2015
SCHOOL CATALOG

TULSA WELDING SCHOOL

TULSA WELDING SCHOOL JACKSONVILLE

TULSA WELDING SCHOOL HOUSTON & TECHNOLOGY CENTER

WeldingSchool.com

MISSION STATEMENT

The mission of Tulsa Welding School is to assist learners in the development of the skills and knowledge necessary for employment and professional growth.

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Note: This Catalog is not complete unless all applicable addendums are enclosed.

INTRODUCTION

Tulsa Welding School (TWS) has locations in Tulsa, Oklahoma, Jacksonville, Florida and Houston, Texas. TWS in Tulsa, Oklahoma has trained individuals for professional, entry-level careers since January 1949. TWS in Jacksonville, Florida, which is a branch campus of Tulsa Welding School in Tulsa, started training students in November 2001. Tulsa Welding School & Technology Center (TWSTC) in Houston, Texas, which is also a branch campus of Tulsa Welding School in Tulsa, Oklahoma, started training students in December 2014. Our training programs were designed to meet employers' needs by providing our students with the technical competencies as required and are based on industry feedback. Our instructors are industry experienced professionals who instruct their students in the techniques and skills needed by employers.

TWS promotes a student-centric learning environment to support the learner in achieving his/her desired professional goals. TWS students are expected to demonstrate a positive attitude and professional character, maintain excellent attendance, and apply their instructional time effectively in the lab, the classroom, and during outside preparation. At TWS, we want to ensure that your educational experience is a rewarding one. We wish you the best in achieving your educational and professional goals.

WELCOME TO TWS!

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

Mary Kelly, President & CEO

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

Tulsa Welding School (TWS) in Tulsa, Oklahoma was established by two pipeline welders who recognized a need for trained pipe welders, and the first class began in January 1949. In 1961 TWS was acquired by welding professional Dan Derrick. Five years later, the school moved into a new facility located 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 was led by owners Michael Harter and Roger Hess for the next nineteen years. With their commitment to delivering quality career education and training for the welding industry, they developed an Associate of Occupational Studies in Welding Technology degree program in November 1997. In January 1999, TWS moved to its current location of 2545 East 11th Street, which is near The University of Tulsa. In November 2001, TWS opened a branch campus in Jacksonville, Florida to address the needs of employers and students along the Eastern sector of the United States.

In September 2008, 100% of T.H.E., Inc. stock was purchased by TWS Acquisition Corporation (dba StrataTech Education Group). Tulsa Welding School (TWS) is an Oklahoma corporation and is registered as Tulsa Welding School, Inc. TWS is a 100% owned subsidiary of T.H.E., Inc., a Delaware corporation. 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 both campuses are Mary Kelly, President & CEO, Michael McQueeney, Vice President-Secretary and Treasurer, Alison Zajacek, CFO, Baris Civelek, Vice President, and John Burgess, Director.

In August 2010, Tulsa Welding School in Tulsa, Oklahoma added a branch/expansion site located at 2233 East 11th Street in Tulsa. Additionally, in May 2011, Tulsa Welding School in Jacksonville, Florida added a satellite/auxiliary facility located at 1750 Southside Boulevard in Jacksonville. Most recently, in February 2014, Tulsa Welding School opened an additional branch location, Tulsa Welding School & Technology Center (TWSTC), located at 243 Greens Road in Houston, Texas.

StrataTech Education Group, 100% owners of Tulsa Welding School, Inc., is located at:
120 N. 44th Street, Suite 230
Phoenix, AZ 85034
Phone: (602) 490-3450 | Fax: (602) 490-3465 | www.StrataTech.com

ACCREDITATION, APPROVALS, LICENSES AND MEMBERSHIPS

Accredited Schools by the Accrediting Commission of Career Schools and Colleges (ACCSC) – Tulsa, Jacksonville, & Houston

TULSA & JACKSONVILLE CAMPUSES:

Accredited in Indiana by SWIC

This institution is regulated by:
State Workforce Innovation Council
Office for Career and Technical Schools
10 N. Senate Ave, Room SE 304
Indianapolis, IN 46204
OCTS@dwd.in.gov | 317-234-8338 | 317-232-1732

Licensed by:
Alabama Department of Postsecondary Education
Louisiana Board of Regents
Minnesota Office of Higher Education

Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board.

Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board.

Registered with:
Iowa Secretary of State and Iowa College Student Aid Commission
New Mexico Commission on Higher Education
Ohio State Board of Career Colleges and Schools
Virginia State Council of Higher Education

Approved:
By Kansas Board of Regents
To operate by the Missouri Department of Higher Education
To solicit students by West Virginia Council for Community and Technical College Education
To do Business in Wisconsin by State of Wisconsin Educational Approval Board
By Georgia Nonpublic Postsecondary Education Commission
To Solicit Students by Michigan Department of Labor & Economic Growth
For Veterans Educational Benefits
For Bureau of Indian Affairs
For Vocational Rehabilitation Agencies

Members of:
American Welding Society
Association of Private Schools, Colleges, and Universities
Better Business Bureau

TULSA ONLY:

Licensed by:
Oklahoma Board of Private Vocational Schools
Arkansas State Board of Private Career Education

Registered with:
Nebraska Department of Education
State of Wyoming Department of Education

Member of:
The American Society for Nondestructive Testing
Oklahoma Private School Association
Tulsa Chamber of Commerce

This school is authorized under Federal law to enroll nonimmigrant students.

JACKSONVILLE ONLY:

Licensed by the:
Florida 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 St., Suite 1414,
Tallahassee, Florida 32399-0400
Toll-free telephone number (888) 224-6684
Website: http://www.fldoe.org/cie/nsa_app1.asp

Kentucky Commission on Proprietary Education

Member of:
Jacksonville Chamber of Commerce
Florida Association of Postsecondary Schools and Colleges

Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201, Telephone (803) 737-2260, www.che.sc.gov. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of 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.

1750 Southside Blvd., Jacksonville, FL 32216 is recognized by ACCSC as a Satellite location of TWS-Jacksonville.

This school is authorized under Federal law to enroll nonimmigrant students.

HOUSTON & TULSA CAMPUSES:

Approved and regulated by the:
Texas Workforce Commission
Career Schools and Colleges
Austin, Texas

FACILITIES

TULSA CAMPUS

The Tulsa Campus, located at 2545 East 11th Street, is situated in the University of Tulsa area, which is just east of central downtown Tulsa. This 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, Career Services, Accounting, Registrar, Student Services, Business Office, 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.

The Tulsa Campus has an additional site that is an extension of the main campus and is located at 2233 East 11th Street. This facility 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 facilities. Additionally, Tulsa International Airport is located within ten minutes driving time of either campus location.

JACKSONVILLE CAMPUS

The Jacksonville Campus is a branch campus of the Tulsa Campus. It is located in the newly developed southeastern sector of Jacksonville at 3500 Southside Boulevard between Beach and J. T. Butler Boulevards. This 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, three classrooms, student commons, and offices for Admissions, Training, Financial Aid, Career Services, Accounting, Registrar, Student Services, Business Office, 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.

The Jacksonville Campus has an auxiliary/satellite location that is an extension of the branch campus and is located two miles north of the main facility at 1750 Southside Boulevard, and is where 100% of our Electro-Mechanical Technologies and Refrigeration Technologies programs are taught. This facility has over 25,000 additional square feet with three labs, Technical Resource Center, nine classrooms, Learning Center, an Administration building, and parking for up to 277 cars for staff and students. Restroom and vending facilities are provided for students and staff at both locations and public bus transportation is also available in front of each campus location.

HOUSTON CAMPUS

The Houston Campus is located at 243 Greens Rd., which is situated just East of I-45 and just North of Beltway 8/Sam Houston Parkway in the Greenspoint area approximately 14 miles north of the Houston city center. This campus, which was completed in February 2014, contains a training facility of approximately 66,000 square feet and parking for over 250 vehicles. The facility includes welding lab booths and equipment, a pipefitting lab, three classrooms, student commons, and offices for Admissions, Training, Financial Aid, Career Services, Accounting, Registrar, Student Services, Business Office, Maintenance, Technical Resource Center, and Administration. Within the welding lab, there will be 60 welding booths complete with welding equipment, 4 plate or pipe bevellers, 1 long bed pipe cutter, 2 track cutters, 8 plasma cutters, and 16 grinders. Within the pipefitting lab there will be 2 pipe threaders, 1 chain beveller, 2 grinders, 5 chain saws, 10 welders (located in the welding lab), and a variety of other necessary tools required for the program. There will be available space within the building to build out for future growth.

CAMPUS LEADERSHIP

TULSA CAMPUS

Regional Campus President..... Mark Staats
Academic Dean.....Brian Seitz
Welding Program Manager.....Jamie Pearson
Director of Program Training- Pipefitting.....Bud McEntire
Director of Adult Admissions.....Tully Lale
Directors of High School Admissions..... Nate Rice & Laurence Sena
Director of Accounting..... Debra Rogers
Regional Director of Student Services & Business Office.....Mike Smith
Director of Business Development & Career Services.....Radeanna Barrett
Regional Director of Financial Aid.....Teresa Franklin
Director of Maintenance..... Mike Sadler

JACKSONVILLE CAMPUS

Campus President ..... Brandon Milligan
Academic Dean ..... Dion Thornhill
Director of Welding Training ..... Jack Dulls
Director of Admissions ..... Jose Saez
Director of High School Admissions ..... John Swierc
Director of Accounting ..... Victoria Parker
Director of the Business Office ..... OPEN
Director of Career Services ..... Charles Harbin
Associate Director of Financial Aid ..... Robin Polydore
Regional Director of Maintenance ..... Phil Bennett

HOUSTON CAMPUS

Campus President ..... OPEN
Director of Education ..... Jason Durant
Director of Admissions ..... David Eaker
Director of Financial Aid ..... Kristin Ravassipour
Director of Facilities ..... Wesley Beard

NOTE: Administrative Staff and Faculty are subject to change. A copy of the school's organizational chart, as well as an updated list (if applicable) is available in the Campus President's office. The Faculty Addendum is enclosed and is updated quarterly if necessary.

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). All applicants must be at least 18 years of age or older. However, applicants who have already earned their high school diploma or GED may enroll if they have met their state's Compulsory Age Requirements, or exemptions. Applicants who do not have a high school diploma or GED 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. Additionally, applicants with prior attendance who desire to participate in the Federal Student Aid (Title IV) Program and do not have a high school diploma or GED, must have previously passed the Ability-to-Benefit Test and established eligibility prior to July 1, 2012.

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. 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.

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. 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 registration fee. Neither of the registration fees will be credited toward tuition.

Additionally, students pursuing the Associate of Occupational Studies in Welding Technology (AOSWT) degree program must have a high school diploma or GED, and will need to have a Cumulative Grade Point Average (CGPA) of 2.0 or higher out of 4.0 after graduating from the Professional Welder program. For Professional Welder graduates who left TWS after this program and later return to earn an AOSWT degree, 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.

Applicants are considered enrolled once it is determined that all admission requirements are met, documentation to demonstrate the requirements are met, and the Enrollment Agreement is signed by the Authorized School Official.

STUDENT SAFETY

The safety and health of every Tulsa Welding School (TWS) student and employee is a high priority. Management accepts responsibility for providing a safe working environment and both students and employees are expected to take responsibility for performing work in accordance with safe standards and practices. Safety and health will only be achieved through teamwork. Everyone must join together in promoting safety and health and taking every reasonable measure to assure safe working conditions at TWS, which includes all students ensuring they do their part by wearing their Personal Protective Equipment (PPE). As part of the proactive safety program here at TWS, remember to report any safety issues/ concerns you may have and/or identify immediately to the Director of Facilities.

PROGRAMS

COURSE NUMBERING SYSTEM

The course codes have been assigned based on each program and may contain letters and/or numbers to identify the sequential order. The letters may represent the program offered, while the numbers that follow represent the sequence of courses taken in each particular program.

PROFESSIONAL WELDER

The Professional 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 10 three-week phase courses for a total of 30 weeks, 25 semester credit hours, and 750 contact hours of instruction. Many of all new students elect the Professional Welder program because of its large number of specialty phases and expanded welding competencies. The Professional Welder graduate acquires many skills and can branch off into various career and employment opportunities. Upon successful completion of this program, students will receive a Diploma.

Professional Welder Program Information

Course Number	Title of Course	Weeks	Lecture Hours	Lab Hours	Total Contact Hours	Outside Preparation Hours	Semester Credit Hours
Phase 101	Introduction to Welding	3	15	60	75	3	2.5
Phase 102*	Structural Welding I	3	15	60	75	3	2.5
Phase 103*	MIG & Fluxcore Welding	3	15	60	75	3	2.5
Phase 104*	Structural Welding II	3	15	60	75	3	2.5
Phase 105*	Basic Pipe Welding	3	15	60	75	3	2.5
Phase 106*	Pipe Welding I	3	15	60	75	3	2.5
Phase 107*	Pipe Welding II	3	15	60	75	3	2.5
Phase 108*	Advanced Pipe Welding	3	15	60	75	3	2.5
Phase 109*	H.F.TIG &/or Pipeline Welding	3	15	60	75	3	2.5
Phase 110*	Career Preparation	3	15	60	75	3	2.5
	Total Hours:	**30**	**150**	**600**	**750**	**30**	**25**

Note: Courses identified as requiring a prerequisite delivery are marked with a single asterisk (*), as noted in the course description.

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.
Prerequisite: None

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 Learning 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.
Prerequisite: Phase 101

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.
Prerequisites: Phase 101, Phase 102

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.
Prerequisites: Phase 101, Phase 102, Phase 103

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.
Prerequisites: Phase 101, Phase 102, Phase 103, Phase 104

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.
Prerequisites: Phase 101, Phase 102, Phase 103, Phase 104, Phase 105

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.
Prerequisites: Phase 101, Phase 102, Phase 103, Phase 104, Phase 105, Phase 106

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).
Prerequisites: Phase 101, Phase 102, Phase 103, Phase 104, Phase 105, Phase 106, Phase 107

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 5G 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.
Prerequisites: Phase 101, Phase 102, Phase 103, Phase 104, Phase 105, Phase 106, Phase 107, Phase 108

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 2" 6G TIG all the way out, Structural plate with MIG root and Fluxcore fill and cap, 5G TIG root and hot pass with 7018 fill and cap, and 6G pipe welding using 6010 and 7018 fill and cap. All competencies must pass a Guided Bend Test.
Prerequisites: Phase 101, Phase 102, Phase 103, Phase 104, Phase 105, Phase 106, Phase 107, Phase 108, Phase 109

WELDING SPECIALIST

The Welding Specialist program prepares a graduate for entry level positions in structural, pipe and pipeline, and thin alloy welding. Key welding processes include SMAW (stick), GMAW/FCAW (MIG/Fluxcore), and GTAW (TIG) welding procedures. Students learn welding safety, torch cutting processes, proper arc welding equipment setup, important welding control techniques, fundamental welding processes, and basic welding metallurgy. This intense program is primarily lab based and focuses on developing critical welding skills.

Upon successful completion of this program, the graduate will receive a diploma and should possess the skills and knowledge to test for welder certification through the American Welding Society (AWS). As potential employees, students should be able to successfully perform essential tasks expected from a certified welder, with minimal supervision. With field experience, it is expected that students' welding production rates will increase to meet industry standards.

Welding Specialist Program Information							
Course Number	Title of Course	Weeks	Lecture Hours	Lab Hours	Total Contact Hours	Outside Preparation Hours	Semester Credit Hours
WLD101	Welding Fundamentals	5	30	95	125	7	4.5
WLD105*	GMAW/FCAW Processes	5	30	95	125	7	4.5
WLD110*	Structural Welding	5	30	95	125	7	4.5
WLD115*	Basic Pipe Welding	5	30	95	125	7	4.5
WLD120*	Advanced Pipe Welding	5	30	95	125	7	4.5
WLD125*	Welding Capstone	5	30	95	125	7	4.5
	Total Hours:	**30**	**180**	**570**	**750**	**42**	**27**

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Courses identified as requiring a prerequisite delivery are marked with a single asterisk (*), as noted in the course description.

WLD101-Welding Fundamentals

This course is designed to provide the student with a wide range of fundamental information about a career in welding and to begin building critical welding skills. Students learn about career opportunities and the importance of safety awareness that will be reinforced in later laboratory exercises. Other fundamental skills include learning the basic layout of construction drawings and how to read and correctly interpret welding symbols. Students learn thermal torch techniques to cut flat stock. They will also learn and use Plasma Cutting and Carbon Arc gouging procedures. As they begin to learn about arc welding processes, students learn to set up welding equipment, the components of an arc welding machine, and the various types of electrodes used in arc welding procedures. Using an E7018 electrode, students begin by practicing basic SMAW welding processes and technique. Project assignments allow students an opportunity to practice and develop welding and cutting skills.
Prerequisite: None

WLD105-GMAW/FCAW Processes

This course is designed to introduce students to two new and related welding processes. GMAW or MIG uses a torch designed to provide a shielding gas for the weld and an automatic wire feed system that provides a constant feed of the filler metal. FCAW or Fluxcore uses a similar torch but uses a powdered flux to shield the weld. These processes are a considerable departure from processes previously used. Students learn to set up and operate GMAW/FCAW welding equipment. These processes are applied in different combinations for welding plate in various basic positions. Students learn to correctly prepare pipe for GMAW/FCAW welding processes.

In addition, as part of an expanding knowledge about construction drawings, students learn about isometric drawings and their importance as a three-dimensional picture of an object.
Prerequisite: WLD101

WLD110-Structural Welding

This course essentially focuses on developing flat welding techniques in three basic positions and builds on the fundamental knowledge and skills learned in WLD101. SMAW processes are used to practice weld technique and perform basic butt welds using mild steel. Two primary welding electrodes are applied to various welding exercises and students learn fundamental procedures related to root pass and fill welds. Students continue to build their skills through a series of project exercises designed to reinforce skills and knowledge learned.

Students expand their knowledge about related welding diagrams and drawings and methods of coding various types of metal. Drawings are used to communicate lab project information and reinforce reading and interpreting welding symbols. Students are also introduced to basic destructive weld testing techniques and the importance of quality welds to achieve maximum strength and integrity of the metal. Basic principles of metallurgy explain to students the changes in metals' internal structure during the heating and cooling processes.

Students are also introduced to welding pipe. The challenge is to weld consistently while moving around the pipe. Five-inch diameter pipe is cut using thermal processes and prepared for welding. For the exercise, students weld pipe in only one basic position.
Prerequisite: WLD101

WLD115-Basic Pipe Welding

This course presents new challenges from the first two courses. Students expand their knowledge and skills to perform and practice basic pipe welding techniques using two welding processes (SMAW & GTAW). The GTAW process is introduced and students practice performing basic root welds on pipe coupons. The remainder of the welding procedure applies SMAW processes to complete the fill and cap welds.

Reading and interpreting basic pipe drawings, students cut pipe coupons to length and bevel the pipe ends using thermal and mechanical beveling processes. Students face their first experience at practicing uphill and other welding techniques simultaneously. They practice welding in multiple positions as they travel around the pipe to complete the weld. Also, as a continuation of basic metallurgy, students learn various techniques for identifying types of metal using visual and mechanical testing techniques.
Prerequisite: WLD101 and WLD110

WLD120-Advanced Pipe Welding

Students continue to develop, apply and practice their pipe welding skills. Mild steel pipe is welded in various positions using primarily GTAW (TIG) welding processes. In addition, students learn to use stainless steel electrodes to weld high carbon steel. Using two-inch diameter pipe, students practice using the GTAW process to weld the root and complete the fill and cap portion of the weld using SMAW processes.

They also learn to properly rig and balance pipe loads, use hand signal communication to the crane operator, and lift and place pipe in preparation for welding operations. Most

pipe welding is performed in an open environment using various types of portable welding equipment. Students learn to set up and safely operate portable welding units for structural and pipe welding operations. Emphasis is given to awareness about electrical safety and steps necessary to prevent electrical shock.
Prerequisite: WLD101, WLD110, and WLD115

WLD125-Welding Capstone

This course is designed to provide the student with a wide range of fundamental information about a career in welding and to begin building critical welding skills. Students learn about career opportunities and the importance of safety awareness that will be reinforced in later laboratory exercises. Other fundamental skills include learning the basic layout of construction drawings and how to read and correctly interpret welding symbols. Students learn thermal torch techniques to cut flat stock. They will also learn and use Plasma Cutting and Carbon Arc gouging procedures. As they begin to learn about arc welding processes, students learn to set-up welding equipment, the components of an arc welding machine, and the various types of electrodes used in arc welding procedures. Using an E7018 electrode, students begin by practicing basic SMAW welding processes and technique. Project assignments allow students an opportunity to practice and develop welding and cutting skills.
Prerequisite: WLD101, WLD105, WLD110, WLD115, and WLD120

WELDING SPECIALIST WITH PIPEFITTING

The Welding Specialist with Pipefitting program prepares a graduate for entry level positions in structural, pipe and pipeline, and thin alloy welding, as well as for entry-level positions in pipefitting and steam fitting. In addition to the key welding processes learned in the Welding Specialist program, students also learn basic and advanced pipefitting skills.

Upon successful completion of this program, the graduate will receive a diploma and should possess the skills and knowledge to test for welder certification through the American Welding Society (AWS). Graduates should also be able to successfully perform essential tasks expected from a certified welder, with minimal supervision.

Welding Specialist with Pipefitting Program Information							
Course Number	Title of Course	Weeks	Lecture Hours	Lab Hours	Total Contact Hours	Outside Preparation Hours	Semester Credit Hours
WLD101	Welding Fundamentals	5	30	95	125	7	4.5
WLD105*	GMAW/FCAW Processes	5	30	95	125	7	4.5
WLD110*	Structural Welding	5	30	95	125	7	4.5
WLD115*	Basic Pipe Welding	5	30	95	125	7	4.5
WLD120*	Advanced Pipe Welding	5	30	95	125	7	4.5
WLD125*	Welding Capstone	5	30	95	125	7	4.5
PFT101*	Introductory Pipefitting Skills	5	82.5	42.5	125	10	5.0
PFT105*	Advanced Pipefitting	5	42.5	82.5	125	10	4.5
	Total Hours:	**40**	**305**	**695**	**1000**	**62**	**36.5**

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Courses identified as requiring a prerequisite delivery are marked with a single asterisk (*), as noted in the course description.

WLD101-Welding Fundamentals

This course is designed to provide the student with a wide range of fundamental information about a career in welding and to begin building critical welding skills. Students learn about career opportunities and the importance of safety awareness that will be reinforced in later laboratory exercises. Other fundamental skills include learning the basic layout of construction drawings and how to read and correctly interpret welding symbols. Students learn thermal torch techniques to cut flat stock. They will also learn and use Plasma Cutting and Carbon Arc gouging procedures. As they begin to learn about arc welding processes, students learn to set-up welding equipment, the components of an arc welding machine, and the various types of electrodes used in arc welding procedures. Using an E7018 electrode, students begin by practicing basic SMAW welding processes and technique. Project assignments allow students an opportunity to practice and develop welding and cutting skills.
Prerequisite: None

WLD105-GMAW-FCAW Processes

This course is designed to introduce students to two new and related welding processes. GMAW or MIG uses a torch designed to provide a shielding gas for the weld and an automatic wire feed system that provides a constant feed of the filler metal. FCAW or Fluxcore uses a similar torch but uses a powdered flux to shield the weld. These processes are a considerable departure from processes previously used. Students learn to set-up and operate GMAW/FCAW welding equipment. These processes are applied in different combinations for welding plate in various basic positions. Students learn to correctly prepare pipe for GMAW/FCAW welding processes.

In addition, as part of an expanding knowledge about construction drawings, students learn about isometric drawings and their importance as a three dimensional picture of an object.
Prerequisite: WLD101

WLD110-Structural Welding

This course essentially focuses on developing flat welding techniques in three basic positions and builds on the fundamental knowledge and skills learned in WLD101. SMAW processes are used to practice weld technique and perform basic butt welds using mild steel. Two primary welding electrodes are applied to various welding exercises and students learn fundamental procedures related to root pass and fill welds. Students continue to build their skills through a series of project exercises designed to reinforce skills and knowledge learned.

Students expand their knowledge about related welding diagrams and drawings and methods of coding various types of metal. Drawings are used to communicate lab project information and reinforce reading and interpreting welding symbols. Students are also introduced to basic destructive weld testing techniques and the importance quality welds to achieve maximum strength and integrity of the metal. Basic principles of metallurgy explain to students the changes in metals internal structure during the heating and cooling processes.

Students are also introduced to welding pipe. The challenge is to weld consistently while moving around the pipe. Five-inch diameter pipe is cut using thermal processes and prepared for welding. For the exercise, students weld pipe in only one basic position.
Prerequisite: WLD101

WLD115-Basic Pipe Welding

This course presents new challenges from the first two courses. Students expand their knowledge and skills to perform and practice basic pipe welding techniques using two welding processes (SMAW & GTAW). The GTAW process is introduced and students practice performing basic root welds on pipe coupons. The remainder of the welding procedure applies SMAW processes to complete the fill and cap welds.

Reading and interpreting basic pipe drawings, students cut pipe coupons to length and bevel the pipe ends using thermal and mechanical beveling processes. Students face their first experience at practicing uphill and other welding techniques simultaneously. They practice welding in multiple positions as they travel around the pipe to complete the weld. Also, as a continuation of basic metallurgy, students learn various techniques for identifying types of metal using visual and mechanical testing techniques.
Prerequisite: WLD101 and WLD110

WLD120-Advanced Pipe Welding

Students continue to develop, apply, and practice their pipe welding skills. Mild steel pipe is welded in various positions using primarily GTAW (TIG) welding processes. In addition students learn to use stainless steel electrodes to weld high carbon steel. Using two-inch

diameter pipe, students practice using the GTAW process to weld the root and complete the fill and cap portion of the weld using SMAW processes.

They also learn to properly rig and balance pipe loads, use hand signal communication to the crane operator, and lift and place pipe in preparation for welding operations. Most pipe welding is performed in an open environment using various types of portable welding equipment. Students learn to setup and safely operate portable welding units for structural and pipe welding operations. Emphasis is given to awareness about electrical safety and steps necessary to prevent electrical shock.
Prerequisite: WLD101, WLD110, and WLD115

WLD125-Welding Capstone

This course is designed to provide the student with a wide range of fundamental information about a career in welding and to begin building critical welding skills. Students learn about career opportunities and the importance of safety awareness that will be reinforced in later laboratory exercises. Other fundamental skills include learning the basic layout of construction drawings and how to read and correctly interpret welding symbols. Students learn thermal torch techniques to cut flat stock. They will also learn and use Plasma Cutting and Carbon Arc gouging procedures. As they begin to learn about arc welding processes, students learn to set up welding equipment, the components of an arc welding machine, and the various types of electrodes used in arc welding procedures. Using an E7018 electrode, students begin by practicing basic SMAW welding processes and technique. Project assignments allow students an opportunity to practice and develop welding and cutting skills.
Prerequisite: WLD101, WLD105, WLD110, WLD115, and WLD120

PFT101-Introductory Pipefitting Skills

This course introduces essential safety topics and areas such as personal protective equipment (PPE), HazCom, jobsite hazards, and the roles of employees and companies and their obligations to maintain safe work environments. It discusses mathematics pertinent to the construction industry, the proper use and maintenance of various pipefitting hand and power tools, and gives an overview of blueprints and drawing interpretation. This course also discusses the basic skills necessary to install, layout and assemble threaded joint piping systems and introduces socket weld piping system layout and fabrication.
Prerequisite: WLD101

PFT105-Advanced Pipefitting

This course continues the discussion of pipe fabrication relative to socket-weld pipe fabrication methods along with the identification, selection and installation of piping support systems. In addition, this course discusses the layout, installation and fabrication of butt weld pipe and relative flange, bolt and gasket identification and installation. This course will conclude with a discussion on copper pipe bending and joining processes along with grooved pipe fabrication and installation.
Prerequisite: WLD101 and PFT101

PIPEFITTING

The Pipefitting program is available at the Tulsa campus only and is designed to train students for entry-level positions as Plumbers, Pipefitters and Steamfitters. The program consists of nine (9) three-week courses for a total of 27 weeks, 25 semester credit hours, and 675 contact hours of instruction. Upon successful completion of this program, students will receive a Diploma. There are no prerequisites for the courses in this program.

Pipefitting Program Information							
Course Number	Title of Course	Weeks	Lecture Hours	Lab Hours	Total Contact Hours	Outside Preparation Hours	Semester Credit Hours
Phase 101	Basic Construction Skills	3	53	22	75	3.67	3.0
Phase 102	Introduction to Pipefitting	3	19	56	75	1.58	2.5
Phase 103	Piping Systems, Drawings, Trade Mathematics and Threaded Pipe Fabrication	3	72	3	75	2.84	3.0
Phase 104	Socket Welds, Butt Welds, and Shoring	3	27	48	75	1.5	2.5
Phase 105	Rigging, Underground Pipe Installation, Advanced Trade Math, Motorized Equipment, and Standards	3	49	26	75	1.5	3.0
Phase 106	Lifts, Aboveground Pipe Installation, Vessel Trim, Hanging Pipe, and Testing	3	47	28	75	2.33	3.0
Phase 107	Plans, Drawings, and Piping Offsets	3	65	10	75	1.33	3.0
Phase 108	Welding Capstone	3	32.5	42.5	75	1.67	2.5
Phase 109	Copper Tubing, Hot Taps, Flanges, and Supervisory Skills	3	42.5	32.5	75	1.58	2.5
	Total Hours:	**27**	**407**	**268**	**675**	**18**	**25**

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling.

Phase 101-Basic Construction Skills

This phase introduces essential safety topics and areas such as personal protective equipment (PPE), HazCom, jobsite hazards, and the roles of employees and companies and their obligations to maintain safe work environments. It discusses mathematics pertinent to the construction industry, the proper use and maintenance of various hand and power tools, and gives an overview of blueprints and drawing interpretation. This phase introduces rigging practices and safety, as well as materials handling, and finally it provides two complete sections on important communication and employability skills.

Phase 102-Introduction to Pipefitting

This phase provides an overview of the pipefitting trade and career opportunities. It introduces pipefitting safety, hand and power tools relevant to the trade, as well as oxyfuel cutting and safety. Finally, this phase will discuss hazards and general safety procedures regarding the use of stepladders, straight and extension ladders, fixed scaffolds, and rolling scaffolds.

Phase 103-Piping Systems, Drawings, Trade Mathematics, and Threaded Pipe Fabrication

This phase introduces motorized equipment used in the pipefitting trade. It discusses pipefitting drawings and detail sheets, and it explains mathematics relevant to the trade. This phase provides an overview of piping systems, valves, and threaded pipe fabrication.

Phase 104-Socket Welds, Butt Welds, and Shoring

This phase continues the discussion of pipe fabrication with a look at socket-weld and butt-weld methods. In addition, this phase explains excavations for piping systems, to include OSHA standards and shoring systems, installing a hydraulic vertical shore, determining the overall fall of a sewer line, setting the grade and elevation of a trench, and backfilling.

Phase 105-Rigging, Underground Pipe Installation, Advanced Trade Math, Motorized Equipment, and Standards

This phase introduces rigging equipment, practices, and safety. It discusses underground pipe installation, pipefitting standards, and codes. This phase continues the discussion of motorized equipment used in the trade, with an introduction to manlifts.

Phase 106-Lifts, Aboveground Pipe Installation, Vessel Trim, Hanging Pipe, and Testing

This phase continues the discussion of motorized equipment relevant to the pipefitting trade, with an introduction to cable lifts and drain cleaners. It explains above-ground pipe installation, field routing and vessel trim, and also looks at pipe hangers and supports. Finally, this phase will look at the procedures for conducting tests on piping systems.

Phase 107-Plans, Drawings, and Piping Offsets

This phase continues our discussion of blueprint reading. It explains how to use plan views to draw isometrics and use isometrics to put together spools. The drawings supplied fit together to design a main steam line for a power plant. Finally, this phase will look at various piping offsets: three-line, 45-degree, equal-spread offsets around a vessel, and three-line, 45-degree, unequal offsets.

Phase 108-Advanced Pipe Fabrication, Stress-Relieving Steam Traps, and In-Line Specialties

This phase continues the discussion of advanced pipe fabrication that began in Phase 107, with a look at the fabrication of tank coils; three-, four-, and five-piece mitered turns; 45-degree laterals using both references; the use of contour markers, as well as how to make dummy legs out of both pipe and structural steel, and mitering procedures. This phase explains thermal expansion methods of stress-relieving, as well as stress-relief and dry washing weld procedures. This phase looks at the types of steam traps, as well as their installation and testing procedures. Finally, this phase identifies a variety of in-line specialties and their uses. It explains how to store and handle them, and discusses potential hazards that pipefitters must be aware of.

Phase 109-Copper Tubing, Hot Taps, Flanges, and Supervisory Skills

This phase explains how to join, braze, and bend copper tubing. It also provides a discussion of glass-lined pipe, hydraulic fitted compression joints, and grooved pipe couplings. It explains hot taps and stopples, and hot tap machines and safety. This phase discusses valve maintenance, how to remove threaded and flanged valves, and how to replace valve stem O-ring and bonnet gaskets. It also discusses the purpose of valve packing. Finally, this phase will look at the role of supervisors and the basic skills required of supervisors, to include project organization, problem solving, and safety.

ELECTRO-MECHANICAL TECHNOLOGIES

The Electro-Mechanical Technologies (EMT) program, available at the Jacksonville campus only, contains nine (9) phase term courses, 38 weeks for day students or 58 weeks for evening students, and 35 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. Students completing this program 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. Upon successful completion of this program, students will receive a Diploma. The Jacksonville, FL campus has not yet sought approval from the Texas Workforce Commission (TWC). Therefore, this program is not approved by TWC at this time.

Electro-Mechanical Technologies Program Information							
Course Number	**Title of Course**	**Weeks**	**Lecture Hours**	**Lab Hours**	**Total Contact Hours**	**Outside Preparation Hours**	**Semester Credit Hours**
HVE100	Fundamentals of Electricity	4-7	90	10	100	14.5	4.0
HVE110	Fundamentals of Solar	4-7	60	40	100	9.5	4.0
HVE120*	Electrical Wiring - Residential	4-7	30	70	100	15	3.5
HVE130*	Electrical Wiring – Commercial	4-7	25	75	100	20	3.5
HVR100	Fundamentals of Refrigeration	4-7	90	10	100	8	4.0
HVR110*	Comfort Systems - Residential	4-7	60	40	100	6	4.0
HVR120*	Comfort Systems – Commercial	4-7	60	40	100	20	4.0
HVR130*	Refrigeration Systems & Practices	4-7	60	40	100	0	4.0
HVR200*	Advanced Trouble-Shooting Techniques	4-7	70	30	100	15	4.0
	Total Hours:	**38-58**	**545**	**355**	**900**	**108**	**35**

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Courses identified as requiring a prerequisite delivery are marked with a single asterisk (*), as noted in the course description.

HVE100-Fundamentals of Electricity

This class provides students with basic electrical understanding from an elemental stage through troubleshooting. 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.
Prerequisite: None

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.
Prerequisite: None

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.
Prerequisite: HVE100

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.
Prerequisite: HVE100

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 troubleshooting process.
Prerequisite: None

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.
Prerequisites: HVE100, HVR100

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 an 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 an R410a safety certification and EPA section 609 certification. An introduction to air balance and the associated equipment are also included for this class.
Prerequisites: HVE100, HVR100

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.
Prerequisite: HVE100

HVR200-Advanced Troubleshooting 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.
Prerequisite: HVE100

REFRIGERATION TECHNOLOGIES

The Refrigeration Technologies (RT) program, available at the Jacksonville campus only, contains seven (7) phase term courses, 30 weeks for day students or 45 weeks for evening students, and 28 semester credit hours. The objective of the RT 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. Students completing this program 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. Upon successful completion of this program, students will receive a Diploma. The Jacksonville, FL campus has not yet sought approval from the Texas Workforce Commission (TWC). Therefore, this program is not approved by TWC at this time.

Refrigeration Technologies Program Information							
Course Number	Title of Course	Weeks	Lecture Hours	Lab Hours	Total Contact Hours	Outside Preparation Hours	Semester Credit Hours
HVE100	Fundamentals of Electricity	4-7	90	10	100	14.5	4.0
HVE110	Fundamentals of Solar	4-7	60	40	100	9.5	4.0
HVR100*	Fundamentals of Refrigeration	4-7	90	10	100	8	4.0
HVR110*	Comfort Systems - Residential	4-7	60	40	100	6	4.0
HVR120*	Comfort Systems – Commercial	4-7	60	40	100	20	4.0
HVR130*	Refrigeration Systems & Practices	4-7	60	40	100	0	4.0
HVR200*	Advanced Trouble-Shooting Techniques	4-7	70	30	100	15	4.0
	Total Hours:	**308-45**	**490**	**210**	**700**	**73**	**28**

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Courses identified as requiring a prerequisite delivery are marked with a single asterisk (*), as noted in the course description.

HVE100-Fundamentals of Electricity

This class provides students with basic electrical understanding from an elemental stage through troubleshooting. 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.
Prerequisite: None

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.
Prerequisite: None

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 troubleshooting process.
Prerequisite: HVE100

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.
Prerequisite: HVE100

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 an 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 an R410a safety certification and EPA section 609 certification. An introduction to air balance and the associated equipment are also included for this class.
Prerequisite: HVE100

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.
Prerequisite: HVE100

HVR200-Advanced Troubleshooting 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.
Prerequisite: HVE100

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 66 weeks and 60.5 semester credit hours. The first academic year of this program is the Tulsa Welding School (TWS) Professional Welder program (25 semester credit hours), which prepares a graduate for entry level positions in structural, pipe, and thin alloy and/or pipeline welding. The second academic year is directed toward course material for job entry as a Welding Quality Assurance/Quality Control Inspector (WQA/QCI) containing 35.5 semester credit hours. After a student's first two phase terms of three weeks each 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. The campus has not yet sought approval from the Texas Workforce Commission (TWC) for this program. Therefore, this program is not approved by TWC at this time.

Associate of Occupational Studies in Welding Technology (AOSWT) Program Information							
Course Number	**Title of Course**	**Weeks**	**Lecture Hours**	**Lab Hours**	**Total Contact Hours**	**Outside Preparation Hours**	**Semester Credit Hours**
Pre-Requisite	Professional Welder	30	150	600	750	30	25
Phase 201	Applied Math & Symbols	3^	30	0	30	20	1.5
Phase 202	Codes & Specifications Radiographic Film Interpretation	3	50	10	60	0	2.5
Phase 203	Communications & Records	3	60	0	60	40	3.0
Phase 204	Drawing & Fabrication Processes	3	55	5	60	40	3.0
Phase 205	Visual & Leak Testing	3	50	10	60	40	3.0
Phase 206	Liquid Penetrant & Magnetic Particle Testing	3	50	10	60	0	2.5
Phase 207	Radiographic Testing Radiation Safety	3	50	10	60	0	2.5
Phase 208	Eddy Current Testing	3	50	10	60	0	2.5
Phase 209	Ultrasonic Testing	3	50	10	60	0	3.0
Phase 210	Basic Metallurgy & Destructive Testing	3	50	10	60	40	3.0
Phase 211	Quality Management Techniques	3	60	0	60	30	3.0
Phase 212	Basic Math	3	60	0	60	30	3.0
Phase 213	Introduction to Microsoft Office Suite	3	60	0	60	30	3.0
	Total Hours:	**66**	**825**	**675**	**1500**	**300**	**60.5**

^This course is taken in tandem with other courses and does not add weeks to the total program length.

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling.

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 35.5. Phase courses may be taken in any order. On occasion, the student holiday schedule may impact the number of instructional days per week.

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.

Phase 202-Codes & Specifications Radiographic Film Interpretation

Students 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.

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.

Phase 204-Drawings & Fabrication Processes

Students will learn to analyze fabrication drawings, bills of materials, product dimensional tolerance standards, and specified fabrication processes. Lab activities reinforce the lecture information.

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.

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.

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.

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.

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.

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.

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.

Phase 212- Basic Math

This course presents the fundamental concepts of a pre-algebra course. Students will be introduced to whole numbers, fractions and decimals, integers, order of operations, percents, signed numbers, measurements, geometry, probability, and basic algebra concepts.

Phase 213- Introduction to Microsoft Office Suite

This course provides an overview of the popular components of the Microsoft Office suite. Students will be introduced to the basics of PowerPoint, Word, Excel and Access.

SHIPFITTING AND STEEL FABRICATION

The Shipfitting and Steel Fabrication program, available at the Jacksonville campus only, prepares students for entry level positions as Shipfitters. The core of the program includes the content identified by the Gulf States Shipbuilders Consortium (GSSC) plus additional knowledge and skills to enhance the preparation of students to work for major ship builders as well as smaller ship yards that build fishing vessels and other commercial ships. The curriculum is divided into six courses, which provide the student with fundamental skills in welding procedures, ship structural layout and fit-up, structural drawings, and a practicum to practice and apply the skills and knowledge learned. Each phase course is 150 instructional hours and 6 weeks in length, for a total of 36 weeks, or 8 ½ months, and 33 semester credit hours (SCH).

Upon successful completion of all components of this program, the graduate should possess the working knowledge and skills to qualify as an entry level Shipfitter. Students should be able to successfully perform essential tasks expected at this level, with minimal supervision. The Jacksonville, FL campus has not yet sought approval from the Texas Workforce Commission (TWC). Therefore, this program is not approved by TWC at this time.

Shipfitting and Steel Fabrication Program Information							
Course Number	Title of Course	Weeks	Lecture Hours	Lab Hours	Total Contact Hours	Outside Preparation Hours	Semester Credit Hours
SFF101	Shipfitting Fundamentals	6	85	65	150	4.5	5.5
SFF102*	Applied Math and Measurement	6	90	60	150	12	6.0
SFF103	Ship Fabrication Drawings	6	125	25	150	9	6.0
SFF104*	Shipfitting Welding	6	20	130	150	12	5.0
SFF105*	Shipfitting II	6	55	95	150	12	5.5
SFF106*	Shipfitting Practicum	6	10	140	150	12	5.0
	Total Hours:	**36**	**385**	**515**	**900**	**61.5**	**33**

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Courses identified as requiring a prerequisite delivery are marked with a single asterisk (*), as noted in the course description.

SFF101 – Shipfitting Fundamentals

The Fundamentals course contains several related topics designed to provide the essential foundation for the following courses. Students begin by reviewing expected standard for work ethics as well as techniques for presenting and maintaining a positive and professional image. They then learn the overall operation of a typical ship yard and the types of career professionals that work in the yard. Ship terminology, ship fitter tools, equipment, and processes are all related and are basic to performing tasks and building their knowledge in other courses. Students begin to learn the language of ship building, which provides a means for important and accurate communications. Also, students learn the names, function, and operation of related tools and power equipment. In addition, they learn to apply these tools to specific processes that result in desired outcomes. Various methods of cutting, heating, and burning are applied to hand torches and processes as well as automated cutting, heating, and beveling processes. Safe operation procedures are emphasized as students learn to cut and shape steel plate and pipe. Next, they will learn the types and techniques for using rigging equipment to place prefabricated structure components of the ship.
Prerequisite: None

SFF102 – Applied Math and Measurement

Students enter post-secondary schools with a wide range of math skills. Understanding the application of mathematics functions to ship building is critical to laying out, cutting, and shaping steel structural components of the ship's frame, hull, and superstructure. A review of basic math functions to add, subtract, multiply and divide whole numbers and fractions will be provided. With this understanding, students will advance to basic algebraic functions to determine unknown numerical values. They will also learn basic geometric shapes and how to calculate and measure various angles. Students will learn to identify and properly use various types of measuring devices and to correctly identify measurements to the nearest sixteenth of an inch in the English Standard measurement system or 1 millimeter in the Metric system. Students will learn to differentiate between these two measurement systems

and methods for converting from one system to the other. To facilitate and reinforce a review of both basic math and technical math functions, students will apply these skills to basic fabrication techniques. Students will use their math skills to measure distances and calculate angles in learning basic structural fabrication.
Prerequisite: SFF101

SFF103 – Ship Fabrication Drawings

Structural drawings are a way of communicating to the Ship Fitter how the frame, hull, and superstructure are to be constructed. Working structural drawings are primarily two-dimensional representations of the ship with dimensions and technical specifications that the Ship Fitter must know in order to properly fabricate the ship's components. In this course, students will first learn the standard drawing practices used to construct drawings. Such drawing conventions as layout, line designation, title block information, dimensions, and specifications will be reviewed. With this knowledge as a foundation, students will first apply their knowledge to specific symbols which identify welding procedures to be used. They will be shown how to translate symbols into specific welding tasks. Students will then learn how and why ship frames, hull, and superstructures are designed as they are, and the dynamics of stresses on the hull caused by oceanic conditions. Building on the language of the Ship Fitter, they will learn about ship stability, buoyancy and stabilizers, as well as decks, holds and compartments. Students will review actual ship structural drawings to learn about the type of information that is provided on these drawings. Students will also be introduced to "Lean Thinking" and the ISO 9001 management system. In the process they will better understand the difference between value added and non-value added activities. They will learn about fundamental time and production "wastes," how to manage them, and methods for improving the work area. A field visit to a working ship yard will reinforce with students the basic concepts, skills, and knowledge they have learned and provide a connection between the classroom and the ship yard.
Prerequisite: None

SFF104 – Shipfitting Welding

Once Ship Fitters have placed steel framing or sheet steel into place, they apply critical tack welding procedures to hold the pieces in place prior to finish welding. To do so, Ship Fitters need to understand and correctly apply SMAW or FCAW welding techniques, depending on the application. Students learn to tack weld steel components to correct standards so the marine welder can complete the weld with no additional preparation. This process ensures the pieces have been correctly placed and allows the welder to weld at production rates. This course introduces students to Shielded Metal Arc Welding (SMAW) and Flux Core Arc Welding (FCAW) processes used to weld steel plate and pipe. Students first learn about welding equipment, settings, setup, and electrodes. Once students develop control of the electrode to the base metal, they will apply this technique to flat, vertical, and overhead positions. Using both processes, students will learn to apply the proper technique for tack welding steel components to meet code standards.
Prerequisites: SFF101, SFF102, SFF103

SFF105 – Shipfitting II

This course is designed to take the student to a more advanced level of ship fitting and fabrication. Students will apply all of the skills and knowledge previously learned to specific fabrication and fitting tasks. To introduce this course, students learn the various common shapes of structural steel, the characteristics of each, and how they are generally applied to construct structures. Students then learn the purpose or function of specific ship fitting aids, how to fabricate each, and how to apply them effectively. Once the use of each fitter aid is understood, students learn to apply specific alignment and fit-up techniques. In the process they learn to operate and apply various types of lifting and power hydraulic equipment to lift, align, fit, pre-heat, and tack weld a ship's structural components. Once these operations are complete, students learn what to look for to inspect prior to final welding operations. Because aluminum has become popular in constructing a ship's superstructure, students will spend the remainder of the course time learning to apply GTAW techniques to welding aluminum. They will learn to apply this process in the flat, vertical, and overhead positions.
Prerequisites: SFF101, SFF102, SFF103, SFF104

SFF106 – Shipfitting Practicum

This course is designed to allow students to apply all they have learned to a real or simulated ship fitting and fabrication experience. It reinforces all they have learned and provides an opportunity to increase production rates. Students will either fabricate or repair hull, frame, or bulkhead components on a ship simulator. It will require correctly reading and interpreting drawings, laying out and fabricating ship components, properly aligning and fitting up components, and tack welding all components in place. Instructors will supervise to ensure all safety procedures are followed and serve as advisors, but most of the activities will be implemented by students. At the conclusion of the exercise, students and instructors will inspect and evaluate the finished "product."
Prerequisites: SFF101, SFF102, SFF103, SFF104, SFF105

GED PREPARATION COURSE

TWS now offers a GED Preparation Course with no cost and no obligation. The GED Preparation Course does not fall under the purview of the standards of accreditation and is not licensed or accredited by any Federal, State, or local agency. This includes the Florida Commission for Independent Education, Oklahoma Board of Private Vocational Schools, and the Accrediting Commission of Career Schools and Colleges (ACCSC).

***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. Certain phase courses may be taken in other than numerical order sequence to facilitate TWS class scheduling.

FINANCIAL INFORMATION

TUITION & CHARGES

Applicants enrolling to attend Tulsa Welding School (TWS) are required to pay a registration fee at the time of signing an Enrollment Agreement. 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 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 registration fee, which is not credited toward tuition.

Tuition and other charges are outlined below:

	Pipefitting	Professional Welder	AOSWT 2nd AY	Shipfitting and Steel Fabrication	Welding Specialist	Welding Specialist with Pipefitting
Tuition:	$12,000	$16,488	$15,980	$15,525	$14,788	$16,000
Registration Fee:	50	50	50	50	50	50
Lab Fees:	900	1,765	1,155	715	1,765	1,765
Course Materials/ Textbooks:	525	120	0	545	120	250
Gear Package:	625	730	2,115	220	730	750
Accident Insurance:	200	252	252	252	252	252
Total Program Cost:	**$14,300**	**$19,405**	**$19,552**	**$17,307**	**$17,705**	**$19,067**

	Electro-Mechanical Technologies	Refrigeration Technologies
Tuition:	$17,500	$13,000
Registration Fee:	50	50
Course Materials:	710	618
Gear Package	732	732
Accident Insurance:	75	75
Total Program Cost:	**$19,067**	**$14,475**

If a student receives proficiency or transfer credit and advances beyond the first phase, the student is required to pay 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 all phases.

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. Additionally, military applicants are not required to pay the initial registration fee upon enrollment; however, they will be required to pay it at a later date.

Current military student tuition prices are as follows:

Program	Military Tuition Pricing	Total Program Cost
Pipefitting	$10,800	$13,100
Professional Welder	$14,839	$17,756
AOSWT 2nd AY	$14,382	$17,954
Shipfitting and Steel Fabrication	$13,973	$15,755
Electro-Mechanical Technologies	$15,750	$17,317
Refrigeration Technologies	$11,700	$13,175
Welding Specialist	$13,309	$16,226
Welding Specialist with Pipefitting	$14,400	$17,467

WORKFORCE PRICING STRUCTURE

Tulsa Welding School in Tulsa, OK offers a special Workforce Tuition Pricing program. Please speak to your Admissions Representative for more information.

Oklahoma Residents Only

Program	Workforce Tuition Pricing	Total Program Cost
Professional Welder	$11,288	$14,205

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.

SCHOLARSHIPS

Tulsa Welding School offers a variety of scholarships. A summary of the available scholarships are listed below. For more information, please contact a Financial Aid Advisor, or visit our website at www.weldingschool.com/financial-aid/scholarships/.

Scholarship	Amount	Campus	Eligibility
Amity Scholarship	$1,500	Tulsa	Must have been enrolled/currently enrolled at Amity Circle Tree Ranch with successful program participation for a minimum of 7 months prior to enrollment into TWS. Enrollment and Scholarships are subject to positive letter of recommendation/referral from Amity Circle Tree Ranch. One paragraph essay also required.
GED Scholarship Program	$4,000	Tulsa Jacksonville Houston	Must be enrolled in an eligible program prior to the last date of enrollment for the prospective start date; U.S. Citizen/Permanent Resident; apply for all applicable state/agency/federal aid (including FAFSA); Attend GED Prep Course through TWS and obtain GED; complete Request Form.
Imagine America High School Program	$1,000	Tulsa Jacksonville	Must be a high school senior; have demonstrated scholastic achievement in high school with a maintained 2.5 or higher GPA on a 4.0 scale; demonstrate financial need as determined by the financial aid application process; demonstrated voluntary community service during senior year.
Imagine America Adult Skills Education Program	$1,000	Tulsa Jacksonville	Must be enrolled in an eligible program prior to the last date of enrollment for the prospective start date; U.S. Citizen/Permanent Resident; At least 19 years of age with HS Diploma/GED/ATB; Not the recipient of any previous Imagine America scholarship; and complete NCCT Assessment.
Military Scholarship Program	$2,500	Tulsa Jacksonville	Have a parent who is on active duty, is a reservist, or National Guard member currently serving in a branch of the U.S. military, including U.S. Air Force, Army, Navy, Marine Corps, and Coast Guard, or a retired or honorably discharged veteran, and must be a U.S. citizen or Permanent Resident.
Native American Scholarship	$2,500	Tulsa Jacksonville	Must provide proof of Native American, Alaskan Native, or Native Hawaiian.
SkillsUSA	100% Tuition (1st); 50% Tuition (2nd); 25% Tuition (3rd)	Tulsa Jacksonville	High School Seniors will compete for this scholarship and judged by the SkillsUSA judges. This is a hands-on competition. Categories include Welding, Welding Fabrication, and HVAC.
STEG Foundation	$500 & up*	Tulsa Jacksonville Houston	Must be enrolled in an eligible program prior to the last date of enrollment for the prospective start date; U.S. Citizen/Permanent Resident; apply for all applicable state/agency/federal aid (including FAFSA); be declared independent on FAFSA, or parents denied for Plus if dependent; demonstrate financial need; complete Request Form.
StrataTech High School Senior of Distinction Scholarship	$1,500	Tulsa Jacksonville Houston	Must be a 2014 high school graduate; demonstrated scholastic achievement in high school with a maintained 2.0 or higher GPA on a 4.0 scale; be a U.S. Citizen or Permanent Resident; demonstrate financial need as determined by the financial aid application process; write a brief essay.
StrataTech Most Deserving of an Opportunity Scholarship	$1,500	Tulsa Jacksonville Houston	Must demonstrate leadership, excellence of character, integrity, and respect for others; must be a U.S. Citizen or Permanent Resident; demonstrate financial need as determined by the financial aid application process; write a brief essay.
TWS Welding Competition	100% Tuition (1st); 50% Tuition (2nd); 25% Tuition (3rd); $500 All Participants	Tulsa Jacksonville	Must be a high school senior; complete the application form; hands-on welding portion judged at the campus during the competition.

** Amount is determined by need*

Candidates need to refer to the scholarship information page to determine topic of essay (where applicable) and must meet all regular admissions requirements and be scheduled to start training prior to applying for a scholarship. If a student changes his/her re-enter date, the scholarship award may be forfeited. Scholarships are not transferable and most scholarships cannot be used in

conjunction with any other scholarship TWS offers. In most cases, only one award will be given per student. If a student is eligible for multiple scholarships, the scholarship that is most beneficial to the student will be awarded. Scholarships will be distributed incrementally over the 2nd half of the program. Scholarship eligibility requires continuous enrollment. Failure to maintain Satisfactory Academic Progress may result in the probation and possible loss of scholarship. Termination from training may also result in the loss of a scholarship, which may increase your tuition obligation to TWS. Tuition charges will be based on the amount reflected on your Enrollment Agreement. See the reverse side of your Enrollment Agreement or this School Catalog for the school's refund policy.

ACADEMIC CALENDAR

Orientation for new students typically takes place between one and three school days prior to the start of a new student class unless a holiday conflicts.

SCHOOL OFFICE HOURS OF OPERATION

Monday through Thursday	8:00am to 7:30pm
Friday	8:00am to 5:00pm
Saturday*	9:00am to 1:00pm

** Saturday hours are for Admissions and Financial Aid*

CLASS SCHEDULES

Welding Related Diploma Programs	Morning (M-F)	Afternoon (M-F)	Evening (M-F)
Professional Welder	7:30am-12:30pm	1:00pm-6:00pm	6:30pm-11:30pm
Pipefitting	7:00am-12:15pm	12:40pm-5:55pm	6:20pm-11:35pm
Shipfitting & Steel Fabrication	7:00am-12:10pm	12:40pm-5:50pm	6:20pm-11:30pm
Welding Specialist	7:00am-12:15pm	12:45pm-6:00pm	6:30pm- 11:45pm
Welding Specialist with Pipefitting	7:00am-12:15pm	12:45pm-6:00pm	6:30pm- 11:45pm

HVAC/R Related Diploma Programs	Morning (M-F)	Afternoon (M-F)	Evening (M-Th)
Refrigeration Technologies	7:30am-12:30pm	12:45pm-5:45pm	6:00pm-10:00pm
Electro-Mechanical Technologies	7:30am-12:30pm	12:45pm-5:45pm	6:00pm-10:00pm

Degree Program	Morning (M-Th)	Afternoon (M-Th)	Evening (M-Th)
Associate of Occupational Studies in Welding Technology*	7:30am-12:30pm	1:00pm-6:00pm	6:30pm-11:30pm

**After a student's first two phase terms of three weeks each in the second academic year, which meets five days each scheduled week, all remaining phase terms shall be four days a week.*

BREAK SCHEDULES

Tulsa

All Programs

	Lab Break Schedule		
	Morning Session	**Afternoon Session**	**Evening Session**
Break Start	10:00am	3:30pm	8:30pm
Break End	10:15am	3:45pm	8:45pm

	Lecture Break Schedule		
	Morning Session	**Afternoon Session**	**Evening Session**
Break 1	8:20am – 8:30am	1:50pm – 2:00pm	7:20pm – 7:30 pm
Break 2	9:20am – 9:30am	2:50pm – 3:00pm	8:20pm – 8:30pm
Break 3	10:20am – 10:30am	3:50pm – 4:00pm	9:20pm – 9:30pm
Break 4	11:20am – 11:30am	4:50pm – 5:00pm	10:20pm – 10:30pm

Jacksonville

Professional Welder

	Lab Break Schedule		
	Morning Session	**Afternoon Session**	**Evening Session**
Break Start	10:00am	3:30pm	8:45pm
Break End	10:15am	3:45pm	9:00pm

	Lecture Break Schedule		
	Morning Session	**Afternoon Session**	**Evening Session**
Break 1	8:20am – 8:30am	1:50pm – 2:00pm	7:20pm – 7:30 pm
Break 2	9:20am – 9:30am	2:50pm – 3:00pm	8:20pm – 8:30pm
Break 3	10:20am – 10:30am	3:50pm – 4:00pm	9:20pm – 9:30pm
Break 4	11:20am – 11:30am	4:50pm – 5:00pm	10:20pm – 10:30pm

Shipfitting and Steel Fabrication

	Lab Break Schedule		
	Morning Session	**Afternoon Session**	**Evening Session**
Break Start	10:00am	3:30pm	8:45pm
Break End	10:15am	3:45pm	9:00pm

	Lecture Break Schedule		
	Morning Session	**Afternoon Session**	**Evening Session**
Break 1	7:50am – 8:00am	1:30pm – 1:40pm	7:10pm – 7:20 pm
Break 2	9:00am – 9:10am	2:40pm – 2:50pm	8:20pm – 8:30pm
Break 3	10:00am – 10:10am	3:40pm – 3:50pm	9:20pm – 9:30pm
Break 4	11:00am – 11:10am	4:40pm – 4:50pm	10:20pm – 10:30pm

Electro-Mechanical Technologies & Refrigeration Technologies

	Lab Break Schedule	
	Morning Session	**Evening Session**
Break Start	10:00am	8:45pm
Break End	10:15am	9:00pm

	Lecture Break Schedule	
	Morning Session	**Evening Session**
Break 1	8:20am – 8:30am	7:20pm – 7:30 pm
Break 2	9:20am – 9:30am	8:20pm – 8:30pm
Break 3	10:20am – 10:30am	9:20pm – 9:30pm
Break 4	11:20am – 11:30am	N/A

Houston

All Programs

	Lab Break Schedule		
	Morning Session	**Afternoon Session**	**Evening Session**
Break Start	10:00am	3:30pm	8:30pm
Break End	10:15am	3:45pm	8:45pm

	Lecture Break Schedule		
	Morning Session	**Afternoon Session**	**Evening Session**
Break 1	7:50am – 8:00am	1:50pm – 2:00pm	7:20pm – 7:30 pm
Break 2	8:50am – 9:00am	2:50pm – 3:00pm	8:20pm – 8:30pm
Break 3	9:50am – 10:00am	3:50pm – 4:00pm	9:20pm – 9:30pm
Break 4	10:50am – 11:00am	4:50pm – 5:00pm	10:20pm – 10:30pm

New student start, and projected graduation dates by program are listed in the following tables:

Welding Related Programs

	Projected Graduation Dates					
Start Date	**Professional Welder**	**AOSWT**	**Pipefitting**	**Shipfitting and Steel Fabrication**	**Welding Specialist**	**Welding Specialist with Pipefitting**
1/20/2015	8/14/2015	9/24/2015	7/24/2015	9/25/2015	8/14/2015	10/23/2015
2/9/2015	9/4/2015	10/15/2015	8/14/2015			
2/23/2015					9/18/2015	12/04/2015
3/2/2015	9/25/2015	11/5/2015	9/4/2015	11/6/2015		
3/23/2015	10/16/2015	12/3/2015	9/25/2015			
3/30/2015					10/23/2015	1/15/2016
4/13/2015	11/6/2015	12/30/2015		12/31/2015		
5/4/2015	12/4/2015	1/21/2016	11/6/2015		12/04/2015	2/19/2016
5/26/2015	12/31/2015	2/11/2016		2/12/2016		
6/8/2015					1/15/2016	3/25/2016
6/15/2015	1/22/2016	3/3/2016	12/31/2015			
7/6/2015	2/12/2016	3/24/2016		3/25/2016		
7/13/2015					2/19/2016	4/29/2016
7/27/2015	3/4/2016	4/14/2016	2/12/2016			
8/17/2015	3/25/2016	5/5/2016	3/4/2016	5/6/2016	3/25/2016	6/30/2016
9/8/2015	4/15/2016	5/26/2016	3/25/2016			
9/21/2015					4/29/2016	7/8/2016
9/28/2015	5/6/2016	6/16/2016	4/15/2016	6/17/2016		
10/19/2015	5/27/2016	7/7/2016	5/6/2016			
10/26/2015					6/3/2016	8/12/2016
11/9/2015	6/17/2016	7/28/2016	5/27/2016	7/29/2016		
12/7/2015	7/8/2016	8/18/2016	6/17/2016		7/8/2016	9/16/2016
1/4/2016	7/29/2016	9/8/2016	7/8/2016			
1/19/2016					8/12/2016	10/21/2016
1/25/2016	8/19/2016	9/29/2016	7/29/2016			
2/15/2016	9/9/2016	10/20/2016	8/19/2016			
2/22/2016					9/16/2016	12/5/2016
3/7/2016	9/30/2016	11/9/2016	9/9/2016			
3/28/2016	10/21/2016	12/8/2016	9/30/2016		10/21/2016	1/16/2017
4/18/2016	11/10/2016	1/5/2017	10/21/2016			

HVAC/R Programs

	Projected Graduation Dates			
Start Date	**Electro-Mechanical Technologies (Day)**	**Electro-Mechanical Technologies (Night)**	**Refrigeration Technologies (Day)**	**Refrigeration Technologies (Night)**
1/7/2015	9/21/2015		7/24/2015	
1/20/2015		3/3/2016		11/25/2015
2/5/2015	10/19/2015		8/21/2015	
3/4/2015		4/18/2016		1/20/2016
3/5/2015	11/17/2015		9/21/2015	
4/2/2015	12/17/2015		10/19/2015	
4/16/2015		6/1/2016		3/3/2016
4/30/15	1/26/2016		11/17/2015	
5/29/2015	2/23/2016		12/17/2015	
6/2/2015		7/18/2016		4/18/2016
6/26/2015	3/22/2016		1/26/2016	
7/15/2015		8/30/2016		6/1/2016
7/27/2015	4/19/2016		2/23/2016	
8/24/2015	5/17/2016		3/22/2016	
8/27/2015		10/13/2016		7/18/2016
9/22/2015	6/15/2016		4/19/2016	
10/13/2015		11/29/2016		8/30/2016
10/20/2015	7/14/2016		5/17/2016	
11/18/2015	8/11/2016		6/15/2016	
11/30/2015		1/19/2017		10/13/2016
12/18/2015	9/9/2016		7/14/2016	
1/21/2016		2/27/2017		11/29/2016
1/27/2016	10/7/2016		8/11/2016	
2/24/2016	11/4/2016		9/9/2016	
3/7/16		4/11/2017		1/11/2017
3/23/2016	12/7/2016		10/7/2016	
4/19/2016		5/24/2017		2/27/2017
4/20/2016	1/4/2017		11/4/2016	

Prospective students can enroll for a program at any time prior to the start dates listed above. However, specific sessions are subject to availability. 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 the school. Additionally, any student who must retake a

phase course may be assigned to a different class session as determined by the Director of Education and is based on availability. 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.

STUDENT HOLIDAY SCHEDULE

Tulsa Welding School operates continuously throughout the year. The student holiday schedule may impact the number of instructional days per week on occasion.

The following holidays are observed:

WELDING RELATED PROGRAMS

New Year's Day (1/1/2015)
Martin Luther King, Jr. Day (1/19/2015)
Memorial Day (5/25/2015)
Independence Day (7/3/2015)
Labor Day (9/7/2015)
Veterans Day (11/11/2015)
Thanksgiving Holiday (11/22/2015 – 11/29/2015
Christmas Holiday (12/20/15 – 12/27/2015)
New Year's Day (1/1/2016)
Martin Luther King, Jr. Day (1/18/2016)
Memorial Day (5/30/2016)
Independence Day (7/4/2016)
Labor Day (9/5/2016)
Veterans Day (11/11/2016)
Thanksgiving Holiday (11/21/2016 – 11/27/2016)
Christmas Holiday (12/24/2016 – 1/1/2017)

HVAC/R PROGRAMS

New Year's Day (1/1/2015)
Martin Luther King, Jr. Day (1/19/2015)
Memorial Day (5/25/2015)
Independence Day (7/3/2015)
Labor Day (9/7/2015)
Veterans Day (11/11/2015)
Thanksgiving Holiday (11/26/2015 – 11/27/2015)
Christmas Holiday (12/24/2015 – 12/31/2015)
New Year's Day (1/1/2016)
Martin Luther King Jr. Day (1/18/2016)
Memorial Day (5/30/2016)
Independence Day (7/4/2016)
Labor Day (9/5/2016)

Veteran's Day (11/11/2016)
Thanksgiving Holiday (11/24/2016 – 11/25/2016)
Christmas Holiday (12/24/2016 – 1/1/2017)

HOLIDAY MAKE-UP 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. This applies to the Professional Welder and Associate of Occupational Studies in Welding Technology Programs only.

Holiday	Date	Training Date
New Year's Day	01/01/2015	01/03/2015
Martin Luther King, Jr. Day	01/19/2015	01/24/2015
Memorial Day	05/25/2015	05/30/2015
Independence Day	07/03/2015	06/27/2015
Labor Day	09/07/2015	09/12/2015
Veterans Day	11/11/2015	11/14/2015
New Year's Day	1/1/2016	12/12/2015
Martin Luther King, Jr. Day	1/18/2016	1/9/2016
Memorial Day	5/30/2016	6/4/2016
Independence Day	7/4/2016	6/25/2016
Labor Day	9/5/2016	8/27/2016
Veterans Day	11/11/2016	10/29/2016

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 Career Services Department maintains computer files on hundreds of employers nationwide and receives constant contacts from employers to hire TWS graduates. Please contact staff in the department at any time to obtain updates on 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 the local 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.

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 Career Services Department provides student assistance with part-time employment. TWS provides job opening leads for a student to pursue, but the individual student has the responsibility to interview and obtain a job.

ADVISING

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

FINANCIAL AID

Staff members are available in the Financial Aid Department to assist students with applying 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. Financial aid is available to those who qualify.

AUTHORIZATION

Students authorize the School, the Department, and their respective agents and contractors to contact them regarding their loan request or their loan(s), including repayment of loan(s), at the current or any future number that they provide for their cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

POLICIES AND PROCEDURES

The following policies and procedures are subject to change as required by accrediting, licensing, or approval agencies, or school administration as deemed necessary. Should any changes to this School Catalog need to be made, the Catalog Addendum would be attached and considered an integral part of this School Catalog. Always refer to the Catalog Addendum, if applicable, for a complete update on TWS information. The School Catalog and Catalog Addendum, when applicable, are periodically revised and kept updated.

PROFICIENCY OR TRANSFER CREDIT INTO TWS PROGRAMS

Based upon a student's prior education or job related experience, TWS will allow limited transferability of credits. A student may request credit for one or more courses contained within a TWS 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 technical proficiency in the lab. Phases receiving credit are noted with a letter grade of "TC" or "PC" and are not considered as earned credit that 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.

For students enrolled in our Pipefitting program, according to NCCER guidelines students can test out of as many phases as they can provide proof of prior education and/or experience for; however, graduation from Tulsa Welding School requires that all students complete more than 50% of their education with our institution. Once eligibility has been determined by the Director of Training, a student testing out of courses in the Pipefitting program must pass the proficiency testing with a 70% or better on an end of course written test relative to the subject matter in order to meet NCCER standards. Also, students must pass a hands-on performance evaluation demonstrating proficiency in tasks relevant to the specific course they are testing out of. The grading for performance evaluations will be assigned as a pass/fail, which will be determined by the instructor performing the evaluation per NCCER guidelines. If the student fails either portion of the evaluation process (written or hands-on), then the student is required to participate in the regular classes for that course. Only one proficiency test will be allowed per course.

Additionally, Tulsa Welding School recognizes prior NCCER training relative to the specific courses within our Pipefitting program. Any student with previous NCCER training comparable to that of our Pipefitting curriculum will be allowed to apply for advanced standing for courses in which they can provide proof of previous NCCER training. The Director of Training will review prior training documentation to determine which courses, if any, are eligible for proficiency testing and credit assessment.

Tulsa Welding School has made Articulation Agreements with several states. Please speak with a Representative for additional information.

TRIAL ENROLLMENT PERIOD

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 prior to attending the first 3 days of scheduled classes after the official 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 after completing the first 3 days of scheduled classes after the official 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 ineligible student becomes eligible for federal student aid funds back to the beginning of the enrollment period, as applicable, which includes the trial period.

CREDIT HOUR DEFINITION

Academic credit hours awarded by TWS are referred to as semester credit hours and are awarded as prescribed by our accrediting agency (ACCSC).

One semester credit hour equals 45 units comprised of the following academic activities:

- One clock/contact hour of lecture = 2 units
- One clock/contact hour of lab = 1.5 units
- One hour of out-of-class work = 0.5 unit

A clock/contact hour is defined as supervised instruction of not less than 50 minutes in length within a 60-minute period.

TRANSFER OF CREDIT FROM OUR PROGRAMS

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.

This is a notification advising Colorado students to check with appropriate Colorado regulatory agencies to confirm program/course work will satisfy initial or renewal licensing or certification of that agency.

NONDISCRIMINATION POLICY

Tulsa Welding School prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment. Furthermore, our school's policy includes prohibitions of harassment of students and employees, i.e., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination.

Tulsa Welding School is committed to compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1968, Title I and Title II of the Civil Rights Act of 1991, the Equal Pay Act of 1963, Executive Order 11246 (1965), Title IX of the Education Amendments of 1972 and its regulations found at 34 C.F.R. part 106, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vietnam-era Veterans Readjustment Act of 1974, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, and the Family and Medical Leave Act of 1993.

PIPEFITTING RE-TEST POLICY

All training sponsored by Tulsa Welding School must include verification of previous training or a testing process that will demonstrate successful completion of the training. The details of this process must be provided to both instructors and trainees at the beginning of instruction and prior to the administration of the first test.

NCCER Curriculum training will consist of a closed-book written test with an achieved score of 70 percent or higher and a performance (hands-on) test successfully completed to the satisfaction of the instructor using the criteria provided by NCCER in making his/her evaluation (this is a pass/fail test). Any trainee who scores less than 70 percent will not receive NCCER credit for the written test but may continue through the course respectively according to Tulsa Welding School's grading policy.

Should the trainee fail the written test, he/she may retake the written test after a minimum waiting period of forty-eight (48) hours. Performance test retakes will be given at the discretion of the Craft Instructor/Performance Evaluator, who will determine if the test can be taken immediately or at a later time.

All students who fail their initial written test or performance evaluation will have their original grade for that test posted as their official Tulsa Welding School grade for that particular course, regardless of the score. No additional credit will be given for higher grades on the re-test.

If a student fails either a written test or a performance test a second time, additional training in that specific course will be administered before another re-test is given.

GRADES & GRADING SYSTEM

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.

Grading System			
Grades			
Letter	**Numeric Range**	**Grade Point Value**	**Description**
A	90-100	4.0	Excellent to very good, demonstrating a comprehensive knowledge and understanding of subject matter.
B	80-89	3.0	Good, demonstrating a moderately broad knowledge and understanding of subject matter.
C	70-79	2.0	Satisfactory, demonstrating a reasonable knowledge and understanding of subject matter.
D	60-69	1.0	Marginal, demonstrating a minimum of knowledge and understanding of subject matter.
F	0-59	0	Failing, demonstrating an unacceptably low level of knowledge and understanding of subject matter.

Symbols Used in Lieu of Grades			
Letter(s)	**Term**	**Grade Point Value**	**Description**
AU	Audit	N/A	This is used when a graduate takes a previously passed course to brush-up or refresh skills, for interest only and not for credit.
INC	Incomplete	0	This is used when a student has not taken the final exam for a course of training in their educational program. It will revert to a failing grade if testing is not successfully completed within one week after the end of the course.
LOA	Leave of Absence	N/A	This is used when a student is granted an approved Leave of Absence after the course has begun.
PC	Proficiency Credit	N/A	This indicates credit awarded on the basis of a written examination, hands-on demonstration of skills proficiency, and/or high school articulation agreement.
TC	Transfer Credit	N/A	This is used for work credited from other colleges and postsecondary institutions and is based on an evaluation of educational transcripts.
W/D	Withdrawal	0	This is used when a student officially or unofficially withdraws from a course after the Trial Enrollment Period has ended.

Instructors provide students with a written grade report at the end of each course of training. Requests for progress reports from agency sponsors will be provided in unofficial transcript reports.

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 who complete all TWS graduate clearance requirements, will be awarded a TWS diploma for our diploma programs or an Associate of Occupational Studies in Welding Technology (AOSWT) degree. The AOSWT degree program and the Pipefitting diploma program are available at the Tulsa campus only. The Electro-Mechanical Technologies, Shipfitting and Steel Fabrication, Electronic Systems Technician, and Refrigeration Technologies diploma programs are available at the Jacksonville, FL campus only.

MAXIMUM CLASS AND LAB SIZE

The maximum lecture class size for our Professional Welder, Welding Specialist, Welding Specialist with Pipefitting, AOSWT, Shipfitting and Steel Fabrication, and Pipefitting programs is 30 students. The maximum laboratory class size per instructional staff member for our Professional Welder, Welding Specialist, Welding Specialist with Pipefitting, AOSWT, Shipfitting and Steel Fabrication, and Pipefitting programs is 20 students. The maximum lecture and laboratory class size per instructor for our Electro-Mechanical Technologies and Refrigeration Technologies programs is 38 students.

DRUG FREE WORKPLACE POLICY

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 ensure 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 technical proficiency and clean drug tests.

CRIME AWARENESS AND CAMPUS SECURITY ACT

The Campus Security Act of 1990 requires that all schools compile and distribute an annual campus security report on or before October 1st each year. This report provides statistics of crimes that occurred on campus for the last three years, as well as a description of our school's policies concerning campus security. TWS makes available information on the above item to all applicants for enrollment requesting such information as well as to current TWS students and staff. The report is produced by October 1st of each year for prior calendar years of possible crime activity on campus. It is distributed annually to all currently enrolled students and all faculty and staff. Additionally, all students who enroll after the annual distribution will be provided with a copy upon enrollment. Paper copies are available at any time and can be obtained from your Admissions Representative or the Student Services Department.

According to Senate Bill 524 in Florida, Tulsa Welding School is required to inform students of the existence of the Florida Department of Law Enforcement (FDLE) sexual predator and sexual offender registry website and toll free telephone number.

FDLE website: http://offender.fdle.state.fl.us/offender/homepage.do
FDLE toll-free number: 1-888-357-7332 | TTY Accessibility: 1-877-414-7234

STUDENT CODE OF CONDUCT

Students are expected to act in a professional and considerate manner with other students and school staff. Visitors, guests and employers frequently spend time on our campuses and students' behavior is a reflection on the school and everyone associated with it. Additionally, students' behavior in student-referred housing also reflects upon the school's reputation in the community, thus requiring students to maintain a professional demeanor at all times. A copy of the Conduct Code is provided at new student orientation.

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 Campus President or StrataTech Education Group President & CEO, who will conduct an investigation in line with published procedures in the TWS Employee Handbook.

Penalties for violating the Student Code of Conduct can be severe, and will result in disciplinary actions that may include a verbal and/or written reprimand, Probation, or Suspension from school for a designated period of time. Depending on the severity of the misconduct, TWS reserves the right to terminate the student's training for displaying actions (at the discretion of the faculty and administrative staff) that disrupt the educational environment or reflects adversely upon TWS in any way.

As such, the school reserves the right to immediately terminate any student for:

1. Insubordination, interfering with other students, or failing to obey interim classroom policies as set forth by their instructor.
2. Attending classes under the influence of intoxicants; using, selling or manufacturing of drugs.
3. Unauthorized operation of equipment or violation of the industry safety code.
4. Conviction of a crime, stealing, or cheating on exams.
5. Any other academic integrity violation.

Depending on the severity of the misconduct, the student may be subject to:

1. Verbal and/or written reprimand, which implies that further violations will result in probation or termination.
2. Probation, involving a designated period of time during which any further acts of misconduct will result in immediate termination.
3. Termination; the immediate withdrawal of the student from the School. The student may not be allowed to reenroll into the School. Such a termination may be appealed per procedures in the SAP appeals policy outlined in this Catalog.

Family Educational Rights and Privacy Act (FERPA) Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
   a) The student, or in the case of the student being a minor, the parent, should submit to the registrar or other appropriate official, a written request that identifies the record(s) the student wishes to inspect.
   b) The school official will make arrangements for access and will notify the student of the time and place where the records may be inspected.
   c) If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
   a) A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

b) If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.

c) Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Exceptions to consent of disclosure include the following:

a) The school discloses education records without the student or parent's prior written consent to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an accrediting agency, attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee (such as a disciplinary or grievance committee), or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

b) The school discloses personally identifiable information from the student's education records without the student or parent's prior written consent to the Attorney General of the United States or to the Attorney General's designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in Sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. The institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment, it is not liable to any person for the disclosure of information.

c) The school discloses information from a student's education records without the written consent or knowledge of the student or parent in order to comply with a lawfully issued subpoena or court order in the following three contexts:

i. Grand Jury Subpoena: The institution may disclose education records to the entity or persons designated in a federal grand jury subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution's response.

ii. Law Enforcement Subpoena: The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with federal grand jury subpoenas, the issuing court or agency may, for

good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements and recordation requirements do not apply.

iii. All Other Subpoenas: The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.

d) The school discloses information from a student's education records without the written consent or knowledge of the student or parent in order to "appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals." Imminent danger to student or others must be present.

e) The school discloses information from a student's education records without the written consent of the student or parent "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students and parents about directory information and allow eligible students and parents a reasonable amount of time to request that the school not disclose directory information about them. Schools may not, however include certain "directory" information, such as social security numbers, citizenship status, gender, ethnicity, religious preference, grades, GPA, and daily class schedule.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

STUDENTS WITH DISABILITIES POLICY

TWS is committed to ensuring equal access to educational opportunities for students with disabilities. The work environment in which our graduates commonly work demands a full range of physical and mental faculties for career success. While there are exceptions, most jobs require the ability to climb, stoop, work in confined spaces, lift and carry in excess of 50 pounds, exposure to wet and/or humid conditions (including outside weather conditions), exposure to fumes or airborne particles, toxic or caustic chemicals, exposure to electrical hazard and occasional work in noisy conditions. Further, manual dexterity and detailed finger manipulations may be required.

The primary objective of the Students with Disabilities Policy is to provide an integrated and cohesive set of support accommodations and services for students with disabilities. All institutions of higher education must make reasonable accommodations in order to provide students with disabilities an equal opportunity to participate in the institution's courses, programs, and activities. Additionally, schools do not have to provide accommodations that would fundamentally alter the educational program or academic requirements that are essential to a program of study or to fulfill licensing requirements.

While self-identification is strictly voluntary, it is to the student's advantage to initiate or request services in this process as early as possible. Records and information concerning students are confidential. To become eligible for services, documentation of the disability from a qualified professional must be provided upon request. TWS will provide reasonable accommodations for students with disabilities, including learning disabilities, physical impairments, and other disabling conditions. Such accommodations may include, but are not limited to, tutoring, examination schedule and/or delivery modification, and laboratory task modification. Admissions requirements for all students are the same, regardless of disability or lack thereof. It must be understood that accommodations for disabilities are meant to assure education experience and opportunity. Any accommodations deemed necessary and reasonable will be made on a case-by-case basis by taking into account institutional obligations to provide equal access to educational opportunities; may not necessarily incorporate all changes requested; and will only be made following provisions of proof of such disability.

Students seeking accommodations should notify their Admissions Representative or the Student Services Director of any special needs, requirements, or requests before enrolling in a program of study or as soon as possible after it is determined that accommodation is desired. The school will require a written description of the extent and nature of the disability, and current medical certification stating the nature of the disability and the type of accommodation required. Accommodations cannot be applied to circumstances of past failures or difficulties in courses, and are only for future course activities. However, information regarding a disability can be provided to assist in resolving an academic dilemma that begs resolution. A copy of the Student with Disabilities Policy is provided at new student orientation.

BRUSH-UP TIME

Graduates in good standing are eligible for free brush-up time on a space available basis. The brush-up time applies to previously taken welding courses only. 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 limited to three (3) days and may be modified at any time per TWS policy and availability. Graduates are required to supply all necessary welding and safety gear as required.

LEAVE OF ABSENCE (LOA) POLICY

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. Requests for all leaves of absence must be provided to the school in writing and must be officially approved by TWS. Multiple leaves may be granted in any twelve (12) month period; however, the sum of all LOAs may not exceed 180 days in any 12-month period. A student who does not return from the approved leave of absence shall be terminated from TWS. Additionally, VA eligible students are not eligible to receive VA benefits while on an approved leave of absence. This policy may be modified by regulatory mandates. Please see the Student Services Department for more information on this policy.

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 the 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 to curtail transportation expenses for students. Parking decals are required and may be obtained at new student orientation. If you do not obtain your parking decal at new student orientation, please see the Registrar's office or your Student Advisor.

VERIFICATION POLICY

The U.S. 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 that has 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.

Students are 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.

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 not have completed or may be dissatisfied with their educational experience.

ATTENDANCE AND MAKE-UP HOURS POLICY

Attendance is essential to benefit from lecture and laboratory instruction. Excellent attendance contributes to good grades. Employers are particularly interested in both a graduate's attendance and technical ability. A course within our programs can only be passed if a student earns a passing grade. Each day a student is absent, two (2) points will be deducted from the overall course grade.

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.

At the discretion of campus education administrators, additional hours of instruction outside of regularly scheduled class hours may be offered to allow students who have missed lab time to attend laboratory make-up sessions. Make-up time will be available Monday through Friday during normal class hours for Morning, Afternoon, and Evening sessions. No make-up is available for lecture sessions. No more than 5% of the total course time hours for a program may be made up. Make-up hours are a rolling calculation and do not reset with the beginning of each new course. Once a student has reached 5% of the total hours for his or her program, he or she will no longer be eligible for the opportunity to make up hours under the published Make-Up Hours Policy.

Make-up work shall:

1. be supervised by an instructor approved for the class being made up;
2. require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
3. be completed within two weeks of the end of the grading period during which the absence occurred;
4. be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
5. be signed and dated by the student to acknowledge the make-up session.

Calculations will take place at the end of the course. Any make-up time a student attended during that course will be taken into account when calculations are made. If the make-up time is equal to or greater than the time missed, no points will be deducted from the final grade. However, if the make-up time is less than the time missed, there will still be a point deduction based on the total amount of time missed. No additional points will be awarded for additional time attended during the make-up or practice sessions.

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

If a student who is not on an approved Leave of Absence is absent for 10 consecutive school days or more than 20% of the scheduled course time for the program, whichever is less, the student's enrollment in the program will be terminated. A student whose enrollment was terminated for violation of the attendance policy may not reenroll before the start of the next evaluation period. This provision does not circumvent the below refund policy.

ACADEMIC STANDING AND SATISFACTORY ACADEMIC PROGRESS (SAP) POLICIES

The Academic Standing and Satisfactory Academic Progress (SAP) policies are guidelines regarding how a student's academic performance is evaluated at different points during their educational program. Both policies apply to enrolled students and determine a student's ability to remain enrolled and/or eligible for federal student aid.

ACADEMIC STANDING POLICY

(Applies to texas residents attending programs approved and regulated by the Texas Workforce Commission)

To assess quality of academic work, our institutions will utilize standards measurable against the traditional 4.0 grading scale. A cumulative grade point average of at least 2.0 is required for a student to successfully complete their educational program and receive the program certificate of completion (i.e. diploma). Students will receive written notification of their academic standing at the end of each term. A student who does not meet the minimum academic standing requirements at the end of a term will be placed on Academic Probation for the following term. The Director of Education will counsel the student placed on Academic Probation prior to the student returning to class. The date, action taken, and terms of probation will be clearly outlined and placed in the student's permanent file. Financial aid eligibility may not be affected during this time.

During this term of Academic Probation, students are required to achieve a grade point average of at least 2.0. If a student on Academic Probation fails to achieve a grade point average of at least 2.0 during this probationary period, the student's enrollment will be terminated. If a student on Academic Probation achieves a grade point average of at least

2.0, but does not earn the required grades to achieve a cumulative grade point average of 2.0, the student may be continued on Academic Probation for one more term. If the student does not achieve the overall minimum academic standing requirements by the end of the second probationary term, the student's enrollment will be terminated.

A student whose enrollment was terminated for not meeting the minimum academic standing requirements may reenroll after a minimum of one term has elapsed. Such reenrollment does not circumvent the approved refund policy. 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 achieve the minimum academic standing requirements by the end of the next evaluation period. A student who returns after termination of enrollment for unsatisfactory academic standing will be placed on Academic Probation for the next term. The student will be advised of this action, and it will be documented in the student's file. If the student does not achieve the minimum academic standing requirements at the end of this probationary period, the student's enrollment will be terminated. Students dismissed from school for failing to meet the minimum academic standing requirements will become ineligible for federal student aid.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

To be eligible for federal student aid funds, students must maintain satisfactory academic progress. Satisfactory Academic Progress (SAP) is the standard by which we will measure students' progress toward completion of their educational program to determine SAP and will be applied consistently to all educational programs and to all students within specific categories. It is based on federal regulations and is the standard our institutions will use for all students enrolled in the same educational program. The components for which SAP will be measured, relevant definitions, and details of the appeals process are outlined below.

For programs that are one academic year or less in length, SAP will be evaluated at the halfway point of the program, which coincides with the end of each financial aid payment period. For programs that are longer than one academic year, SAP will be evaluated both at the halfway point and at the end of each academic year, which coincides with the end of each financial aid payment period. At the end of each evaluation period, the SAP components that will be measured are Cumulative Grade Point Average (CGPA), Pace of Progression (POP), and Maximum Time Frame (MTF).

Students must maintain a minimum cumulative grade point average (CGPA) requirement of 2.0 to meet the requirements for graduation. CGPA will be computed by dividing the total grade points earned by the total number of courses/credits taken. Grades included in the CGPA computation include the grades of A, B, C, D, and F. These minimum CGPA requirements are based upon a cumulative average and must be maintained throughout the student's educational program. CGPA calculations will be computed for all successfully completed (passed) courses, as well as for failed courses until they are repeated and subsequently passed.

In addition to achieving and maintaining the minimum CGPA standards, students must achieve a passing grade in approximately two-thirds of the credit hours attempted in order to maintain a satisfactory pace of progression towards program completion. Pace of progression (POP) is calculated by dividing the cumulative credit hours the student successfully completed (credits earned) by the cumulative credit hours the student has attempted. Earned (successfully completed) credits include grades or symbols of A, B, C, D, PC and TC. Attempted credits include grades or symbols of A, B, C, D, F, INC, PC, TC, and W/D. Students will receive zero earned credit for grades or symbols of F, INC, and W/D.

For all programs, the maximum time frame (MTF) will be no longer than 150% of the published length of the educational program. Maximum time frame is cumulative and includes all periods attempted. Maximum time frame will be evaluated at the end of each payment period to determine whether a student can meet these requirements by graduation. Students are required to complete their educational program within the maximum time frame and may receive federal student aid funds (if applicable) through that time. However, if a SAP review shows that the student, who may not be at 150%, cannot complete the program within the maximum time frame, the student will become ineligible for federal student aid and may be terminated at that time.

A review of SAP is not complete until both the qualitative (CGPA) and quantitative (POP & MTF) measures have been reviewed. Students who fail to meet these minimum requirements at the end of each payment period will be placed on Financial Aid Warning status for the next payment period if it 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 an Academic Plan. Students not making SAP after the Financial Aid Warning period has elapsed will be terminated unless a successful appeal indicates that Financial Aid Probation is appropriate. After this probationary period expires at the end of the next payment period, 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.

Students will be notified of the results from the incremental SAP reviews that impact their academic standing or their eligibility for federal student aid. Students not making SAP at the end of each payment period will be informed of what steps they must take to meet the minimum SAP requirements by the end of the next payment period. They will also be informed of the institution's appeal process that allows for a reconsideration of their academic standing or eligibility for federal student aid. The institution shall advise students placed on Financial Aid Warning and/or Financial Aid Probation prior to them returning to class. The date, action taken, and terms shall be clearly outlined and placed in the students' permanent files.

These 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 between withdrawal from and reentry into school necessitate a review of previously completed course material.

Records of students' grades, attendance, and completion rates are maintained indefinitely in electronic format and are available through the Student Services or Registrar's Office and are available for review upon request by the student, federal, state, or local agencies, and other agencies for audit purposes.

WARNING

Financial Aid Warning status will be automatically assigned to those students who fail to make SAP at the end of the payment period. No appeal is necessary for this status, as it will be consequentially assigned until the end of the next payment period. Students receiving federal student aid may continue to receive funds while on Financial Aid Warning. At the end of the warning 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 warning period may be placed on Financial Aid Probation after a successful appeal; otherwise, they may be terminated or rendered ineligible for further federal student aid disbursements. However, if it is determined that a student is not able to make SAP by the end of the next 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

Financial Aid Probation status will be assigned to those students who fail to make SAP at the end of the Financial Aid 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 payment period and the student will have his eligibility for federal student aid reinstated (if applicable). Students on Financial Aid 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 Financial Aid 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 Financial Aid 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 rendered ineligible for further federal student aid disbursements.

Students on Financial Aid Probation must meet the minimum SAP requirements stated above by the end of the subsequent payment period. Satisfying SAP requirements includes attaining a grade point average that meets graduation requirements for their program, as well as progressing towards graduation within 150% of the length of the program. Students not making SAP at the end of the Financial Aid probationary period will be rendered ineligible for federal student aid unless they can demonstrate through a successful appeal 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.

ACADEMIC PLAN

Students may be placed on an Academic Plan designed to ensure they will be able to meet SAP by a specific point in time. This plan will be student-specific and will be monitored at the end of each payment period. If at any time it is determined that the student is no longer following the academic plan, he/she will be terminated from school and will no longer be eligible for federal student aid.

SAP APPEALS

SAP Appeals is the process by which a student who does not meet the institution's SAP requirements upon evaluation petitions for reconsideration of eligibility for FSA funds. Students who fail to meet the institution's minimum CGPA or POP standards, or who are not pacing appropriately to complete their educational program within 150% of the maximum length of the program, may submit an appeal 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 the next evaluation period. The appeal is unacceptable if these elements are missing. If the institution has determined that the student will be able to meet the appropriate minimum SAP standards by the end of the next payment period, the appeal will be approved and the student will be placed on Financial Aid Probation for one payment period.

If it is determined that the student will require more than one payment period to meet progress standards, the appeal may be approved, and the student may be placed on Financial Aid Probation and an Academic Plan designed to ensure he/she will be able to meet SAP standards by a specific point in time must be developed.

Upon receipt of appeal, the institution's Appeal Review Board will determine the status of the appeal and will render a decision as soon as practical, but no longer than 30 days from the date of receipt. Once a decision is reached, the student will be notified of the decision and if approved, a plan for continuance will be provided to the student along with the decision. Otherwise, if the appeal is denied, the student will be terminated.

REESTABLISHING ELIGIBILITY

Students who were dismissed or became ineligible for federal student aid funds due to a lack of satisfactory academic progress may apply for reinstatement after a minimum of one term has elapsed. 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 the next payment period. With the approval of the Director of Education, students terminated or ineligible for federal student aid funds for unsatisfactory progress may be readmitted and will be placed on both Academic and Financial Aid Probation, during which time they are ineligible for federal student aid. This new probationary period will be for one term. The institution shall advise the student of this action and document the student's file accordingly. At the conclusion of the readmission probationary period, if the requirements for satisfactory academic progress have been met, the Director of Education will return the student to normal active status. Students who reenter into the same program within 180 days from their last date of attendance will remain in the same payment period from which they withdrew. Any federal student aid funds canceled and/or returned will be restored by the Financial Aid Department, once eligible. Students who fail to make SAP at the end of the Financial Aid probationary period will be terminated.

COURSE REPEATS

Students are expected to earn passing grades and make satisfactory progress while attending school. 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 CGPA component of the SAP evaluation. However, both courses will be included in the POP component of the SAP evaluation, as well as in the maximum time frame calculation. Students will only be allowed to repeat any individual course a total of two times. Failure to achieve a passing grade after two course repeats or three total attempts may result in termination.

Course repeats exist to help students improve competencies in a course and are subject to course availability. Course repeats, from a student's point of view, are not desirable because every course repeat extends training time by the length of the course and thus delays graduation and corresponding employment opportunities. A student will be charged an additional fee of $300 for each repeated course.

COURSE INCOMPLETES

An incomplete is defined as a student who has not taken the final exam for a course of training in their educational program. An incomplete grade will revert to a failing grade if testing is not successfully completed within one week after the end of the course unless the instructor has approved an exception for unusual circumstances. Course incompletes or withdrawals may result in a failing grade for the course. Incomplete grades earned by students who fail to withdraw prior to the end of the trial enrollment period will not be excluded from the SAP evaluation, nor will the institution routinely exclude certain hours attempted, such as those taken prior to the student withdrawing from school.

Under Texas Education Code, Section 132.061(f), a student who is obligated for the full tuition may request a grade of Incomplete if the student withdraws for an appropriate reason unrelated to the student's academic status. Appropriate reasons include, but are 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. A student who received a grade of Incomplete may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition for that portion of the course or program.

In the event that the requested incomplete course has been discontinued prior to the end of the 12-month period when a student returns, a full refund of all tuition and fees associated with that incomplete course will be refunded providing a comparable course is unavailable.

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 instruction. If the matter is not resolved to the student's satisfaction, for resolution or understanding the student should review the matter with the Campus President or the StrataTech Education Group's President & CEO.

PURPOSE

The primary objective of this Student Complaint/Grievance Procedure is to ensure that students have the opportunity to present grievances to the Institution regarding a certain action or inaction by a member of the Institution. The Institution has a consistent way of resolving grievances in a fair and just manner.

This Student Complaint/Grievance Procedure applies to all formal grievances. The definition of a grievance is a violation of written campus policies, procedures, or arbitrary, capricious, or unequal application of written campus policies or procedures.

INFORMAL RESOLUTION

Prior to invoking the procedures described below, the student is strongly encouraged, but is not required, to discuss his or her grievance with the person alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. Additionally, or in the alternative, the student may wish to present his or her grievance in writing to the person alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student promptly, either orally or in writing.

INITIAL REVIEW

If a student decides not to present his or her grievance to the person alleged to have caused the grievance, or if the student is not satisfied with the response, he or she may present the grievance in writing to the director or designee (hereinafter "administrator") of the department or area where the person alleged to have caused the grievance is employed.

Any such written grievance must be received by the administrator not later than 15 calendar days after the student first became aware of the facts that gave rise to the grievance. (If the grievance is against the director of a department or area, the student should address his or her grievance to the next level director or appropriate authority.) The administrator should conduct an informal investigation as warranted to resolve any factual disputes. Upon the student's request, the administrator shall appoint an impartial fact-finding panel of no more than three persons to conduct an investigation. The administrator must state the terms and conditions of the investigation in a memorandum appointing the fact-finding panel. A fact-finding panel appointed hereunder shall have no authority to make recommendations or impose final action. The panel's conclusions shall be limited to determining and presenting facts to the administrator in a written report.

Based upon the report of the fact-finding panel, if any, the administrator shall make a determination and submit his or her decision in writing to the student and to the person alleged to have caused the grievance within ten calendar days of receipt of the panel's report. The written determination shall include the reasons for the decision, shall indicate the remedial action to be taken, if any, and shall inform the student of the right to seek review by the Campus President or designee.

APPEAL PROCEDURES

Within ten calendar days of receipt of the administrator's decision, a student who is not satisfied with the response of the administrator after the initial review may seek further review by submitting the written grievance, together with the administrator's written decision, to the Campus President or designee. Within 15 calendar days of receipt of the request for review, the Campus President or designee shall submit his or her decision in writing to the student and to the person alleged to have caused the grievance. The written disposition shall include the reasons for the decision, and it shall direct a remedy for the aggrieved student, if any.

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

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting your Campus President or the StrataTech Education Group's, President & CEO, or online at www.accsc.org.

The following states have their own contact information for complaints.

Arizona Students

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is:

Arizona State Board for Private Postsecondary Education
1400 W. Washington, Room 260
Phoenix, AZ 85007
Phone: (602) 542-5709
www.azppse.gov

Arkansas Students

Students 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

Florida Students

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

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

Georgia Students

Students may direct any grievances to the:

Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305

Iowa Students

Students may direct any grievances to the:

Iowa Student Aid Commission
430 E. Grand Ave., FL 3
Des Moines, IA 50309

Kansas Students

If the student complaint has not been resolved on the Institution level, the student may contact the Kansas Board of Regents; Private & Out-of-State Postsecondary Education Department.

http://www.kansasregents.org/resources/PDF/2771-2014_PrivatePS_
complaintprocedureandform_April2014.pdf
1000 SW Jackson St, Ste 520
Topeka, KS 66612
Phone: (785) 296-4917
www.kansasregents.org

Kentucky Students

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund, which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund." This form can be found on the website at www.kcpe.ky.gov.

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) 342-7084

New Mexico Students

Students can obtain information by contacting the New Mexico Higher Education Department, or by visiting the website listed below:

New Mexico Higher Education Department
2048 Galisteo
Santa Fe, NM 87505
(505) 476-8400
http://hed.state.nm.us/complaint_3.aspx

South Carolina Students

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the South Carolina Commission on Higher Education. The complaint form is available in the Campus President's office.

Nonpublic Institution Licensing
SC Commission on Higher Education
1122 Lady Street, Suite 300
Columbia, SC 29201
reshleman@che.sc.gov | www.che.sc.gov | (803) 737-2260

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

Texas Students

This school has a Certificate of Approval from the Texas Workforce Commission (TWC).

The TWC-assigned school number is: S4551 (Houston, TX) or S2125 (Tulsa, OK).

The school's programs are approved by the TWC.

"Students must address their concerns about the school or any of its educational programs by following the grievance process outlined above. The school is responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's catalog. If, as a student, you were not provided this information, please inform school management immediately.

Students dissatisfied with this school's response to their complaint, or who are not able to file a complaint with the school, can file a formal complaint with the TWC, as well as with other relevant agencies or accreditors, if applicable."

Information on filing a complaint with the TWC can be found on the TWC's Career Schools and Colleges website at http://csc.twc.state.tx.us/

All unresolved grievances must be directed to:

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
Phone: 512-936-3100

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

ARBITRATION

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

CANCELLATION AND REFUND POLICY

The student may cancel their enrollment at any time by submitting written notice of cancellation to Tulsa Welding School (TWS). Their money shall be fully refunded if requested within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) 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 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) 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 the student cancels their enrollment and more than 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) have elapsed since the student signed their Enrollment Agreement, attended orientation, or have taken a tour of the campus and inspected equipment, but has not yet begun their training classes, then the student shall receive a refund of all monies paid less a maximum of $100 charged for the registration fee(s), administrative fees, as well as items of extra expense that are

necessary for the portion of the program attended and stated separately on the Enrollment Agreement.

If the student should find it necessary to discontinue or withdraw from their program before graduation, the student should notify the Director of Program Training or a member of the Student Services Department to officially withdraw. Once a student begins their training instruction, if the student withdraws with or without notice, the termination date is their 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 the student's review in the Financial Aid Department. In certain rare cases the student may be entitled to a late disbursement of Pell Grant if the student was eligible for this disbursement at the time of their 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 that follows applies only to tuition, lab fees, and accident insurance.

TWS will compute any and all required state refund policies as required by the specific state guidelines and as outlined in this 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 prior to completing more than 80% of the program, will receive a pro-rated refund of tuition and certain fees, which 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 makes 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 POLICY

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 Academic Year. 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.

STATE REFUND POLICIES

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 calculations that follow apply only to tuition, lab fees, and accident insurance unless otherwise noted.

Arkansas State Refund Policy

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 training after completing 75% of the program, the institution shall retain 100% of the cost of the program.

Colorado State Refund Policy

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 is computed based on clock hours using the percentages listed below.

- For a student terminating school within 10% of the program, the institution shall retain 10% of tuition and cancellation fees 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 the 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, no cancellation fee will be charged.)

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 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 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 is computed on the basis of clock hours 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.

Iowa State Refund Policy

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 of the registration fee shall be refundable in accordance with the following refund schedule.

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%).

If a student attends more than 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 number of scheduled school days divided by the total number 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 number of scheduled school days in 60% of the program divided by total number 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 State Refund Policy

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 fifty dollars ($50) 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 fifty dollars ($50) 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 is computed on the basis of clock hours 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 training 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.

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 (5th) 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, not to exceed $50, shall be refunded to the student.

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 the 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.

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 hours 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.

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 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.

South Carolina Students

After classes begin, during the first 60 percent of the first term the applicant attends the institution, the institution will refund to the appropriate party a prorated portion of fees charged, less $100 administrative fee, for the time the student actually attended, based on the last date attended, rounded down to the nearest 10 percent of that period. After the first program term, in the absence of mitigating circumstances, the institution will only refund fees received by the institution for any future terms. The institution will make a refund as provided above, except for room and board, for students who withdraw in subsequent period(s) of enrollment due to mitigating circumstances. Mitigating circumstances are those that directly prohibit pursuit of a program and which are beyond the student's control: serious illness of the student, death in the student's immediate family, or active duty military service, including active duty for training. The institution will make refunds within 40 days after the effective date of cancellation or the last date attended.

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 hours 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 who 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.

Texas Students

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:

   (a) The last day of attendance, if the student is terminated by the school;

   (b) The date of receipt of written notice from the student; or

   (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the Enrollment Agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to reenroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:

   (a) An enrollee is not accepted by the school;

(b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or

(c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

Texas Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to reenroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

   (a) satisfactorily completed at least 90 percent of the required coursework for the program; and

   (b) demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

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 in 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.

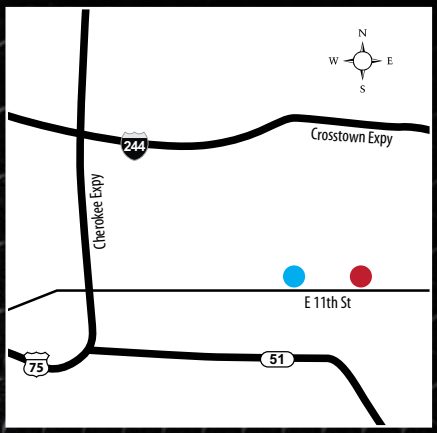
All refunds will be made within forty (40) days of the date the institution determined the student has withdrawn from school.

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.



TULSA WELDING SCHOOL

MAIN CAMPUS:
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Tulsa, OK 74104

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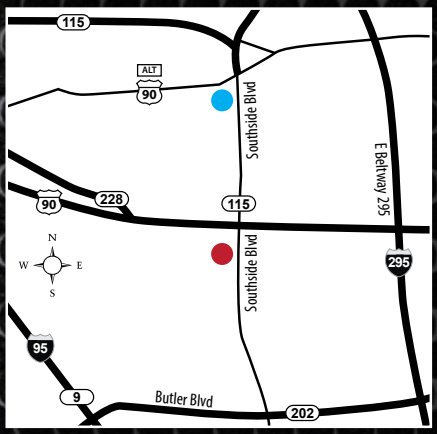

TULSA WELDING SCHOOL JACKSONVILLE

BRANCH CAMPUS:
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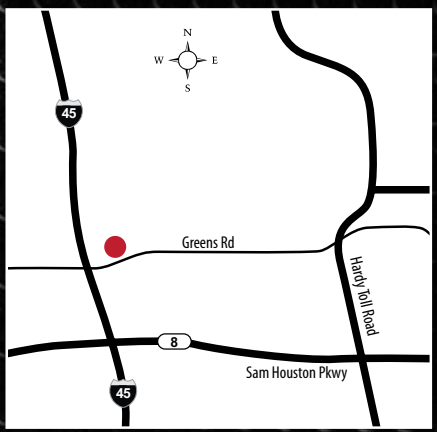

TULSA WELDING SCHOOL HOUSTON & TECHNOLOGY CENTER

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