

2007/2008
Course Catalog

Professional Instruction
Creating Professional Pipe Welders

Elite Welding Academy

9740 Near Drive
Cincinnati, Ohio 45246

Phone 513.874.1410 - Web Site
WWW.ELITEWELDINGACADEMY.COM

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**Elite Welding Academy
Administration**

Mark Mosley	C.E.O.
Dan Freese	President
Bob Reeves	Vice President / School Director
Kevin Sell	Administrative Advisor
Tom Brown CWI	Welding Advisor
Brian Dennis	Welding Instructor
Matt Baldwin	Welding Instructor
Karen Stewart	School Office Manager

The Elite Welding Academy

The Elite Welding Academy is a for profit endeavor whose goal is to provide the training necessary to embark on a profitable and rewarding career in the field of welding. The school was established to train dedicated individuals to fill the growing demand for qualified welders in the construction and manufacturing industries. The Elite Welding Academy is an equal opportunity organization. Elite Welding Academy is temporarily located in the United Group Services building on Near Drive in Northern Cincinnati. Elite Welding Academy is easily accessible from Interstate 75 and Interstate 275. A new building is now under renovation and should be up and running by July of 2008 it will be located near to existing facility

Our Mission

We are a group of professionals that are dedicated to providing our students with a solid training program in the field of welding. Each student will receive quality instruction in the classroom and in the lab. We will always strive to operate a program that places emphasis on every student's ability and future

Facilities

The training facilities consist of over 2500 square feet of training area with eighteen dedicated welding booths as well as cutting and prep areas. Welding booths are fully equipped with the latest welding power sources, tables and fixtures. The school has dedicated classroom areas for lectures and demonstrations as well as break rooms, restrooms and changing facilities for the students. A new and even better facility is coming in July of 2008

Admission Requirements:

All students must be at least 18 years or older to be enrolled. If you are under 18 years of age you must have a letter of consent from your parent or guardian.

You must be in good physical condition and should be able to read, write, and understand English. You should have good eyesight. While physical handicaps do not preclude you from admission to the school, individuals with physical handicaps should consult with a school counselor to determine if the training requirements can be accomplished.

A high school diploma is preferred but not required for acceptance into the program.

It is recommended that you have your vision tested and corrected before starting school.

Course Description and Objectives for the Structural and Pipe Welding course.

The Structural and Pipe Welding course is a minimum of 1000 clock hours with the objective of providing the student with the instruction and skills training needed to be proficient at structural and pipe welding techniques.

Tuition and Fees:		Payment:
Registration:	\$ 125.00	All tuition and fees are payable for
*Materials:	\$.00	one (1) school term only.
Laboratory:	\$ 722.70	Payment is due prior to
Instructional Tuition:	\$ 10,500.00	the start of the classes each term.
Total Cost	\$ 11,347.70	*Materials :

Are included in Instructional Tuition

Supply list and Break down per Level

Supplies	Level 1	Cost
*	Safety Glasses	\$ 4.00
*	Welding Jacket	\$ 17.00
*	Face Shield	\$ 8.00
*	Welding Gloves	\$ 4.00
*	Welding Hood	\$ 47.00
*	Welding Ground	\$ 24.00
*	An Electrode Holder"Stinger"	\$ 15.00
*	12" Cresent Wrench	\$ 32.00
*	2lb or 3lb Hammer	\$ 21.20
*	Chipping Hammer	\$ 3.00
*	25' Tape Measure	\$ 23.50
*	2 - Brushes	\$ 2.00
*	Modules	\$ 58.00
	Sub Total cost of supplies	\$ 258.70
	Cost of Class	\$ 4,620.00
	Total Cost of Level 1	\$ 4,878.70
	Level 2	Cost
*	12" File	\$ 12.00
*	Complete Tig Rig	\$ 90.00
*	2- Flow Meters	\$ 150.00
*	2-50' Purge Hoses	\$ 40.00
*	Modules	\$ 86.00
	Sub Total cost of supplies	\$ 378.00
	Cost of Class	\$ 2,520.00
	Total Cost of Level 2	\$ 2,898.00
	Level 3	Cost
*	Modules	\$ 86.00
	Sub Total cost of supplies	\$ 86.00
	Cost of Class	\$ 3,360.00
	Total Cost of Level 3	\$ 3,446.00
	Total Cost of Supplies	\$ 722.70
	Total Cost of all Classes	\$10,500.00
	Total Cost of all 3 Levels	\$11,222.70

Structural and Pipe Welding
Elite Training Program Modules for Welding
Level 1

MODULES

29101-03 Welding Safety (8 Hours)

Covers safety equipment, protective clothing, and procedures applicable to the cutting and welding of metals.

29102-03 Oxyfuel Cutting (16 Hours)

Explains the safety requirements for oxyfuel cutting. Identifies oxyfuel cutting equipment and setup requirements. Explains how to light, adjust, and shut down oxyfuel equipment. Trainees will perform cutting techniques that include straight line, piercing, bevels, washing, and gouging.

29103-03 Base Metal Preparation (16 Hours)

Describes how to clean and prepare all types of base metals for cutting or welding. Identifies and explains joint design and base metal preparation for all welding tasks.

29104-03 Weld Quality (8 Hours)

Identifies the codes that govern welding. Identifies and explains weld imperfections and causes. Describes non-destructive examination practices, welder qualification tests, and the importance of quality workmanship.

29105-03 SMAW – Equipment and Setup (5 Hours)

Describes SMAW and welding safety. Explains how to connect welding current and set up arc welding equipment. Identifies and explains using tools for cleaning welds

29106-03 SMAW – Electrodes and Selection (3Hours)

Explains electrode characteristics and different types of filler metals. Describes the role of the American Welding Society (AWS) and the American Society of Mechanical Engineers (ASME). Explains proper storage and control of filler metals and identifies the use of codes.

29107-03 SMAW – Beads and Fillet Welds (120 Hours)

Describes the preparation and setup of arc welding equipment and the process of striking an arc. Explains how to detect and correct arc blow. Describes how to make stringer, weave, over-lapping beads, and fillet welds.

29108-03 SMAW – Groove Welds with Backing (10 Hours)

Explains groove welds and how to set up welding equipment for making groove welds. Describes how to make groove welds with backing. Provides procedures for making flat, horizontal, vertical and overhead groove welds.

29109-03 Joint Fit-Up and Alignment (5 Hours)

Identifies and explains job code specifications. Describes the use of fit-up gauges and measuring devices to check fit-up and alignment and the use of plate and pipe fit-up and alignment tools to properly prepare joists. Explains how to check for joint misalignment and poor fit.

29110-03 SMAW – Open V-Groove Welds (120 Hours)

Explains open V-groove welds and how to set up welding equipment for making open V-groove welds. Provides procedures for making flat, horizontal, vertical, and overhead open V-groove welds.

29111-03 SMAW – Open-Root Pipe Welds (100 Hours)

Explains open-root pipe welds and how to set up welding equipment for making open-root pipe welds. Provides procedures for making 1G, 2G, 5G, and 6G open-root pipe welds.

Testing, Certification and Make up (10)

Total Class Hrs- 38.5

Total Lab Hrs – 402.5

Total Clock Hrs for Level 1 - 440

Structural and Pipe Welding Elite Training Program Modules for Welding Level II

MODULES

29201-03 Welding Symbols (8 Hours)

Identifies and explains the different parts of a welding symbol.
Describes different types of fillet weld, groove weld, and nondestructive examination symbols.
Explains how to read welding symbols on drawings, specifications, and welding procedure

29202-03 Reading Welding Detail Drawings (16 Hours)

Identifies and explains welding detail drawings. Describes lines, fills, object views, and dimensioning on drawings.
Explains how to use notes on drawings and the bill of materials.

29204-03 Air Carbon Arc Cutting and Gouging (16 Hours)

Describes air carbon arc cutting equipment and processes. Identifies the electrodes and safe operation of the equipment. Provides step-by-step instructions for performing air carbon arc cutting and gouging activities

29205-03 Plasma Arc Cutting (PAC) (8 Hours)

Explains plasma arc cutting equipment and safe work area preparation. Identifies correct amperage, gas pressures, and flow rates. Covers plasma-arc cutting methods for piercing, slotting, squaring, and beveling metals. Explains how to store equipment and clean the work area.

29206-03 GMAW and FCAW –Equipment and Filler Metals (16 Hours)

Describes general safety procedures for GMAW and FCAW. Identifies GMAW and FCAW equipment and explains the filler metals and shielding gases used to perform GMAW and FCAW. Explains how to set up and use GMAW and FCAW equipment.

29207-03 GMAW and FCAW – Plate (90 Hours)

Explains how to set up GMAW and FCAW equipment and build a pad of stringer beads and weave beads using filler metals and shielding gas. Explains procedures to perform GMAW Multi-pass fillet welds on plate in various positions.

29208-03 GTAW – Equipment and Filler Materials (16 Hours)

Explains GTAW safety. Identifies and explains the use of GTAW equipment, filler metals, and shielding gases.
Covers the setup of GTAW equipment.

29209-03 GTAW – Plate (90 Hours)

Describes how to pad in all positions using GTAW and carbon steel filler metal. Covers making multi-pass V-butt open-groove welds with carbon steel filler metal in the 1G, 2G, 3G, and 4G

Testing, Certification and Make up (10)

Total Class Hrs- 44

Total Lab Hrs – 196

Total Clock Hrs for Level 2 - 240

NOTES:

1. All classes with 12.5 or less hours have an average of 2 ½ hours of classroom instruction, plus 1 hour of testing. The remainder is demonstration, combined with hands-on and task oriented instruction.
2. All classes greater than 12.5 hours contain approximately 2 ½ - 5 hours classroom including the written tests. The remainder is "initial demonstration" and task oriented instruction under the direct supervision of the Certified Trainer.

Structural and Pipe Welding Elite Training Program Modules for Welding Level III

MODULES

29301-03 Preheating and Postweld Heat Treatment of Metals (8 Hours)

Explains preheating, inter-pass temperature control, and post-heating procedures that sometimes need to be done to preserve weldment strength, ductility, and weld quality. Covers the equipment used for heat treatment of metals.

NOTE: No performance tasks for this module - All classroom lecture

29302-03 Physical Characteristics and Mechanical Properties of Metals (8 Hours)

Explains physical characteristics, mechanical properties, composition, and classification of common ferrous and nonferrous metals. Identifies the various standard metal forms and structural shapes. Covers visual inspection, magnetic testing, and X-ray fluorescent spectrometry methods used to identify metals.

NOTE: No performance tasks for this module - All classroom lecture

29304-03 FCAW – Pipe (96 Hours)

Explains how to set up FCAW equipment. Covers the procedures and techniques used to make V-groove pipe welds with FCAW in the 1G-ROTATED, 2G, 5G, and 6G positions.

NOTE: 8 hours of classroom lecture which includes demonstrations. The remainder of class is task driven with booth instruction.

29305-03 GTAW – Carbon Steel Pipe (96 Hours)

Explains how to set up GTAW equipment. Covers the procedures and techniques used to make V-groove pipe welds with GTAW in the 1G-ROTATED, 2G, 5G, and 6G positions for carbon steel pipe.

NOTE: 8 hours of classroom lecture which includes demonstrations. The remainder of class is task driven with booth instruction.

29306-03 GTAW – Low-Alloy and Stainless Steel Pipe (96 Hours)

Explains how to set up GTAW equipment. Covers the procedures and techniques used to make V-groove pipe welds with GTAW in the 2G, 5G, and 6G positions for low-alloy and stainless steel pipe.

NOTE: 8 hours of classroom lecture which includes demonstrations. The remainder of class is task driven with booth instruction.

O.S.H.A. 10 Hr. Safety Class (10)

Testing, Certification and Make up (16)

Total Class Hrs- 49

Total Lab Hrs – 281

Total Clock Hrs for Level 1 - 330

Course Description and Objectives for the Manufacturing Welding course.

The Manufacturing Welding course is a minimum of 224 clock hours with the objective of providing the student with the instruction and skills training needed to be proficient at structural and pipe welding techniques.

Tuition and Fees:		Payment:
Registration:	\$ 125.00	All tuition and fees are payable for
*Materials:	\$.00	one (1) school term only.
Laboratory:	\$ 248.00	Payment is due prior to
Instructional Tuition:	\$ <u>3,227.00</u>	the start of the classes each term.
Total Cost	\$ 3,600.00	*Materials :

Are included in Instructional Tuition

Cost Break Down for the Manufacturing Welding course

Level 1	Cost
Safety Glasses	\$ 4.00
Welding Jacket	\$ 17.00
Face Shield	\$ 8.00
Welding Gloves	\$ 4.00
Welding Hood	\$ 47.00
12" Crescent Wrench	\$ 32.00
2lb or 3lb Hammer	\$ 21.00
Chipping Hammer	\$ 3.00
25' Tape Measure	\$ 24.00
2 - Brushes	\$ 2.00
Modules	\$ 86.00
Sub Total cost of supplies	\$ 248.00
Cost of Class	\$ 3,352.00
Total Cost of Level 1	\$ 3,600.00

* Cost subject to change

Manufacturing Welding

Elite Training Program Modules for Manufacturing Welding

Modules

Module 29101-03 Welding Safety (2.5 hours)

Covers safety equipment, protective clothing and procedures applicable to the cutting and welding of metals.

NOTE: No performance tasks for this module - All classroom lectures

Module 29202-03 Blue Print Reading and Weld Symbols (17.5 hours)

Identifies and explains welding detail drawings. Describes lines, fills, object views, and dimensioning on drawings. Explains how to use notes on drawings and the bill of materials.

NOTE: 4 hours of classroom lecture, which includes demonstrations. The remainder of class is task driven.

Module 29207-03 GMAW- Plate (12.5 hours)

Explains how to set up GMAW (MIG) equipment and build a pad of stringer beads and weave beads using filler metals and shielding gas. Explains procedures to perform GMAW Multi-pass fillet welds on plate in various positions.

NOTE: 1/2 hour of classroom lecture, which includes demonstrations. The remainder of class is task driven with booth instruction.

Module 29207-04 GMAW - Welded Joints (17.5 hours)

Explains how to weld lap joints, corner joints and tee-joints in various positions using the GMAW welding process.

NOTE: 1 hours of classroom lecture, which includes demonstrations. The remainder of class is task driven with booth instruction.

Module 29207-05 FCAW- Plate (14 hours)

Explains how to set up FCAW (fluxcore arc welding) equipment and build a pad of stringer beads and weave beads using filler metals and shielding gas.

NOTE: 1/2 hour of classroom lecture, which includes demonstrations. The remainder of class is task driven with booth instruction.

Module 29207-06 FCAW Welded joints (60 hours)

Explains how to weld lap joints, corner joints and tee-joints in various positions using the FCAW welding process.

NOTE: 1 hour of classroom lecture, which includes demonstrations. The remainder of class is task driven with booth instruction.

Module 29209-03 GTAW – Plate (20 hours)

Describes how to pad weld in all positions using GTAW (TIG) welding process with carbon filler wire.

NOTE: 1/2 hour of classroom lecture, which includes demonstrations. The remainder of class is task driven with booth instruction.

Module 29209 – 04 GTAW – Welded Joints (60 hours)

Explains how to weld lap joints, corner joints and tee-joints in various positions using the GTAW welding process.

NOTE: 1 hour of classroom lecture, which includes demonstrations. The remainder of class is task driven with booth instruction.

Note - Testing and Certification (20 hours)

Students will use entire week to test and certify also practice on modules they may have had trouble with in prior weeks of training.

Registration Fees

Elite Welding Academy requires a \$125.00 registration fee before we can process your application.

If you interrupt your training for more than 12 months, you must apply to reenter the training program. Additional fees may be charged when you reapply.

Student Aid

As of March 2007 Elite Welding Academy can not offer any Federal or Veterans Student aid. There is student loans available through SLM Financial Corporation. There is also limited Work Force Investment Act funding through the state of Ohio. Elite Welding Academy can provide financing for those who qualify. Please talk to your school contact for more information on these programs or if any new programs have been made available.

Cancellation and Refund Policy

Elite Welding Academy agrees to accept cancellations and make refunds according to the following:

An enrollment agreement may be cancelled within five (5) calendar days after the date of signing, provided the school is notified of the cancellation in writing. The school shall promptly refund (in-full) all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty (30) days after cancellation.

All monies paid by an applicant will be refunded if the applicant is rejected by the school.

Refunds

Any student who starts class and withdraws before the term is 15% completed will be obligated for 25% of tuition and refundable fees plus the registration fee.

Any student who starts class and withdraws after the term is 15% completed but before the term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee. Any student who starts class and withdraws after the term is 25% completed but before the term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.

Any student who starts the class and withdraws after the term is 40% completed **will not** be entitled to a refund of the tuition and fees.

In the case of documented student illness or accident, death in the family, or other circumstances beyond the control of the student, the student shall be entitled to special consideration and the school may settle the account for an amount which is less than that called for by the school's established policy.

Grades

Academic Standards:

Grades will be awarded on a four point scale. Students must maintain an average of 2.0 to remain in good standing.

3.5 to 4.0	Excellent Grade
3.0 to 3.4	Good Grade
2.5 to 2.9	Average Grade
2.0 to 2.4	Passing Grade
0 to 1.9	Unsatisfactory Grade

Each student is measured and graded in the following areas:

Welding Skill:

Welding skill tests are performed throughout the training. Each test is prepared and tested according to American Welding Society, American Petroleum Institute, American Society of Mechanical Engineers, or Elite Welding Academy qualification procedures.

Welding Knowledge:

The student will complete written knowledge tests after each phase of training.

Attendance Policy

All attendance and absences will be recorded.

Our attendance policy is driven by industry standards. Our students are expected to be on time for each class, to participate in each class and laboratory session, to honor break times, and to remain at the school through the completion of the scheduled daily activities and programs.

Legal Holidays

The school will observe the following legal holidays:

New Years Day, Independence Day, Labor Day
Thanksgiving Day, Christmas Day, Memorial Day

Enrollment Dates

Elite has classes starting in July and January for the Structural and Pipe Welding Course. The Manufacturing Welding course will start in October of 2007 and run every 8 weeks. Because of the nature of our classes it is hard to have a dedicated start date months in advance so please check with your school contact for exact start dates.

Student Complaint and Grievance Procedures

In the event a student has issues or complaints against the school, the steps for filing the complaint and resolving the problem is as follows:

- First Step: The student should address their concerns with the course instructor.
- Step Two: Discuss the matter with the School Director.
- Step Three: Should the school be unable to resolve the matter to the students

Satisfaction: The individual may contact the Executive Director at The State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, Ohio 43215, Phone 616-466-2752

Course and Program Tuition

Tuition and fees must be paid in advance at least one week prior to the start date of your first class. If payment in full is not received by this date, the student will not be allowed to start class unless acceptable arrangements are made with the school director.

Payment of all tuition and fees for students are payable in installments as follows:
For the **Structural and Pipe Welding course**

Level 1 (0 to 440 hours)	1 Payment of \$ 4,878.70
Level 2 (440 to 680 hours)	1 Payment of \$ 2,898.00
Level 3 (680 to 1000 hours)	1 Payment of \$ 3,446.00

Payment 1: \$ 4,878.70 1 week prior to the start of class

Payment 2: \$ 2,898.00 Due by the start of week 10 of class

Payment 3: \$ 3,446.00 Due by the start of week 16 of the class

For the **Manufacturing Welding course**

Level 1: (0 to 224 hours)	1 Payment of \$3,600.00
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Payment 1: \$3,600.00 1 week prior to the start of class

**Elite Welding School
9740 Near Drive
Cincinnati, Ohio 45246
(513) 874-2004**

**Enrollment Agreement
For Structural and Pipe Welding**

Student: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ S.S. Number _____

Tuition and Fees Structural and Pipe Welding Course

A registration fee of \$ 125.00 is required to apply for enrollment in the Elite Welding Academy program. This registration fee is a separate fee and not part of the course tuition and fees

Tuition and fees must be paid in advance at least one week prior to the start date of your first class. If payment in full is not received by this date, the student will not be allowed to start class unless acceptable financial arrangements are made with the school director.

Payment of all tuition and fees for students are payable by term installments as follows:

Term I (LEVEL I)

Tuition and Fees:	
Student Supplies:*	\$ 258.70
Tuition	\$ 4620.00

Term I Total Cost \$ 4878.70

Term II (Level II)

Tuition and Fees:	
Student Supplies:*	\$ 378.00
Tuition	\$ 2520.00

Term II Total Cost \$ 2898.00

Term III (Level III)

Tuition and Fees:	
Student Supplies:*	\$ 86.00
Tuition	\$ 3360.00

Term III Total Cost \$ 3446.00

Total Cost for Structural and Pipe Welding Course \$ 11,347.70

* See attached cost breakdown for student supplies by term (level).

Term 1 (0 to 440 hours)	1 Payment of \$ 4,878.70
Term 2 (440 to 680 hours)	1 Payment of \$ 2,898.00
Term 3 (680 to 1000 hours)	1 Payment of \$ 3,446.00

Payment 1:	1 week prior to the start of class
Payment 2:	Due by the start of week 10 of class
Payment 3:	Due by the start of week 16 of the class

Fee charges are subject to change at the schools discretion. Any fee increases will become effective for the school term following student notification of the increase.

Program: **Structural and Pipe Welding** Start Date: July 16th 2007

Expected Program Length: 1000 Hours 26 Weeks

Cancellation and Settlement Policy:

An enrollment agreement may be cancelled within five (5) calendar days after the date of signing, provided the school is notified of the cancellation in writing. The school shall promptly refund (in-full) all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty (30) days after cancellation.

Refund Policy:

Any student who starts class and withdraws before the term is fifteen per cent completed will be obligated for twenty-five per cent of tuition and refundable fees plus the registration fees.

Any student who starts class and withdraws after the term is fifteen per cent completed but before the term is twenty-five per cent completed will be obligated for fifty per cent of the tuition and refundable fees plus the registration fee.

Any student who starts class and withdraws after the term is twenty-five per cent completed but before the term is forty per cent completed will be obligated for seventy-five per cent of the tuition and refundable fees plus the registration fee.

Any student who starts the class and withdraws after the term is forty per cent completed will not be entitled to a refund of the tuition and fees.

Elite Welding School uses the refund policy as established in the Ohio Administrative Rule 3332-1-10.

Complaint or Grievance Procedure:

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school.

Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, Ohio 43215 Phone: (614) 466-2752; toll free: (877) 275-4219

I acknowledge that I have received a college catalog and agree with the school policies and procedures as stated. I acknowledge that I have received and have read a copy of this agreement.

Applicant Signature: _____ Date: _____

Parent or Guardian (if applicable): _____ Date: _____

School Representative: _____ Date: _____

Cost Break Down for the Structural and Pipe Welding course

Level 1	Cost
Safety Glasses	\$ 4.00
Welding Jacket	\$ 17.00
Face Shield	\$ 8.00
Welding Gloves	\$ 4.00
Welding Hood	\$ 47.00
Welding Ground	\$ 24.00
An Electrode Holder"Stinger"	\$ 15.00
12" Cresent Wrench	\$ 32.00
2lb or 3lb Hammer	\$ 21.20
Chipping Hammer	\$ 3.00
25' Tape Measure	\$ 23.50
2 - Brushes	\$ 2.00
Modules	\$ 58.00
Sub Total cost of supplies	\$ 258.70
Cost of Class	\$ 4,620.00
Total Cost of Level 1	\$ 4,878.70
Level 2	Cost
12" File	\$ 12.00
Complete Tig Rig	\$ 90.00
	\$
2- Flow Meters	150.00
2-50' Purge Hoses	\$ 40.00
Modules	\$ 86.00
Sub Total cost of supplies	\$ 378.00
Cost of Class	\$ 2,520.00
Total Cost of Level 2	\$ 2,898.00
Level 3	Cost
Modules	\$ 86.00
Sub Total cost of supplies	\$ 86.00
Cost of Class	\$ 3,360.00
Total Cost of Level 3	\$ 3,446.00
Total Cost of Supplies	\$ 722.70
Total Cost of all Classes	\$10,500.00
Total Cost of all 3 Levels	\$11,222.70

Elite Welding School
9740 Near Drive
Cincinnati, Ohio 45246
(513) 874-2004

Enrollment Agreement For
Manufacturing Welding Course

Student: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ S.S. Number _____

Tuition and Fees Manufacturing Welding Course

A registration fee of \$ 125.00 is required to apply for enrollment in the Elite Welding Academy program. This registration fee is a separate fee and not part of the course tuition and fees

Tuition and fees must be paid in advance at least one week prior to the start date of your first class. If payment in full is not received by this date, the student will not be allowed to start class unless acceptable financial arrangements are made with the school director.

Payment of all tuition and fees for students are payable by term installments as follows

Manufacturing Welding)

Tuition and Fees:	\$	125.00
Student Supplies:*	\$	248.
Tuition	\$	3,227

Total Cost \$ 3,600.00

Manufacturing Welding (0 to 224 hours) 1 Payment of \$ 3,600

Payment 1: 1 week prior to the start of class

Fee charges are subject to change at the schools discretion. Any fee increases will become effective for the school term following student notification of the increase.

Program: Manufacturing Welding Start Date: October 2007

Expected Program Length: 224 Hours 8 Weeks

Cancellation and Settlement Policy:

An enrollment agreement may be cancelled within five (5) calendar days after the date of signing, provided the school is notified of the cancellation in writing. The school shall promptly refund (in-full) all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty (30) days after cancellation.

Refund Policy:

Any student who starts class and withdraws before the term is fifteen per cent completed will be obligated for twenty-five per cent of tuition and refundable fees plus the registration fees.

Any student who starts class and withdraws after the term is fifteen per cent completed but before the term is twenty-five per cent completed will be obligated for fifty per cent of the tuition and refundable fees plus the registration fee.

Any student who starts class and withdraws after the term is twenty-five per cent completed but before the term is forty per cent completed will be obligated for seventy-five per cent of the tuition and refundable fees plus the registration fee.

Any student who starts the class and withdraws after the term is forty per cent completed will not be entitled to a refund of the tuition and fees.

Elite Welding School uses the refund policy as established in the Ohio Administrative Rule 3332-1-10.

Complaint or Grievance Procedure:

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school.

Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, Ohio 43215 Phone: (614) 466-2752; toll free: (877) 275-4219

I acknowledge that I have received a college catalog and agree with the school policies and procedures as stated. I acknowledge that I have received and have read a copy of this agreement.

Applicant Signature: _____ Date: _____

Parent or Guardian (if applicable): _____ Date: _____

School Representative: _____ Date: _____

Cost Break Down for the **Manufacturing Welding** course

Level 1	Cost
Safety Glasses	\$ 4.00
Welding Jacket	\$ 17.00
Face Shield	\$ 8.00
Welding Gloves	\$ 4.00
Welding Hood	\$ 47.00
12" Crescent Wrench	\$ 32.00
2lb or 3lb Hammer	\$ 21.00
Chipping Hammer	\$ 3.00
25' Tape Measure	\$ 24.00
2 - Brushes	\$ 2.00
Modules	\$ 86.00
Sub Total cost of supplies	\$ 248.00
Cost of Class	\$ 3,352
Total Cost of Level 1	\$ 3,600.00

* Cost subject to change

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