



## STUDENT ACADEMIC CALENDAR

Please note the following changes to the Academic Calendar on page 21 of the Academic Catalog.

Start Date Listed	Correct Start Date	Graduation Date Listed	Correct Graduation Date
1/2/2012	1/3/2012	12/23/2011	12/22/2011
5/28/2012	5/29/2012		
11/12/2012	11/13/2012		

## STUDENT HOLIDAY SCHEDULE

The holidays listed on page 22 of the Academic Catalog are for the welding programs only. **The holidays listed below apply to the EMT program only, except the MLK holiday, which applies to all programs.**

- Labor Day (9/5/11)
- Veteran's Day (11/11/11)
- Thanksgiving Holiday (11/24/11 – 11/25/11)
- Christmas / New Year's (12/23/11 – 1/2/12)
- Martin Luther King, Jr. Day\* (1/16/12)
- President's Day (2/20/12)
- Memorial Day (5/28/12)
- Summer Break (6/30/12 – 7/8/12)
- Labor Day (9/3/12)

## HOLIDAY SCHEDULE

To ensure all welding program hours are properly scheduled, we have arranged for training to occur on the following Saturdays to accommodate for holiday closings that occur during scheduled welding course phases.

Holiday	Date	Training Date
Labor Day	9/5/11	9/10/11
Veterans Day	11/11/11	11/12/11
Christmas Day	12/23/11	12/10/11
New Year's Day	1/2/12	1/7/12
Martin Luther King, Jr. Day	1/16/12	1/14/12
Memorial Day	5/28/12	6/2/12
Independence Day	7/4/11	6/23/12
Labor Day	9/3/12	8/25/12
Veterans Day	11/12/12	12/1/12

## AWS MEMBERSHIP

On page 14 of the Academic Catalog under Financial Information, we indicate the AWS Membership is included in the registration fee. Instead, the membership is included in the student's tuition and is for welding students only.

## ATTENDANCE POLICY

Attendance is essential to benefit from lecture and laboratory instruction. Employers are interested in a graduate's attendance as well as their practical abilities. A course within a welding or HVAC/R program can only be completed if a student earns a passing grade. Each day a student is absent, two (2) points will be deducted from their overall phase grade. Excellent attendance contributes to good grades.

Welding and HVAC/R laboratory makeup sessions are usually scheduled on Saturdays to assist students. Makeup or practice Saturdays typically occur on the first and second Saturday of a three week course. No makeup is available for lecture sessions.

Students who leave 15 minutes to 2 ½ hours early, or are 15 minutes to 2 ½ hours late, will have one (1) point deducted from their final grade for each day this occurs. Students who leave 2 ½ hours or more before the end of class, or are 2 ½ hours or more late, will have two (2) points deducted from their final grade for each day this occurs.

Calculations will take place at the end of the course. Any makeup time a student attended during that course will be taken into account when calculations are made. If the makeup time is equal to or greater than the time missed, no points will be deducted from the final grade. However, if the makeup time is less than the time missed, there will still be a point deduction based on the total amount of time missed. There will not be any additional points awarded for additional time attended during the makeup or practice sessions.

VA students are required to maintain 85% attendance. If a VA student's attendance at the end of any attempted phase course is less than 85%, that student shall be placed on Attendance Alert and will be counseled.

## LEAVE OF ABSENCE (LOA) UPDATE

More than two LOAs may be granted in any 12-month period. However, the sum of all LOAs may not exceed 180 days in any 12-month period. Additionally, VA students are not eligible to receive VA benefits while on an approved Leave of Absence.

## TABLE OF CONTENTS

The Table of Contents on page 2 lists Federal Return of Title IV Funds as page 34. The correct page number is 35.

## MILITARY PRICING STRUCTURE

Tulsa Welding School is committed to keeping our military tuition rates as low as possible. Military tuition rates are available to active duty military including reserves and National Guard members; veterans; active duty spouses and dependent children; military retirees; and honorably discharged veterans.

Current military student tuition prices are as follows:

Electro-Mechanical Technologies – \$13,680  
AOS in Welding Technology (2<sup>nd</sup> AY) – \$12,922  
Master Welder – \$12,922

These prices do not include the additional fees as listed in the Academic Catalog on page 14 and reflect tuition costs only.

## PROGRAM DISCONTINUATION

As a result of the lack of interest in our Structural Welder program, we have decided to cease marketing to and enrolling new students into this educational program at both of our campuses. Effective September 1, 2011, no new students will be allowed to start this program. All students currently attending prior to this date will be able to continue and complete their program as outlined in the catalog and as stated on their signed Enrollment Agreement.

## START DATE DELAYS

If for some unforeseen circumstances, the school is unable to accommodate the student at the date and time specified in the enrollment agreement, the student has the option of the refund of any monies paid, or of entering the next available class.

## AOSWT PHASE TERM

Please note this clarification to the program description on page 10. 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 and each remaining phase term will consist of three weeks.

## LICENSING UPDATE

The licensing information listed for Florida on page 15 of the Academic Catalog was listed incorrectly. The correct statement for our licensure is as follows:

Licensed by the Commission for Independent Education,  
Florida Department of Education, License #2331.

Additional information regarding this institution may be obtained by contacting the Commission at:

325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
Toll-free telephone number (888) 224-6684  
Website: [http://www.fldoe.org/cie/nsa\\_app1.asp](http://www.fldoe.org/cie/nsa_app1.asp)

## COURSE REPEATS

Students are expected to earn passing grades and make satisfactory progress while attending school and 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. Students repeating courses due to earning a failing grade may be subject to course availability. When a student repeats a failed course, the institution will count the higher grade in the qualitative component of the SAP evaluation; however, both the failing and passing grades will appear on the transcripts. However, both courses will be included in quantitative component of the SAP evaluation and will be included in the maximum time frame calculation. Students will only be allowed to repeat any individual course phase a total of two times. Failure to achieve a passing grade after two rephases or three total attempts may result in termination.

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. A student will be charged an additional fee of \$300 for all rephases.

## EMT PROGRAM CREDIT HOURS

The Semester Credit Hours (SCH) awarded for each of the courses within the Electro-Mechanical Technologies (EMT) Program starting on page 11 in the Academic Catalog is as follows:

Fundamentals of Electricity (SCH = 6.0)  
Fundamentals of Solar (SCH = 5.0)  
Electrical Wiring – Residential (SCH = 4.0)  
Electrical Wiring – Commercial (SCH = 4.0)  
Fundamentals of Refrigeration (SCH = 6.0)  
Comfort Systems – Residential (SCH = 5.0)  
Comfort Systems – Commercial (SCH = 5.0)  
Refrigeration Systems & Practices (SCH = 5.0)  
Advanced Trouble-Shooting Techniques (SCH = 5.5)

## EMPLOYEE FAMILY TUITION

Employee family member tuition rates are available to immediate family and extended family of an employee who attends any of our institutions. Immediate family members will not be charged for tuition and extended family members tuition charges will be 50% of the stated program tuition. These prices do not include the additional fees and reflect tuition costs only.

## PROGRAM NAME CHANGE

Effective October 1, 2011, the Master Welder Program will become the Professional Welder program. This change will only affect the name of the program. All curriculum content and faculty will remain the same.

## ACCREDITATION, APPROVALS, LICENSES, MEMBERSHIPS

### JACKSONVILLE CAMPUS UPDATE

- Accredited by the Accrediting Commissions of Career Schools and Colleges
- Licensed by Florida Commission for Independent Education, License #2331  
325 West Gaines St., Suite 1414,  
Tallahassee, Florida 32399  
Toll-free phone number (888) 224-6684
- Approved by Georgia Nonpublic Postsecondary Education Commission
- Licensed by the Kentucky State Board of Proprietary Education
- The Tulsa Welding School is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.
- Approved to operate by the Missouri Department of Higher Education
- Registered with New Mexico Higher Education Department\*
- Registered with Iowa Secretary of State and Iowa College Student Aid Commission
- Licensed by Alabama Department of Postsecondary Education
- Approved by Kansas Board of Regents
- Licensed by Louisiana Board of Regents
- 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
- Approved to Solicit Students by Michigan Department of Labor & Economic Growth
- Registered with Virginia State Council 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 Educational Benefits
- Member of Career College Association

\*This change is applicable to both campuses.

## REVISED IOWA REFUND POLICY

The following refund policy applies to Iowa students. A refund of ninety percent (90%) of the tuition for a terminating student shall be paid to the appropriate agency based upon the ratio of completed number of school days to the total school days of the school term or course. The minimum tuition refund will equal the number of scheduled school days remaining in the period for which the student is charged, divided by the number of total scheduled school days in the period for which the student was charged, multiplied by tuition charges for that period, then multiplied by ninety percent (90%).

**\*\*Please note that the New Mexico Refund Policy listed on pages 43-44 applies to students at both campuses.**

### STUDENT COMPLAINT/ GRIEVANCE PROCEDURE

If a student becomes dissatisfied with some aspect of service or instruction provided by TWS, the student is requested to discuss the matter with the appropriate TWS department manager responsible for the service or instructions. If the matter is not resolved to the student's satisfaction, for resolution or understanding the student should review the matter with the Aleco Babikian, Executive Director-Tulsa; Harold Saulsby, Executive Director-Jacksonville; or Mary Kelly, President;

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting: Aleco Babikian, Executive Director-Tulsa; Harold Saulsby, Executive Director-Jacksonville; Mary Kelly, President; or online at [www.accsc.org](http://www.accsc.org).

New Mexico students can obtain information by visiting [http://hed.state.nm.us/complaint\\_3.aspx](http://hed.state.nm.us/complaint_3.aspx).

## **TRIAL ENROLLMENT PERIOD**

Beginning February 1, 2012, students who enroll and attend our school for the first time will be offered an opportunity to attend our programs for a relatively short period of time without incurring a financial obligation beyond the application fee. The school will ensure that students have the necessary books and other materials needed to succeed during this trial period. This trial period can play a valuable role by allowing a student to attend classes for a brief period before deciding to continue attending their educational program as a regular student, at which time the student would be responsible for program charges.

Any student who officially or unofficially withdraws from school during the first 11 calendar days after the scheduled start date of the program will not be considered to have started school, no credits will be earned, and their tuition obligation and cost of course materials will be waived. In any event, any student still attending school on the 12<sup>th</sup> calendar day after the scheduled start date of the program will be considered to have confirmed their intention to continue the program as a regular student and thus will be classified as a start.

To be officially accepted as a regular student, a student must meet the below requirements before the end of the conditional admittance period:

- Satisfy the attendance requirements as stated in the institution's catalog and addenda;
- Satisfy all remaining admissions requirements as stated in the institution's catalog and addenda; and
- Complete the financial aid process and submit all of the required documentation.

Any student who attends the trial period and who wishes to receive federal student aid funds after becoming a regular student must meet the other student eligibility criteria as provided in the federal regulations. Once determined to be a regular student, an otherwise eligible student becomes eligible for federal student aid funds back to the beginning of the enrollment period, as applicable, which includes the trial period.

Please note that this policy does not pertain to reentry or 2<sup>nd</sup> or subsequent academic year continuing students.