistant	Amanda Hevener
High School Education Rep	Paul Nuckles
High School Education Rep	David Yoder
High School Education Rep	James Vasil
High School Education Rep	Josh Jones
High School Education Rep	Season Presson
Maintenance Technician	Kevin McGlaughlin
Maintenance Technician	Sotero Garcia
Maintenance Technician	Robbie Klinenberg
Maintenance Technician	Jim Holmes

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

JACKSONVILLE CAMPUS INSTRUCTIONAL STAFF

OPEN, Director of Training

Joseph O'Neill, Assistant Director of Training- TWS graduate with over 10 years of experience in the field, including metal fabrication and welding. Member of American Welding Society.

Brian Akers- Over 10 years of experience in the field, including GMAW and FCAW processes, as well as working with stainless steel for the Stellar Group. Member of American Welding Society.

Curtis Blanton (Senior Instructor)- Over 26 years of experience in the field and is a Certified Pipe Welder. Member of American Welding Society.

John Cannady- Over 25 years of experience in the field, including pipe, structural, fabrication, blueprint reading and stainless. Member of American Welding Society.

Anthony Dues- TWS graduate with over 4 years of experience in the field, including MIG, TIG, and stick processes as a welder, fitter and fabricator in both structural and pipe applications. Member of American Welding Society.

Jack Dulls (Senior Instructor)- TWS graduate with over 4 years of experience in the field as a pipe welder and fitter. Member of American Welding Society.

Paulo Gomes- Over 7 years of experience in the field. Member of American Welding Society.

Terry Hauser- Over 14 years of experience in the field, including welding, fitting and fabrication. He has specialized in MIG and Fluxcore processes. Member of American Welding Society.

James Howard- Over 33 years of experience in the field, including fitting and fabrication. Specialized in thin wall stainless pipe with High Frequency, TIG processes, stainless and carbon Fluxcore welding on pipe structures. Has welded with SMAW, GTAW, FCAW, and MIG. Member of American Welding Society.

Victor Ibarra- Over 8 years of experience in the field, including structural, pipe, stainless steel and aluminum. Member of American Welding Society.

Sean Lawler- TWS graduate with over 4 years of experience in the field, including alloys of aluminum stainless, bronze and NiBra. Member of American Welding Society.

Yale McNeill (Senior Instructor)- TWS graduate with over 5 years of experience in the field, including construction welding of naval ships and several different metals such as copper, copper nickel, stainless steel, carbon steel, chrome and aluminum. Member of American Welding Society.

Robert Meenaghan Jr.- Over 20 years experience in the field including welding, fitting and fabrication. He has taught welding, ran various weld shops as a foreman and has been certified in various pipe positions with carbon and stainless steel. Member of American Welding Society.

Mike Meerilees- Over 8 years of experience in the field, working with various welding employers using GTAW and SMAW processes. He has also welded for the Stellar Group. Member of American Welding Society.

Tony Mollica- Over 40 years experience in the field, including pipe fitting and pipe welding. He has worked as a general foreman and instructor. Member of American Welding Society.

Ronald Story (Senior Instructor)- Over 34 years of experience in the field. He has extensive experience in teaching thin metal welding in vehicle plants, structural and pipe welding. Member of American Welding Society.

William Stumbo- Over 5 years of experience in the field, . Member of American Welding Society.

Zack Verts (Evening Supervisor)- TWS graduate with over 5 years of experience in the field, including MIG, TIG, and stick processes as a welder, fitter and fabricator in both structural and pipe applications. Member of American Welding Society.

Freddie Westbrook- Over 24 years of experience in the field, including welding stick, TIG, MIG, Fluxcore, as well as fitting and fabrication. Member of American Welding Society.

JACKSONVILLE CAMPUS FACILITIES

Tulsa Welding School is located in the newly developed southeastern sector of Jacksonville at 3500 Southside Boulevard between Beach and J. T. Butler Boulevards. This new campus, which was completed in November 2001, contains a training facility of approximately 41,000 square feet and parking for 284 vehicles. The facility includes welding lab booths and equipment, 3 classrooms, student commons, and offices for Admissions, Training, Financial Aid, Employment Services (Student & Graduate), Accounting, Registrar, Student Advisor, Maintenance, Technical Resource Center, and Administration. Within the welding lab, there are 190 welding booths with expansion capacity to 220, 29 plate or pipe bevellers, 20 metal grinding preparation booths, and 16 metal cutting stations along with a plasma cutting and carbon arc room. Tulsa Welding School has an auxiliary site located two miles north at 1750 Southside Boulevard which has over 25,000 additional square feet with 4 labs, Technical Resource Center, 10 classrooms, Learning Center, an Administration building, and parking for up to 277 cars (staff & students). Restroom and vending facilities are provided for students and staff at both locations. Public bus transportation is also available in front of each site.

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 plats 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.

ASSOCIATE OF OCCUPATIONAL STUDIES IN WELDING TECHNOLOGY

The Associate of Occupational Studies in Welding Technology (AOSWT) degree, available at the Tulsa campus only, consists of two academic years containing a total of 60 weeks and 64 semester credit hours. First academic year is the Tulsa Welding School (TWS) Master Welder program (30 semester credit hours) which prepares a graduate for entry level positions in structural, pipe, and thin alloy and/or pipeline welding. Second academic year is directed toward course material for job entry as a Welding Quality Assurance/Quality Control Inspector (WQA/QCI) containing 34 semester credit hours.

Phase 201	Applied Math & Symbols
Phase 202	Codes & Specifications Radiographic Film Interpretation
Phase 203	Communications & Records
Phase 204	Drawings & Fabrication Processes
Phase 205	Visual & Leak Testing
Phase 206	Liquid Penetrant & Magnetic Particle Testing
Phase 207	Radiographic Testing Radiation Safety
Phase 208	Eddy Current Testing
Phase 209	Ultrasonic Testing
Phase 210	Basic Metallurgy & Destructive Testing
Phase 211	Quality Management Techniques

All new students in the second academic year must take the Phase 201 Applied Math & Symbols phase course which is one day a week. Further, new students also take one of the listed phase courses scheduled by TWS, which meets four days a week. Total semester credit hours in the second academic year are 34. Phase courses may be taken in any order. Each morning class begins at 7:30 AM and concludes at 12:30 PM. Afternoon class begins at 1 PM and concludes at 6 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. The student holiday schedule may impact the number of instruction days per week on occasion.

Phase 201 Applied Math & Symbols

Math utilized for weld testing and inspection processes. Learn the symbols on welding drawings and acronyms used for identifications and organizations. This course is taken initially by all students who start the second academic year. Semester credit hours = 1.

Phase 202 Codes & Specifications Radiographic Film Interpretation

Student will learn coverage and applications of codes and specifications from various professional societies, institutes, and associations that issue standards for metal fabrication. Lab activities are associated with the utilization of these standards and radiographic film interpretation. Semester credit hours = 3.

Phase 203 Communications & Records

Students will learn the techniques and approaches to effectively communicate with various personalities in the workplace. Students will also learn the documentation of inspection results, filing systems, and maintenance of activity reports. Semester credit hours = 4.

Phase 204 Drawings & Fabrication Processes

Students will learn to analyze fabrication drawings, bill of materials, product dimensional tolerance standards, and specified fabrication processes. Lab activities reinforce the lecture information. Semester credit hours = 3.

Phase 205 Visual & Leak Testing

Presentation of the oldest and most widely used method of Nondestructive Testing (NDT) which is visual inspection of welds and other specifications. Perform leak testing procedures according to ANSI and ASME specifications.

Lab provides practice on these NDT competencies. Semester credit hours = 3.

Phase 206 Liquid Penetrant & Magnetic Particle Testing

Students will learn the methods of PT testing to detect surface defects on non-porous solid material. Techniques and methods such as penetrant techniques, safety, and environmental considerations, along with the magnetic particle test method and its value for inspecting ferromagnetic materials will be discussed. Wet fluorescent magnetic particle testing method is included. Lab applications will reinforce associated theory. Semester credit hours = 3.

Phase 207 Radiographic Testing
Radiation Safety

Students will learn the theory and applications for the use of radiographic testing. In addition, students will learn the safety requirements for radiation environments. Semester credit hours = 4.

Phase 208 Eddy Current Testing

Students will learn the NDT theory and techniques of eddy current testing processes. Lab assignments implement these various testing methods. Semester credit hours = 3.

Phase 209 Ultrasonic Testing

Students will learn the acoustic relationships and physical principles associated with ultrasonic testing techniques. Lab applications reinforce the theory supporting this important process. Semester credit hours = 3.

Phase 210 Basic Metallurgy & Destructive Testing

Students will learn the fundamentals of metal structure and properties. Students will learn how to test through destructive methods of cutting weld straps and checking tensile strength as well as any defects. Lab focus is on destructive testing applications. Semester credit hours = 3.

Phase 211 Quality Management Techniques

Students will learn the roles of the welding quality assurance/quality control inspector. Basics of total quality managements and statistical control will also be discussed. Semester credit hours = 4.

*ELECTRO-MECHANICAL TECHNOLOGIES *

The Electro-Mechanical Technologies (EMT) program, available at the Jacksonville campus only, contains nine phase term courses, 38 weeks for day students or 58 weeks for evening students, and 45.5 semester credit hours. The objective of the EMT program is to train and prepare students for entry as service and maintenance technicians in jobs that utilize technologies employed in the fields of air conditioning (both heating and cooling), and refrigeration. Upon successful completion of the course, the student should have an understanding of mechanical and electrical principles and will have practical exposure to diagnosing, servicing and repairing common types of problems in related equipment.

HVE100	Fundamentals of Electricity
HVE110	Fundamentals of Solar
HVE120	Electrical Wiring – Residential
HVE130	Electrical Wiring – Commercial
HVR100	Fundamentals of Refrigeration
HVR110	Comfort Systems – Residential
HVR120	Comfort Systems – Commercial
HVR130	Refrigeration Systems & Practices
HVR200	Advanced Trouble-Shooting Techniques

HVE100 Fundamentals of Electricity

This class provides students with basic electrical understanding from an elemental stage through trouble shooting. Trainers are used to teach schematic wiring as well as test meter usage along with all the safety processes associated with handling electrical systems such as grounding and energized circuits. Students will work with dual voltage systems commonly found in HVAC/R equipment. The foundation for control circuit wiring and High voltage wiring are discussed and students will put their knowledge to use while working with the trainers. The training material in this class includes information on multiple types of test meters and their proper use, electrical devices, control devices, and troubleshooting. A study of single phase and three phase motors round out the students understanding of basic electrical principles.

HVE110 Fundamentals of Solar

This module provides an overview of photovoltaic (PV) science and an introduction to the fundamentals of solar energy. Through a combination of lecture, problem

solving and hands-on lab exercises, students will learn the concepts and processes of photovoltaic systems, including their design and installation. The module covers the scope of solar energy systems' conceptual, mechanical and electrical design, with an emphasis on wiring and electrical issues.

HVE120 Electrical Wiring – Residential

This course introduces the most current version of the National Electrical Code Book to the students as a guide throughout the class. The primary goal of the program is to teach basic techniques of Residential wiring from the standpoint of interpreting all code book requirements. Students will put into practice all that they have learned by wiring a scaled down three bedroom home. A study of electrical safety is provided to ensure a complete understanding of hand tools, ladders, shock hazards, and the personal protective equipment required to work in this field. They will be required to safely place all wiring, circuits, switches, receptacles, lighting fixtures, and GFCI devices in the trainer according to the electrical code.

HVE130 Electrical Wiring – Commercial

The Commercial wiring course follows through with concepts learned in the Residential wiring course of training delving deeper into the National Electrical Code book. Students will be tasked with code book interpretation through the study of load calculations, blue print reading, cost estimating, three phase motor wiring, and conduit manipulation. Students will wire commercial lighting and three phase motors as they research the required applications. A mock commercial building will be wired by students in accordance with applicable code using conduit to protect their wiring.

HVR100 Fundamentals of Refrigeration

In this class students are introduced to the refrigeration cycle through class lecture and observing operating equipment. The material in this class is mechanical in nature and is limited to the mechanical and physical properties of refrigerants and the refrigeration cycle. The equipment in this class is used to safely demonstrate the varied states of refrigerant as it cycles through the system. The student will be introduced to many of the tools associated with the refrigeration industry such as: manifold gauge set, vacuum pumps, service wrenches, charging, and recovery equipment. The safety programs in this class will provide students with details on being in close proximity to rotating machinery and refrigerant handling. The class is also designed to familiarize the student with details on the mechanical trouble shooting process.

HVR110 Comfort Systems – Residential

This class offers experience with residential split systems, packaged heat pump systems, air conditioners, gas furnaces, and evaporative coolers. Students are tasked with building schematics for air conditioning/heating systems and wiring the same systems having only the components of the system as reference. A further study of mechanical and electrical troubleshooting turns more hands-on in this class as students see the equipment come to life by their own hand. Gas piping, sizing, and installation are studied as it applies to furnace operation.

HVR120 Comfort Systems – Commercial

This class offers a more technical approach to studying the concepts of indoor climate control. Students are tasked with safely removing and replacing components within residential and commercial HVAC systems such as fan motors, fans, electrical components, and compressors. Recovery and charging of refrigerants are an integral aspect of this class and students will apply their lessons to real equipment to round out the experience. Students will study brazing techniques using oxy/acetylene equipment and are required to put their knowledge to use on multiple tasks designed to enhance understanding of working within the confines of an HVAC unit. Refrigerant piping manipulation is introduced for study using hands-on techniques as students gain on overall familiarization of HVAC equipment. The opportunity to study and test on R410a and automotive air conditioning is provided in this class; Successful students will achieve a R410a safety certification and EPA section 609 certification. An introduction to air balance and the associated equipment are also included for this class.

HVR130 Refrigeration Systems & Practices

Students will learn to maintain, monitor, and manage residential and commercial grade walk-in refrigerators and freezers. A study of commercial grade ice makers such as: a flaker, cuber, and nugget type units provide an intense look at low temperature refrigeration equipment. Students will be required to change out a compressor, service and/or repair critically charged systems to enhance their overall understanding of mechanical and electrical troubleshooting. A variety of specialty tools related to equipment studied in this class will be introduced to round out the total experience.

HVR200 Advanced Trouble-Shooting Techniques

The class introduces the operation and maintenance of reciprocating liquid chillers and stands as a review of the knowledge students have attained through previous courses. Electrical troubleshooting takes on a new intensity in this class as students are exposed to the E-STAR Trainer. The E-STAR Trainer is equipment developed by RSI to teach and hone electrical troubleshooting skills. A thorough study of mechanical troubleshooting and schematic wiring will raise the student to the level of technician. The opportunity to qualify for EPA section 608 certification is provided during this class. The overall goal of this class is to ensure students have attained the required skills to be successful entry level HVAC/R technicians.

*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

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 lead 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 one of the largest accredited welding schools 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 the 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., and HSBC Private Equity Partners II USA LP.

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 is registered as Tulsa Welding School/Jacksonville Campus, Inc. and is a 100% owned subsidiary of Tulsa Welding School, Inc. in Tulsa, Oklahoma.

Officers for each campus are Mary Kelly, President, Michael McQueeny, 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. Tulsa Welding School in Jacksonville, Florida added an additional site in May 2011 to house the new Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) training programs, such as the Electro-Mechanical Technologies program. This brought the overall total available space for training and administration at the Jacksonville campus to more than 66,000 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.

Students who enter the second academic year in pursuit of an AOSWT degree are required to sign another Enrollment Agreement and pay a $50 registration fee, which is not credited toward tuition.

Tuition and other charges are outlined below.

Welding Programs	Structural Welder	Master Welder	AOSWT 2nd AY
Tuition:	$7,938	$14,358	$14,358
Registration Fee:	50	50	50
Lab Fees:	761	1,535	1004
Books & Welding Gear:	710	782	1313
Accident Insurance:	252	252	252
Total Program Cost:	$9,711	$16,977	$16,977

HVAC/R Program	Electro-Mechanical Technologies
Tuition:	$15,200
Registration Fee:	50
Textbooks:	110
NEC Codebook:	75
Course Materials:	405
Toolkit	634
T-Shirts/Uniforms:	137
Accident Insurance:	75
Total Program Cost:	$16,686

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/HVAC Gear or Supplies (as required by TWS) as well as Accident Insurance. Books and Welding/HVAC Gear or Supplies package are required for Phase 101 or HVE100.

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. 15th 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

JACKSONVILLE CAMPUS

* Accredited by the Accrediting Commission of Career Schools and Colleges
* Licensed by Florida Commission for Independent Education, License #2331
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399
Toll-free phone number (888) 224-6684
* Approved by Georgia Nonpublic Education Commission
* 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. 15th 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
* 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 Education Benefits
* Member of College Association

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 encourages 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.

In addition to the above requirements, students pursuing the Associate of Occupational Studies in Welding Technology (AOSWT) must have a high school diploma or GED, and will need to have a Cumulative Grade Point Average (CGPA) of 2.80 or higher out of 4.0 after graduating from the Master Welder program. For Master Welder graduates who left TWS after this program and later return to earn an AOSWT, the graduate must be in good standing with TWS in terms of financial obligations and must not have defaulted on a federal student loan. In addition, all applicants are required to take and pass an ability to benefit exam to measure math and communication competencies. A minimum score of 200 on the Verbal Skills and 210 on the Quantitative Skills must be achieved to pass the test and meet eligibility for the AOSWT program. A student questionnaire and successful entrance interview are also required prior to enrollment acceptance.

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. Students attending the AOSWT degree program must achieve at least a minimum GPA requirement of 2.0 by the end of the first phase and maintained throughout the duration of the training. 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 or HVAC/R program, or an Associate of Occupational Studies in Welding Technology (AOSWT) degree. The AOSWT degree is available at the Tulsa campus only. The HVAC/R program is available at the Jacksonville, FL 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.

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.

Morning HVAC/R session classes meet from 7:30 AM until 12:30 PM Monday through Friday, afternoon session meets on the same days from 12:45 PM to 5:45 PM, and evening session meets Monday through Thursday from 6:00 PM until 10:00 PM.

Welding Programs	**Projected Graduation Dates**		
Start Date	**MW**	**AOSWT**	**SW**
7/5/2011	2/10/2012	2/9/2012	10/14/2011
7/25/2011	3/2/2012	3/1/2012	11/4/2011
8/15/2011	3/23/2012	3/23/2012	12/2/2011
9/6/2011	4/13/2012	4/12/2012	12/23/2011
9/26/2011	5/4/2012	5/3/2012	1/20/2012
10/17/2011	5/25/2012	5/24/2012	2/10/2012
11/7/2011	6/15/2012	6/14/2012	3/2/2012
12/5/2011	7/6/2012	7/5/2012	3/23/2012
1/2/2012	7/27/2012	7/26/2012	4/13/2012
1/23/2012	8/17/2012	8/16/2012	5/4/2012
2/13/2012	9/7/2012	9/6/2012	5/25/2012
3/5/2012	9/28/2012	9/27/2012	6/15/2012
3/26/2012	10/19/2012	10/18/2012	7/6/2012
4/16/2012	11/9/2012	11/8/2012	7/27/2012
5/7/2012	12/7/2012	12/6/2012	8/17/2012
5/28/2012	1/4/2013	1/3/2013	9/7/2012
6/18/2012	1/25/2013	1/24/2013	9/28/2012
7/9/2012	2/15/2013	2/14/2013	10/19/2012
7/30/2012	3/8/2013	3/7/2013	11/9/2012
8/20/2012	3/29/2013	3/28/2013	12/7/2012
9/10/2012	4/19/2013	4/18/2013	1/4/2013
10/1/2012	5/10/2013	5/9/2013	1/25/2013
10/22/2012	5/31/2013	5/30/2013	2/15/2013
11/12/2012	6/21/2013	6/20/2013	3/8/2013
12/10/2012	7/12/2013	7/11/2013	3/29/2013

HVAC/R Program	**Projected Graduation Dates**	
Start Date	**EMT**	**EMT EVE**
7/22/2011	4/17/2012	
7/27/2011		9/19/2012
8/19/2011	5/15/2012	
9/12/2011		11/1/2012
9/19/2011	6/13/2012	
10/17/2011	7/18/2012	
10/25/2011		12/19/2012
11/15/2011	8/15/2012	
12/8/2011		2/13/2013
12/15/2011	9/13/2012	
1/24/2012	10/11/2012	
2/2/2012		4/1/2013
2/22/2012	11/8/2012	
3/20/2012		5/14/2013
3/21/2012	12/11/2012	
4/18/2012	1/17/2013	
5/2/2012		6/27/2013
5/16/2012	2/15/2013	
6/14/2012	3/18/2013	
6/18/2012		8/19/2013
7/19/2012	4/15/2013	
8/7/2012		10/2/2013
8/16/2012	5/13/2013	
9/14/2012	6/11/2013	
9/20/2012		11/18/2013
10/12/2012	7/16/2013	
11/5/2012		1/9/2014
11/9/2012	8/13/2013	
12/12/2012	9/11/2013	
12/20/2012		2/26/2014

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, AOSWT = Associate of Occupation Studies in Welding Technology which is available only at the Tulsa campus, SW = Structural Welder, and EMT =

Electro-Mechanical Technologies which is available only at the Jacksonville campus.

New welding training classes are normally scheduled every three weeks. New HVAC/R training classes are normally scheduled every four weeks for morning and afternoon sessions and every six weeks for evening sessions. Any new student class session (morning, afternoon, or evening), which is too small to start as determined by TWS administration, will cause a student's enrollment to be cancelled, shifted to another session, or scheduled for another training start date. A student who cannot accommodate this change will be entitled to a refund of all money paid to 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 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

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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 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
(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

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 instructions. If the matter is not resolved to the student's satisfaction, the student should review the matter with Harold Saulsby, 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 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 Harold Saulsby, 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 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 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.

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

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

The following states have their own contact information for complaints.

Colorado Students

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

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

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 for our welding programs is 30 students. The maximum laboratory class size per instructional staff member for our welding programs is 20 students. The maximum lecture and laboratory class size per instructor for our HVAC/R program is 38 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.

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, unless the student is taking an evening HVAC/R program which would be scheduled Monday through Thursday.

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	

HVAC/R 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	
12:45 PM to 5:45 PM	12:45 to 1:35 PM	1:35 to 1:45 PM
	1:45 to 2:35 PM	2:35 to 2:45 PM
	2:45 to 3:35 PM	3:35 to 3:45 PM
	3:45 to 4:35 PM	4:35 to 4:45 PM
	4:45 to 5:45 PM	
6:00 PM to 10:00 PM	6:00 to 6:50 PM	6:50 to 7:00 PM
(Monday-Thursday)	7:00 to 7:50 PM	7:50 to 8:00 PM
	8:00 to 8:50 PM	8:50 to 9:00 PM
	9:00 to 10:00 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

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 your 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 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.

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

The Tulsa campus will compute the Oklahoma State Refund Policy, as well as any other required state refund policies as required by the specific state guidelines and as

outlined in the catalog and associated amendments. Additionally, the institution will calculate the below Institutional Refund Policy and will apply the policy that is most beneficial to the student.

TWS Institutional Refund Policy

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

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 make arrangements to pay this difference 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 3rd 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 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 TWS program. In such situations, refunds shall be made within thirty (30) days after student withdrawal is determined. In case of a student's prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete a program, TWS shall make a settlement that is reasonable and fair to both the student and TWS.

Oklahoma State Refund Policy

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

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

- For a student terminating training after completing the first week but within 25% of the program, the institution will retain 25% of the contract price of the program plus the $150 Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after completing 25% but within 50% of the program, the institution will retain 50% of the contract price of the program plus the $150 Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after completing more than 50% of the program, the institution will retain 100% of the cost of the program.

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

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

For withdrawn students who have received Federal Student Aid funds a portion of these funds must be returned to the financial aid programs, if a student attended 60% or less of the payment period from which they withdrew. A payment period represents one-half of the program of enrollment. Federal Student 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.

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

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

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

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

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

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

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

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

- For a student terminating raining after completing 75% of the program, the institution shall retain 100% of the cost of the program.

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

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

- For a student terminating school within 10% of the program, the institution shall retain 10% of tuition and cancellation fee plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after 10% but within the first 25% of the program, the institution will retain 25% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after 25% but within first 50% of the program, the institution will retain 50% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after 50% but within first 75% of the program, the institution will retain 75% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after 75% of the program, the institution will retain 100% of the contract price of the program. (If student has paid in full, there will be no cancellation fee charged.)

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

If a student was granted credit for previous training, that credit will not affect the refund policy. If a student had postponed their original start date, there is no impact to the refund policy. All refunds due to an applicant or student will be made within 30 days of cancellation or termination or within 30 days of the date of determination that a student has withdrawn or has not returned from a scheduled leave of absence or course repeat. If the institution discontinues education service, a full refund will be provided to the student unless the institution ceases operation.

Iowa 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 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 the Registration Fee shall be refundable in accordance with the following refund schedule.

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

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

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

If a student meets either of the above exceptions, a tuition refund of up to 100% of the program charges may be provided. The pro-rated formula to use is: the remaining # of scheduled school days divided by the total # of scheduled school days and then multiplied by the tuition.

If a student who does not meet either of the above exceptions attends less than 60% of the program, the formula to pro-rate the tuition amount refunded is: Ninety percent (90%) of the remaining # of scheduled school days in 60% of the program divided by total # of scheduled school days in 60% of the program multiplied by the tuition.

Iowa Military Students

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

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

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

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

- For a student terminating training during the third and fourth 25% of the program, the institution will retain 100% of the contract price of the program.

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

Minnesota Students

Tulsa Welding School shall notify each student in writing of acceptance or rejection. In the event that the student is rejected by the school, all tuition, fees and other charges shall be refunded. Tulsa Welding School shall refund all tuition, fees, and other charges paid by a student, if the student gives written notice of cancellation within five (5) business days after the day on which the contract was executed regardless of whether the program has started. When a student has been accepted by the school and has entered into a contractual agreement with the school and gives written notice of cancellation following the fifth (5^{th}) business day after the date of execution of contract, but before the start of the program, all tuition, fees and other charges, except 15 percent (15%) of the total cost of the program, but not to exceed $50, shall be refunded to the student.

There shall be no refund made for books and welding gear, once received by a student unless these items are returned in reusable/resalable condition. The refund calculation above applies only to tuition, lab fees, and accident insurance. Once a student has been accepted by Tulsa Welding School and has given written notice of cancellation, or the school has actual notice of a student's nonattendance after the start of the period of instruction for which the student has been charged, but before completion of 75 percent (75%) of the period of instruction, the amount charged for tuition, fees, and all other charges shall be prorated based on number of days in the term as a portion of the total charges for tuition, fees, and all other charges. An additional 25 percent (25%) of the total cost of the period of instruction may be added, but shall not exceed $100. After completion of 75 percent (75%) of the period of instruction for which the student has been charged, no refunds will be made and TWS will retain 100% of the cost of the program.

Wisconsin 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.

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

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

There shall be no refund made for books and welding gear, once received by a student unless these items are returned in reusable/resalable condition. The refund calculation above 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 charges for the percentage of the enrollment period completed are computed based on the number of courses attended.

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 your 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 fourteen (14) consecutive calendar days without notice, he/she will be considered withdrawn from the program.

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 unless these items are returned in reusable/resalable condition. The refund calculation which follows applies only to tuition, lab fees, and accident insurance.

The Jacksonville campus will compute any and all state refund policies as required by the specific state guidelines. Additionally, the institution will calculate the below Institutional Refund Policy and will apply the policy that is most beneficial to the student.

TWS Institutional Refund Policy

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

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 make arrangements to pay this difference 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 3rd 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 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 TWS program.

In such situations, refunds shall be made within thirty (30) days after student withdrawal is determined. In case of a student's prolonged illness or accident, death in the family, or other circumstances that 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 withdrawn students who have received Federal Student Aid funds a portion of these funds must be returned to the financial aid programs, if a student attended 60% or less of the payment period from which they withdrew. A payment period represents one-half of the program of enrollment. Federal Student 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.

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

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

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

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

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

- For a student terminating school within 10% of the program, the institution shall retain 10% of tuition and cancellation fee plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after 10% but within the first 25% of the program, the institution will retain 25% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after 25% but within first 50% of the program, the institution will retain 50% of the tuition and fees plus the

Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after 50% but within first 75% of the program, the institution will retain 75% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after 75% of the program, the institution will retain 100% of the contract price of the program. (If student has paid in full, there will be no cancellation fee charged.)

There shall be no refund made for books and welding gear, once received by a student unless these items are returned in reusable/resalable condition. The refund calculation above applies only to tuition, lab fees, and accident insurance. If a student was granted credit for previous training, that credit will not affect the refund policy. If a student had postponed their original start date, there is no impact to the refund policy. All refunds due to an applicant or student will be made within 30 days of cancellation or termination or within 30 days of the date of determination that a student has withdrawn or has not returned from a scheduled leave of absence or course repeat. If the institution discontinues education service, a full refund will be provided to the student unless the institution ceases operation.

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 no to exceed one hundred dollars ($100) paid to TWS by the student may be retained as an enrollment or application fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of one hundred dollars ($100) shall be refundable in accordance with the following refund schedule.

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

- For a student terminating school after starting training but within the first 5% of this program, the institution shall retain 5% of tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after completing more than 5% but no more than 10% of the program, the institution shall retain 10% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after completing more than 10% but no more than 25% of the program, the institution shall retain 25% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after completing 25% but no more than 50% of the program, the institution shall retain 50% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after completing more than 50% of the program, the institution shall retain 100% of the contract price of the program.

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

Iowa 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 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 the Registration Fee

shall be refundable in accordance with the following refund schedule.

There shall be no refund made for books and welding gear, once received by a student unless these items are returned in reusable/resalable condition. The refund calculation that follows applies only to tuition, lab fees, and accident insurance. If a student attends > 60% of the program, no tuition refund is required unless the student meets either of the following exceptions:

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

If a student meets either of the above exceptions, a tuition refund of up to 100% of the program charges may be provided. The pro-rated formula to use is: the remaining # of scheduled school days divided by the total # of scheduled school days and then multiplied by the tuition.

If a student who does not meet either of the above exceptions attends less than 60% of the program, the formula to pro-rate the tuition amount refunded is: Ninety percent (90%) of the remaining # of scheduled school days in 60% of the program divided by total # of scheduled school days in 60% of the program multiplied by the tuition.

Iowa Military Students

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

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

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

- For a student terminating school after starting training but during the 1st week of classes, the institution shall retain 10% of tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training during the next 3 weeks, the institution shall retain 25% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training during the first 25% of the program, the institution shall retain 45% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating raining during the second 25% of the program, the institution shall retain 70% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training during the third and fourth 25% of the program, the institution will retain 100% of the contract price of the program.

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

Minnesota Students

Tulsa Welding School shall notify each student in writing of acceptance or rejection. In the event that the student is rejected by the school, all tuition, fees and other charges shall be refunded. Tulsa Welding School shall refund all tuition, fees, and other charges paid by a student, if the student gives written notice of cancellation within five (5) business days after the day on which the contract was executed regardless of whether the program has started. When a student has been accepted by the school and has entered into a contractual agreement with the school and gives written notice of cancellation following the fifth (5^{th}) business day after the date of execution of contract, but before the start of the program, all tuition, fees and other charges, except 15% of the total cost of the program, but not to exceed $50, shall be refunded to the student.

There shall be no refund made for books and welding gear, once received by a student unless these items are returned in reusable/resalable condition. The refund calculation that follows applies only to tuition, lab fees, and accident insurance. Once a student has been accepted by Tulsa Welding School and has given written notice of cancellation, or the school has actual notice of a student's nonattendance after the start of the period of instruction for which the student has been charged, but before completion of 75% of the period of instruction, the amount charged for tuition, fees, and all other charges shall be prorated based on number of days in the term as a portion of the total charges for tuition, fees, and all other charges. An additional 25% of the total cost of the period of instruction may be added, but shall not exceed $100. After completion of 75% of the period of instruction for which the student has been charged, no refunds will be made and TWS will retain 100% of the cost of the program.

New Mexico 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 two hundred dollars ($200) paid to TWS by the student may be retained as an enrollment or application fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of two hundred dollars ($200) shall be refundable in accordance with the following refund schedule.

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

- For a student terminating school after starting training but within the first 10% of the program, the institution shall retain 10% of tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after completing more than 10% but no more than 20% of the program, the institution shall retain 25% of tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after completing more than 20% but no more than 30% of the program, the institution shall retain 40% of tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after completing more than 30% but no more than 40% of the program, the institution shall retain 55% of tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after completing more than 40% but no more than 50% of the program, the institution shall retain 70% of tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after completing more than 50% but no more than 60% of the program, the institution shall retain 85% of tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after completing more than 60% of the program, the institution shall retain 100% of the contract price of the program.

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

Tennessee 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 two hundred dollars ($200) paid to TWS by the student may be retained as an enrollment or application fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of two hundred dollars ($200) shall be refundable in accordance with the following refund schedule.

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

- For a student terminating school on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an Administrative Fee of $100.

- For a student terminating school after starting training but within the first 10% of the program, the institution shall retain 25% of tuition and fees plus the $100 Administration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after completing more than 10% but no more than 25% of the program, the institution shall retain 75% of tuition and fees plus the $100 Administration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after completing more than 25% of the program, the institution shall retain 100% of the contract price of the program.

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

Wisconsin 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.

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

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

There shall be no refund made for books and welding gear, once received by a student unless these items are returned in reusable/resalable condition. The refund calculation above 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 charges for the percentage of the enrollment period completed are computed based on the number of courses attended.

OTHER INFORMATION

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

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.