

**PUT A SPARK IN YOUR CAREER**



513-874-1410 / 888-272-3809

## **CATALOG**

# **Elite Welding Academy, LLC**

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**Elite Welding Academy, LLC is accredited by the  
Accrediting Council of Continuing Education and Training (ACCET # 1301)  
State of Ohio Board of Career Colleges and Schools (STATE REGISTRATION #06-11-180T)  
Approved for Veterans and Eligible dependents**



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This is to certify that the information contained in this publication is true and correct in content and policy.

Bob Reeves, Vice Present of Operations

*Elite Welding Academy, LLC does not discriminate on the basis of sex, ethnic origin or religion.*



## **ELITE WELDING ACADEMY, LLC CATALOG**

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## **Administration and Staff**

### **Mark Mosley - Controlling Member of Elite Welding Academy/ C.E.O. United Group Services**

Mark has been the controlling owner of Elite Welding Academy since 2006 and of United Group Services since 1982.

### **Dan Freese - EWA Managing Member / Owner & President – United Group Services**

Dan Freese has over 20 years in construction management and has been the President of United Group Services since 2003 and partial owner of Elite Welding Academy October 2013.

### **Bob Reeves - Vice President of Operations**

Bob Reeves is Vice President of Operations for Elite Welding Academy and Elite Pipe Welding Academy. He was the Director of Elite Welding Academy from 2006 until 2014 and is presently Interim Director of Elite Pipe Welding Academy in Houston, TX. He is recognized by the State of Ohio as a School Director. Bob also has over 16 years of Pipe Welding / Pipefitting experience and has Instructional experience with the State of Kentucky.

**F. Mike Rice CWI – Director of Instruction** Mike has over 25 years of welding and pipe fitting experience and supervisory skills. He is also a Certified Welding Inspector, a member of the American Welding Society and holds a 30 hour OSHA card. Mike began working full time for Elite Welding Academy in 2013. Mike works from our Houston, Texas branch.

### **Genois Thomas – Interim Director / Admission / Placement**

Genois received a Masters of Business Administration from Texas Southern University and a Bachelors of Arts from American InterContinental University in Human Resources. Genois has over 20 years of extensive administrative, director and executive experience, joining Elite Welding Academy in 2015.

### **Gail Goode - Financial Aid Director**

Gail received a Bachelor's of Arts from University of Cincinnati in Education. Gail has an extensive background in Administration as a manager, supervisor, and financial aid officer in both non-profit and for-profit institutions, joining Elite Welding Academy in 2016.

## **Faculty**

**Mike Senay - Lead Welding Instructor** Mike Senay has over 27 years of pipe welding and fitting experience and at least 10 years of instructional experience. He has held supervisory positions while employed at United Group Services. Mike holds numerous welding certifications including a 30 hour OSHA card through United Group Services. He has been trained as an NCCER instructor and is a member of the American Welding Society.

**Mark Jamison - Welding Instructor** Mark has been an employee of United Group Services as a pipe welder for 20 years. He began working with Elite Welding Academy in 2014. He has various welding certifications through United Group Services. He has worked in the field and in the shop environment.

**Shelly Gilbert – Welding Instructor** Shelly has 22 years of welding experience in both the shop and field. She was a United Group Services employee for 11 years holding various certifications with UGS before becoming and Elite Welding Academy instructor.

## **Advisor**

### **Karen Stewart Core Crew / Placement Advisor**

Karen has been with Elite Welding Academy since 2010. She has a background in staffing and recruiting through her work with Elite Craft Support, a temporary service for construction trades jobs. She is sales manager for Elite Craft Support

## **Elite Welding Academy, LLC**

Elite Welding Academy, LLC 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 in 2006 to train dedicated individuals to fill the growing demand for qualified structural and pipe welders in the construction and manufacturing industries. We are approved through the State Board of Career Colleges and Schools (#06-11-180T) since 2006 and also through the Accrediting Council of Continuing Education and Training (ACCET #1301) since 2011. We are approved for federal financial aid and are on the WIA list in surrounding counties. We are rated a Military Friendly School and approved for veterans and their eligible dependents. We are owned by Mr. Mark Mosley and Mr. Dan Freese.

### **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:**

Elite Welding Academy, LLC is located off of Dues Drive in Northern Cincinnati. Elite Welding Academy is easily accessible from Interstate 75 and Interstate 275.

The training facilities consist of one building that consists of over 7,000 square feet of lab, office and classroom space with 42 dedicated welding booths as well as cutting, grinding and prep areas. Welding booths are fully equipped with the latest welding power sources, tables and fixtures. An assortment of both carbon and stainless steel consumables are readily available. The school has two dedicated classroom areas for lectures and demonstrations as well as a break room and computer library.

### **Admission Requirements:**

- You must be at least 18 years or older and submit proof of a high school diploma or GED to be enrolled.
- You must be in good physical condition since welding is a physical activity. While physical handicaps do not preclude you from admission to the school, individuals with physical handicaps should consult with their physician and the school director to determine if the training requirements can be accomplished.
- You should be able to read, write, and understand English.
- It is strongly advised that your vision is tested and corrected prior to the program start date. This is not a requirement but this will assist you in being successful in your welding program.

### **Enrollment Dates:**

Elite Welding Academy has classes starting in **January, March, May, July, September and November** for the Structural and Pipe Welding Course. This course is 1000 hours, 26 weeks long and 40 hours per week. (**Note:** number of hours per week may vary depending on holiday schedule). 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 or view the schedules at [www.eliteweldingacademy.com](http://www.eliteweldingacademy.com).

### **Program offered by Elite Welding Academy, LLC:**

- Structural and Pipe Welding Program – 1000 hours/26 weeks/40 hours per week (Note: number of hours per week may vary depending on holiday schedule)

*Maximum number of students for a program will be 42 with a student to instructor ratio of 18 to 1*

### **Structural and Pipe Welding Program Description (1000 hours)**

The Structural and Pipe Welding program trains individuals for the following construction trades.

1. Pipe Welding in both the commercial and industrial industries
2. Structural Welding for the commercial and industrial industries
3. Manufacturing welding for the manufacturing industries

Graduates may find suitable employment in weld shops, manufacturing/production facilities, and commercial/industrial construction. Pipe welders can be found working in power plants, chemical plants, gas and oil pipe lines, ship yards, highway infrastructures, water companies, new building construction, and many other areas. Seasoned pipe welders can also be found teaching in career-technical centers. All areas of welding safety, welding equipment set-up, welding equipment maintenance and welding procedures in SMAW, GTAW, GMAW and FCAW will be discussed, demonstrated, and practiced.

The Structural and Pipe Welding Program is measured in clock hours. The program is divided into 4 terms with 250 clock hours in each term. The only prerequisite for this program is that you must provide proof of a high school diploma or GED. The program is 26 weeks long. A student will attend class 40 hours most weeks (Note: number of hours per week may vary depending on holiday schedule). There are a total of 165.5 lecture clock hours and 834.5 lab clock hours. The student to instructor ratio is 18 to 1. The maximum time for students to complete this program is the scheduled time of approximately 26 weeks. Steel toed boots are required.

Upon successful completion of this curriculum, the student will be given a Certificate of Completion for the Structural and Pipe Welding Program.

### **Class times for the Structural and Pipe Welding program**

The program will be held Monday thru Thursday from 7:30 a.m. to 4:30 p.m. and Friday from 7:30 am – 2:00 pm. Friday hours can vary. Check the class schedule for exact times. This program meets for 26 weeks at 40 hour per week of instruction plus ½ hour per day for lunch (Note: number of hours per week may vary depending on holiday schedule).

## Program Costs for the Structural and Pipe Welding Program per Term

\*Payment: Full payment for each term is due prior to the start of each term. Personal checks, money orders, scholarship checks, financial aid and agency payments are accepted.

<b>Registration Fee</b>	<b>\$100.00</b>
<b>TERM I</b>	
Definition	Cost
Total tools supplied for Term I and II (see tool list)	\$697.00
Term I NCCER Module #1	\$98.00
Lab Materials (c/s plate, 6" c/s pipe, rods)	\$471.00
Tuition (cost of class)	\$3,067.00
<b>Total for Term I - 250 clock hours</b>	<b>\$4,333.00</b>
<b>TERM 2</b>	
Lab Materials (2" c/s pipe coupons, c/s wire, gas)	\$545.00
Tuition (cost of class)	\$3,067.00
<b>Total for Term 2– 250 clock hours</b>	<b>\$3,612.00</b>
<b>TERM 3</b>	
Tools supplied for Term III and IV (see tool list)	\$435.00
Term III NCCER Module #2	\$98.00
Lab Materials (2" s/s pipe coupons, s/s wire, gas)	\$306.00
Tuition (cost of class)	\$3,067.00
<b>Total for Term 3 – 250 clock hours</b>	<b>\$3,906.00</b>
<b>TERM 4</b>	
Term IV NCCER Module #3	\$98.00
Lab Materials (2" s/s pipe coupons, s/s wire, gas)	\$282.00
Tuition (cost of class)	\$3,067.00
<b>Total for Term 4 – 250 clock hours</b>	<b>\$3,447.00</b>
<b>Total for Tuition, Modules, tools and Lab Materials for all Terms</b>	<b>\$15,298.00</b>

	<b>CLASSROOM HOURS</b>	<b>LAB HOURS</b>	<b>TOTALS</b>
<b>Term 1</b>	<b>34.5</b>	<b>215.5</b>	<b>250</b>
<b>Term 2</b>	<b>55</b>	<b>195</b>	<b>250</b>
<b>Term 3</b>	<b>30</b>	<b>220</b>	<b>250</b>
<b>Term 4</b>	<b>46</b>	<b>204</b>	<b>250</b>
<b>Total</b>	<b>165.5</b>	<b>834.5</b>	<b>1000</b>

## Structural and Pipe Welding Tool list

### Structural and Pipe Welding Tool List for Terms 1 and 2

Qty	Product Description	Cost ea.	Total
4	Safety Glasses, Starlite	\$ 1.60	\$ 6.40
1	Full Leather Welding Jacket	\$ 67.00	\$ 67.00
3	Elite Welding T-Shirts	\$ 10.30	\$ 30.90
1	Small MAG Flashlight	\$ 14.00	\$ 14.00
2	Stick Welding Gloves, 14" Leather	\$ 5.58	\$ 11.16
1	Welding Hood, Jackson 4.5 x 5.25	\$ 28.00	\$ 28.00
25	Lens Clear, for weld hood 4.5 x 5.25	\$ 0.80	\$ 20.00
5	Lens Shd 10, for weld hood 4.5 x 5.25	\$ 1.88	\$ 9.40
1	Fiber Metal, HP Faceshield Headgear	\$ 11.35	\$ 11.35
5	Faceshield, Clear Viser	\$ 2.95	\$ 14.75
2	C-Clamp 11", Locking Plier	\$ 11.38	\$ 22.76
1	Adjustable Wrench, 12"	\$ 13.94	\$ 13.94
1	Spud Wrench, Adjustable 10"	\$ 18.25	\$ 18.25
1	Tape Measure, 25'	\$ 4.95	\$ 4.95
2	Brush, Shoe Handle S/S	\$ 3.65	\$ 7.30
1	File, 14" Pipeliner	\$ 13.01	\$ 13.01
1	Chipping Hammer, Pearson wood handle	\$ 9.60	\$ 9.60
1	Sledge Hammer, 48oz. HK Handle	\$ 12.54	\$ 12.54
1	Side Cutter 9", Klein	\$ 26.50	\$ 26.50
1	Level Torpedo 9"	\$ 6.05	\$ 6.05
1	Welders Gearpack, BSX Revco	\$ 55.00	\$ 55.00
1	15'xAWG 1/0 W/SK-70 Male to A-532 Electrode Holder	\$ 64.28	\$ 64.28
1	15'xAWG 1/0 W/SK-70 Male to A-532 Ground Clamp	\$ 68.10	\$ 68.10
1	Grinder 4.5, 7.2 AMP MET	\$ 82.00	\$ 82.00
25	Grinding Wheel, 4.5 x .25 x 0.875	\$ 1.35	\$ 33.75
25	Cut off Wheel, 4.5 x .045 x 0.875	\$ 1.26	\$ 31.50
10	SAI 22030 Wheel 4.5 x 1/8 x 7/8	\$ 1.50	\$ 15.00
			\$ 697.49

**Due to OSHA and EWA/EPWA/EWASP safety standards student are required to use approved tools and personal protective equipment included the cost of tuition.**

### IMPORTANT NOTE CONCERNING TOOL MAINTANANCE:

These tools are your personal property and have been paid for as part of your tuition / tool costs  
 All tools and equipment must be in accordance with OSHA guidelines. Elite Welding Academy has the right to Lock and/or Tag Out any or all tools that are not maintained to OSHA standards. If any of your



tools become damaged, lost, or stolen during the course of your training, it will be your responsibility to replace or repair them to OSHA standards.

## Structural and Pipe Welding Program tool list for Terms 3 and 4

Qty	Product Description	Cost ea.	Total
1	Inspection Mirror, 1.25 Round	\$ 6.93	\$ 6.93
1	File, Half Round 12"	\$ 14.16	\$ 14.16
1	File, Smoth Mill 10"	\$ 7.61	\$ 7.61
2	Gloves, Tig Mustang	\$ 12.95	\$ 25.90
2	Brush, Shoe Handle S/S	\$ 3.65	\$ 7.30
3	Tungsten 1/8 x 7 2%TH GRD Box of 10	\$ 39.70	\$ 119.10
1	Tig Torch Head, Weldcraft	\$ 44.60	\$ 44.60
1	Hose, .25 x 10' Argon	\$ 21.56	\$ 21.56
1	Handle, Ribbed Weldcraft	\$ 6.55	\$ 6.55
1	Cable, Power 25' Rubber	\$ 39.76	\$ 39.76
1	Adaptor Power Cable	\$ 4.69	\$ 4.69
15	Cup Alumina #8 box of 10	\$ 0.90	\$ 13.50
6	Gas Lens 1/8	\$ 2.78	\$ 16.68
20	Collet 1/8	\$ 0.47	\$ 9.40
1	Cap Back Short	\$ 1.05	\$ 1.05
1	Cap Back Long	\$ 1.14	\$ 1.14
1	Insulator, for Gas Lens	\$ 1.30	\$ 1.30
1	Box Plastic Separator	\$ 6.17	\$ 6.17
1	Smith HRF1480-580 Argon Reg	\$ 72.00	\$ 72.00
2	Masking Tape 2"	\$ 2.26	\$ 4.52
1	Welper	\$ 11.08	\$ 11.08
			\$ 435.00

**Due to OSHA and EWA/EPWA/EWASP safety standards student are required to use approved tools and personal protective equipment included the cost of tuition.**

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# STRUCTURAL AND PIPE WELDING PROGRAM SYLLABUS

## ELITE WELDING ACADEMY, LLC

### Term 1 Structural and Pipe Welding NCCER Modules and Lab Hours

#### **29101 Welding Safety (10 class hours)**

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

#### **29102 Oxyfuel Cutting (6 class hours / 10 lab 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.

#### **29105 Base Metal Preparation (4 class hours / 7.5 lab 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,

#### **29107 SMAW – Equipment and Setup (3 class hours / 2 lab hours)**

SMAW and welding safety. Explains how to connect welding current and set up arc welding equipment and explain the tools used.

#### **29108 SMAW – Electrodes and Selection (2.5 class hours)**

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.

#### **29109 SMAW – Beads and Fillet Welds (5 class hours / 115 lab 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.

#### **29112 SMAW – Open V-Groove Welds (4 class hours / 76 lab 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.

**Note: All NCCER Modules are from the current NCCER editions**

**HANDS ON WELDING TEST: Structural Plate Test, Open-V Groove 3/8” plate – 3G and 4G (5 hours practice and testing)** Total Class Hours – 34.5 Total Lab Hours – 215.5

**Total Clock Hours for Term 1 - 250**



## **Term 2 Structural and Pipe Welding with NCCER modules and Lab Hours**

### **Welding and Construction Safety (15 class hours)**

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

### **29110 Joint Fit-Up and Alignment (10 class 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.

### **29301 SMAW – Open-Root Pipe Welds (10 class hours / 185 lab 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.

### **29106 Weld Quality (10 class 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.

### **OSHA Construction Safety and Health Certification Class (10 class hours)**

#### **HANDS ON WELDING TEST: 6” SCHEDULE 40 Carbon Steel 6G SMAW Pipe Weld**

(10 hours practice and testing) Class Hrs- 55 Lab Hrs – 195 **Total Clock Hours Term 2 – 250**

## **Term 3 Structural and Pipe Welding NCCER modules and Lab Hours**

### **Welding and Construction Safety (10 class hours)**

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

### **29207 GTAW – Equipment and Filler Materials (8 class hours / 40 lab hours)**

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

### **29208 GTAW – Plate (4 class hours / 65 lab hours)**

Describes how to weld in all positions using GTAW with 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.

### **29304 GTAW – Carbon Steel Pipe (8 class hours / 105 lab 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.

### **29201 Welding Symbols (5 class 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 Reading Welding Detail Drawings (5 class 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: All NCCER Modules are from the current NCCER editions**

#### **HANDS ON WELDING TEST: 2” Schedule 80 Carbon Steel 6G GTAW Pipe Weld**

(10 hours practice and testing) Class Hrs- 68 Lab Hrs – 182 **Total Clock Hours Term 3 – 250**

**Term 4 Structural and Pipe Welding NCCER modules and Lab Hours**

**Welding and Construction Safety (10 class hours)**

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

**29203 Physical Characteristics and Mechanical Properties of Metals (8 class 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**

**29204 Preheating and Postweld Heat Treatment of Metals (8 class hours)**

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

**29205 GMAW and FCAW –Equipment and Filler Metals (8 class hours / 2 lab 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.

**29206 GMAW – Plate (2 class hours / 35 lab 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.

**29206 FCAW – Plate (2 class hours / 36 lab hours)**

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

**29305 GTAW – Low-Alloy and Stainless Steel Pipe (8 class hours / 121 lab 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.**

**Note: All NCCER Modules are from the current NCCER editions**

**HANDS ON WELDING TEST: 2” Schedule 10 Stainless Steel 6G GTAW Pipe Weld**

**(10 hours practice and testing) Total Class Hours- 46 Total Lab Hours – 204**

**Total Clock Hours for Term 4 - 250**

# SCHOOL POLICIES

## Admission Process

All students must have the following in place before starting a program offered at Elite Welding Academy, LLC.

1. Complete a FAFSA application if you want assistance in paying for the Structural and Pipe Welding Program. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to access this free application. Enter our school name or our school number 042067. Call after 1 week of submitting you FAFSA to schedule a financial aid appointment at (513) 874-1410 or (513) 454-3200.
2. Complete an enrollment agreement and pay the \$100.00 registration fee.
3. Read and sign the State of Ohio Student Disclosure Form.
4. Provide a copy of a high school diploma or GED and be at least 18 years of age.
5. Provide payment for the first level of the program. If you are not paying cash, the first term of the Structural and Pipe Welding program must be paid in full prior to the first day of class. All financial documents, VA documents, or sponsoring agency documents must be completed and on file before the first day of class.
6. Attend class on the scheduled “first day” with **steel toed boots** and proper clothing.
7. It is suggested, but not required, to have a vision test before entering class.

## Registration Fees:

Elite Welding Academy, LLC requires a \$100.00 registration fee in order to process your application and to secure your spot in the class. 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.

## Cancellation 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. The school shall promptly fully refund 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 or the school cancels the program’s scheduled start date.

EWA uses our accreditor’s refund policy and the State of Ohio’s to determine any refunds/debt to Elite after a withdrawal

## ACCET Refund Policy:

1. Elite Welding Academy may retain an administrative fee associated with withdrawal or termination not to exceed \$100.
2. During the first week of classes, tuition charges will not exceed 10% of the stated tuition or maximum of \$1000.00. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

3. After the first week and through fifty percent of the period of financial obligation (term), tuition charges retained will not exceed a pro rata (%) portion of tuition for the training period (term) completed, plus 10% of the unearned tuition for the period of training that was not completed. (example below)
4. After fifty percent (50%) of the period of financial obligation (term) is completed, the institution may retain the full tuition.

**ACCET Refund Computation Sample:**

Term 2 is 7 weeks of training. Term 2 starts on May 19<sup>th</sup> and ends July 1<sup>st</sup>. **Tuition is \$2940 per term.** Last date of attendance if June 2<sup>th</sup>. Student is obligated for 3 weeks of attendance. Date of determination based on Elite Welding Academy’s attendance policy is June 4<sup>th</sup>. The percentage of tuition retained by the school is based on the portion of the program the student was attending when the student dropped or was dismissed.

Number of weeks student attended = 3 weeks	
Number of weeks student is financial obligated = 7 weeks	
Pro Rata portion completed based on 7 weeks = 3/7	= 42.9%
42.9% X \$2940 tuition	= \$1261.26
10% X \$1678.74 (unearned tuition)	= \$ 167.87
Owed to Elite Welding Academy	= \$1429.13
Refunded to student by July 3 <sup>rd</sup>	= \$1510.87

Both Elite/ACCET calculation and State of Ohio Refund Calculation will be performed and the determination which bests benefits the student will be used.

**ATTENTION Title IV Recipients**

**Return of Title IV Funds**

The law specifies how Elite Welding Academy, LLC must determine the amount of Title IV program assistance that has been earned if a student withdraws from school. The Financial Aid Office will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees.

The requirements for Title IV program funds when you withdraw are separate from Elite Welding Academy, LLC’s institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges.

A student may withdraw from Elite Welding Academy, LLC A student that has not called or attended class for 5 consecutive school days will be considered a drop or a withdrawn student. It is highly recommended that the student speak to a Financial Aid Advisor prior to withdrawing.

A student’s withdrawal date whether official or unofficial is defined as:

- 1) The last date of attendance for any student whether they make a decision to withdraw or cease attending all classes and have not provided Elite Welding Academy, LLC with his/her decision to withdraw. A student is considered withdrawn from Elite Welding Academy, LLC after 5 days of nonattendance with no communication with the school’s instructors or staff.



The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by dividing the total number of clock hours scheduled to be completed as of the withdrawal date in the period, by the total clock hours in the payment period.

For example, if the student withdrew at 114 scheduled clock hours of a payment period that has 500 clock hours, the student has completed 22.8% of the period and therefore has earned 22.8% of federal student financial aid that was disbursed or could have been disbursed. That means that 77.2% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid programs(s).

A student earns 100% of federal financial aid once he or she has completed more than 60% of the scheduled clock hours in the payment period.

If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal student financial aid program(s). In returning unearned funds, Elite Welding Academy, LLC is responsible for returning the portion of the excess equal to the *lesser of*:

- 1) The institutional charges for the payment period multiplied by the unearned percentage of funds,  
or
- 2) The entire amount of excess funds.

A student may be required to return excess unearned Title IV funds. However, if the excess unearned funds consist of Title IV loans, then the student repays the loan(s) in accordance with the terms and conditions of the promissory note. If the excess unearned funds consist of a Title IV grant, the student is required to repay only the portion which exceeds 50 percent of the amount of grant received over \$50.

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post-withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student.

If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student (or parent in the case of a PLUS loan) will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution, or disburse the excess loan funds directly to the student (or parent in the case of a PLUS loan). Elite Welding Academy, LLC has 30 days from the date of Elite Welding Academy, LLC's determination the student withdrew to offer the post-withdrawal disbursement of a loan to the student (or the parent in the case of a PLUS loan).

The student (or parent) has 14 days from the date Elite Welding Academy; LLC sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, Elite Welding Academy, LLC will make payment as soon as possible, but no later than 180 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student (or parent) does not respond to Elite Welding Academy, LLC's notification.

Once the unearned portion of the return of funds has been calculated, the Financial Aid Office will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew. The order of return is specified below. The unearned funds will be "charged back" to the student's tuition account, and this may result in unpaid tuition and fees. The student will then be billed for any unpaid institutional charges that result from the return of funds to

the Title IV programs, and will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full.

Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS
4. Federal Pell Grant

### **Transfer of Credits**

Elite Welding Academy (OH) / Elite Pipe Welding Academy (TX) Elite Welding Academy South Point (OH) programs are clock hour programs; therefore, we do not issue credits. The transfer of EWA's clock hours to another institution is determined exclusively by the receiving institution. EWA/EPWA will assist, per written request in transferring of transcripts, syllabi and course outlines to another institution.

To transfer credits to the Academy, a prospective student must complete a "Transfer of Credit Request Form" found at the school's administrative office. This completed form and a transcript from an accredited post-secondary institution or any courses offered outside the institutional setting, such as those offered in military, in the workplace, through apprenticeship and/or training programs, or other such programs recognized by the American Council on Education's (ACE) Center for Adult Learning and Education Credentials programs that indicates previous education in welding must be at the school's office 3 weeks before the program start date to be considered for transfer of credit. The transcript will be reviewed to determine if a student has taken courses in line with the Academy's Term 1 curriculum. Any options for earning credit through standardized examinations will not be considered due to the hands on nature of the program.

If the prospective student is determined to be a candidate for "transfer of credit", he/she will schedule the hands-on weld tests, the NCCER module tests and pay a \$100 testing fee. The \$100 testing fee covers the time of the tester, materials, and consumables. This should be scheduled at least the **day before first day of class** prior to the start date desired. **All parts of the "hands-on weld test" must be passed with a minimum score of 3 on the CWI scale and NCCER module tests must be passed with a 70% or better.** The module tests will be those covered in the first half of Term 1. All tests will be administered by a CWI and/or EWA instructor. If the prospective student passes **BOTH** the hands-on weld tests **AND** the module tests, the student will be credited 125 clock hours and a reduction of Term 1 tuition of \$1469.

**FINANCIAL AID:** If transfer of credit hours occurs, **please schedule an appointment with the Financial Aid Office** to determine what, if any, changes might affect your financial aid awards and eligibility.

### **PROCEDURE TO BE FOLLOWED WHEN APPEALING TRANSFER OF CREDIT:**

A written request to re-take the "hands on" welding tests should be given to the school's Director. The Lead Instructor along with the Director will determine whether this will be granted. You will be notified by telephone or e-mail of this decision. The cost for re-testing is \$100.

## Academic Standards / Grades

Grades on NCCER modules will be recorded as a percent. Students must maintain 70% or above on each module (or 2.0) to remain in good standing. Grades will only be given on written work. Students must also pass 3 hands-on welding tests given by a CWI. This welding score is based on the opinion of a Certified Welding Inspector.

### Written work scale

A= 93 to 100%	4.0	Excellent Grade
B= 84 to 92%	3.0	Good Grade
C= 70%-83%	2.0	Average Grade
F= below 70%		Failed

### CWI Scale:

5 Outstanding
4 Above Average
3 Average
2 or 1 Failed

Note: NCCER teacher's guide maintains a 70% as passing the NCCER modules.

## Welding Skill:

Welding proficiencies are monitored throughout the program. A welding proficiency test is given at the end of a term. The end of term welding proficiency test is prepared and tested according to standards outlined by the American Welding Society, the American Petroleum Institute, and the American Society of Mechanical Engineers. A 3 or better on the end of term weld test is considered passing.

## Satisfactory Progress

### Definition of Satisfactory Academic Progress

All enrolled students at Elite Welding Academy, LLC are required to maintain satisfactory academic progress towards meeting the established graduation requirements of the Structural and Pipe Welding program. All periods of enrollment count toward SAP including any periods when a student does not receive Title IV aid. EWA does not offer a separate summer program. **A student must meet each of the following qualitative and quantitative standards to demonstrate satisfactory academic progress:**

#### - Qualitative

- A student must have a minimum cumulative grade point average of C (70%) on all NCCER module tests, homework, quizzes and any other course assignments.
- A student must pass each "end of term" weld test as outlined in the syllabus. He/she must test at a level 3 or above on the CWI scale. A student cannot move to the next term without successfully passing the term "hands-on" weld test.

#### - Quantitative

- A student must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period.
- The 1000 hour Structural and Pipe Welding program academic year consists of 26 weeks of instruction for students enrolled, attending 40 clock hours per week (Note: number of hours per week may vary depending on holiday schedule). Attendance and academic progress are reviewed at the end of each module to determine if the student has maintained good standing in all areas. This determines if the student can continue in the program.

Any transferred credit approved by EWA (policy for transfer of Credits, page 16) would apply towards SAP for the first evaluation period of 500 hours. A student may retake a test or skills assessment an unlimited amount of time within the term they are in to pass within the time frame of that term. Repeated courses are counted towards qualitative and quantitative requirements, including maximum timeframe. All incomplete's count toward the maximum time frame of the program and completed and passed skills tests are required to complete the program. End of program assessment tests are required for graduation, however, students have up to 111% (1110 hours and 28 weeks) to pass all skills tests required for graduation. They are not charged extra for the additional time. Withdrawals due to failing skills testing would be required to apply for re-enrollment

for the entire program. Withdrawals due to attendance could under an approved appeal process be able to re-enroll.

### **ATTENTION: Title IV Eligible Students (Federal Financial Aid)**

Federal financial aid, also referred to as Title IV Funds, is awarded to a student contingent upon that student attending classes and successfully completing an entire payment period. Payment periods determine when funds are disbursed and the exact amount to be disbursed. There are two financial aid payment periods for the 1000 hour Structural and Pipe Welding Program. The first payment period is 0-500 clock hours and 13 weeks of the program, and the second payment period is 501-1000 clock hours and 26 weeks of the program, all in accordance with this Satisfactory Academic Progress Policy and other school published policies and procedures. Students exceeding the maximum time frame may be subject to administrative withdrawal and will lose eligibility for Federal Student Aid

### **Increments of Evaluation for Satisfactory Progress (All Students)**

Satisfactory progress is checked throughout the program but the official SAP is at the half way point of the program for all students and serves to determine eligibility of disbursements for students receiving Financial Aid (Title IV Funds):

Structural and Pipe Welding Program

- Students are evaluated within and at the end of each payment period for progress.
- Official SAP review is following the midpoint of the program (500 actual hours and week 13). Students will be provided progress reports containing both their academic (qualitative) and attendance (quantitative) results. This evaluation period will determine the continuation of payment of Title IV funds and any other government or State funding the student receives
- Students who are not at 90% attendance will be in unsatisfactory progress at this review.
- The maximum time frame is not to exceed 111% of the published length of the program measured in clock hours (1100 hours and 28 weeks). A student is allowed to miss 10% of the maximum program length.

Students exceeding the maximum time frame may be subject to administrative withdrawal and will lose eligibility for Federal Student Aid

### **Unsatisfactory Progress Report**

Any student not meeting SAP at the end of each payment period will need to submit an appeal to continue in the program and be determined to have a reasonable opportunity to achieve satisfactory progress before the end of the training period and the maximum time frame.

#### **Course Repetition**

A student may repeat a course they failed or did not complete. Repeated courses are counted towards qualitative and quantitative requirements, including maximum timeframe. The repeat grade will supersede any previous grade.

A student receiving federal financial aid who does not meet the satisfactory academic progress standards at the midpoint of their program will be ineligible for their Title IV funds at that time and be required to submit, and be granted, an appeal to have funding reinstated.

## **Appeal Process Financial Aid Recipients**

**The student must submit a written appeal within 24 hours of the unsatisfactory progress report receipt to be considered for probation. The appeal must be accompanied by any relevant documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress.** Only extraordinary conditions will be considered, such as an injury or illness of the student, the death of a relative or other special circumstances. Before an appeal may be granted, a written academic plan will be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

## **Appeal Process - All Students**

Any student, whether title IV or not, will follow the same procedure outlined above. The school director will assess all appeals and determine whether the student may be permitted to continue in the program on probationary status. The student will receive the written decision within five calendar days of the school's receipt of the appeal. The decision of the school director is final.

## **Probation**

Title IV aid eligibility will be reinstated in probationary status if the student's appeal is granted. **All students on probation will continue on their academic plan schedule and maintain their payment schedules as determined upon enrollment. They will continue on a probation status until either regaining satisfactory academic progress status by meeting the terms of their academic plan or regain satisfactory progress before the end of the program. If at any time during the probation status the student does not meet the terms of the academic plan, they will be dismissed and not eligible for appeal.**

## **Attendance Monitoring**

Attendance is essential to benefit from class and lab instruction. You are required to be on time for each class, stay for the duration of the class session and to fully participate in each lab and classroom session. Attendance, including being late, leaving early, cutting class, illness and any other absences will be **recorded in .25 increments** on your attendance grid. You will sign-in and out on the daily sign-in sheet. No other student can sign in or out for you. Breaks are pre-scheduled for each day and you are expected to return from breaks on time. If you are loitering in other areas, you may be counted absent for the time spent away from your assigned area (booths/classroom). Notify your instructor if you need to be away from your assigned area.

**You are expected to notify your instructor at 513-454-3253 when you are unable to report at your scheduled time regardless of the reason.**

## **Attendance / Probation / Dismissal Policies/Official and Unofficial Withdrawals**

1. You must attend 90% of a program's hours to receive a Certificate of Completion.
2. Attendance is monitored weekly during each term and at the end of each 250 hour term of the Structural and Pipe Welding Program. If you are absent or exceed 10% of a term (25 hours), you will meet with the Director to discuss your absences, and have an advising session which will include stipulations for improving attendance. This process will alert you to the possible loss of financial support from financial aid, VA, or an agency. It is EWA's goal to improve the student's ability to be successful in the program so that he/she can gain and maintain employment.

3. At the **midterm** of a program you **MUST** be at 90% attendance. This would be absences of no more than 50 hours out of 500 hours at or before midterm in the Structural and Pipe Welding Program. You will receive a Satisfactory Progress Report after week 13. **If you exceed these stated limits you will be required to submit an appeal. Additionally, your welding skill progress, program involvement and cause / proof for the absences will be reviewed by the Lead Instructor, and the Director. They will then determine whether you can move forward in the program on a “probation status”.**

**NOTE:** Elite Welding Academy reserves the right to deviate from the above policy in cases where student absences are so excessive at any evaluation point that the student cannot mathematically achieve a 90% by midterm or ½ of the program hours.

4. If you accumulate over 100 hours of absences (10% of the **program**) in the Structural and Pipe Welding Program, you will be **dismissed**.

5. You will also be considered **dismissed/withdrawn** if you have not called or attended class for five (5) consecutive days. You will be notified by mail of this action.

6. A withdrawal / dismissal date would be the last class date you attended. The date of determination would be the date that Elite Welding Academy determines that you have been absent without notice for five (5) consecutive days. The re-admittance procedure is applicable should you wish to return to class. Any sponsoring agencies will be notified of any termination or withdrawal.

7. If receiving Title IV funds, financial aid will not be disbursed and you will be responsible for payment of all tuition and fees for the applicable hours.

8. If receiving funding from other agencies, the school will notify the funding agency to interrupt the student's educational benefits if the student does not successfully appeal unsatisfactory progress or is dismissed due to conduct, or grades.

### **Make Up Policy:**

Make-up time is not guaranteed. **It is at the discretion of the instructor and school administrator.** These make-up hours will be recorded toward hours previously missed in any of the four Module terms. You are not eligible to attend make-up sessions until you are at or over 10% of a term or have a schedule modification due to “probation”. See Evaluation of Satisfactory Progress. Make up time is scheduled only on Fridays. One Saturday per term is made available for make-up time for those students with documented absences.

### **Academic Progress (Quantitative standards):**

If your grades fall below the minimum satisfactory requirements of 70% (3.0 GPA) on NCCER modules and level 3 on the welding tests, at any time before the official 501 hour SAP Evaluation, you will be allowed to take the end of level weld test 2 times within one week if needed at the end of each term. If consistent progress is not demonstrated by the student toward academic requirements, the student could be dismissed.

### **Policy for Granting a Certificate upon Satisfactory Completion of Training:**

A student who receives a 3 or above on the CWI scale for each end of term weld test (based on AWS Certification test standards), passes all NCCER module tests at 70% or above, has not missed more than 10% (100 hours) of the required training hours, and has met his / her financial obligations to the school will be given a Certification of Completion.

## **Leave Of Absence Policy**

If for any reason you must take a leave of absence, you must discuss this with the school's Director before leaving. This meeting will determine if the Leave of Absence will be granted. Documentation verifying this need for a Leave of Absence may be required. A leave of absence form will be given to you for your signature. If the leave of absence is no more than 2 weeks (80 hours of class), you will return to your original group with a change in your completion date. If the leave of absence is longer than 2 weeks, you will need to meet with the school's Director before returning to class. A weld skill evaluation will be conducted to determine your restart date after your leave of absence. The school's Director should be informed at least 14 days in advance of your intention to return to school so that appropriate placement can be determined. A student in the military may leave and return with verification of the military time but must notify the School Director at least 14 days in advance of returning. Should you decide not to return from the LOA, it is necessary to inform us in writing or e-mail. Any refund will be processed within 30 days of your notification to withdraw. If you have a financial obligation to Elite Welding Academy, an invoice for payment will be sent to you.

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

## **Conditions for Re-entrance:**

The student who desires re-admittance due to; withdrawal, dismissal, or a leave of absence, must first make an appointment with the School Director. The Director will determine if the student is eligible. Any returning student's weld skills will be re-evaluated to determine placement. The School Director will determine an appropriate start date by checking the past completion of NCCER modules and the results of a Welding Performance Worksheet. The student will begin class at the next start date of the term. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. A new student enrollment form would be filled out with the notation of the re-admittance date and programs costs for this re-admittance. Also any outstanding debt to the school should be met before re-admittance can occur.

## **Legal Holidays:**

The school will observe the following legal holidays: New Year's Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and Memorial Day

## **Student Placement**

Elite Welding Academy cannot guarantee employment or a starting rate of pay. All students that complete programs offered at Elite Welding Academy are entitled to placement assistance. School personnel will always be looking for employment for future and past graduates and will post those leads in the EWA classroom and e-mail graduates. Resume writing assistance is provided. Immediate access to Core Crew, a temporary service for trades' persons will add extra assistance in job search and placement. A graduate may request welding booth time for up to three months after graduation to practice for employment weld tests. When employment is secured, you will be asked to complete a "Placement Verification Form" or to telephone, email or text the employment information or call the academy. This can be sent to [breeves@EliteWeldingAcademy.com](mailto:breeves@EliteWeldingAcademy.com) that will then complete the form. A follow-up of your placement will occur after a student has been employed for 30 days.

## **Standards of Conduct Policy:**

Students are expected to act in a mature and focused manner. Any behavior that is disruptive to the educational environment or that is destructive to property is unacceptable and the student will be dismissed. A complete guide of the Student Code of Conduct for Elite Welding Academy will be given to you on the first day of class.

## **Drug and Alcohol Policy**

At this time drug testing is not required to obtain admission to Elite Welding Academy. At no time will any drug or alcohol use be allowed on school grounds.

Students are prohibited from:

1. Regardless of age, using, possessing or being under the influence of any alcoholic beverage, illegal drug or illegal substance, while on EWA premises.
2. Possessing paraphernalia used in connection with any drug or controlled substance.
3. Selling, purchasing or transmitting illegal drugs or controlled substances.

**Should it be determined that a student is in violation of this policy, he/she will be dismissed.**

## **Steps in Disciplinary Actions**

*First Offense:* Written document using the Student Advising Form. A EWA staff member will review the document with the student giving the student the opportunity to write a response. Both the student and the EWA representative will sign and date the document. A copy of the document will be given to the student and a copy will be placed in the student file.

*Second offense:* Written document using the Student Advising Form Student will meet with the school's Director to review the document Both the student and the Director will sign and date the document. A copy of the document will be given to the student and a copy will be placed in the student file. There is a possibility of expulsion at this time

*Third offense:* Written confirmation of the offense and meet again with the Director. This is an automatic one day suspension and a strong possibility of expulsion

**The School Director has the authority to dismiss any student who violates the school's published policies. A record of the expulsion will be maintained.**

## **Student Aid**

Title IV funding is available for those who qualify by applying online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). There is limited Workforce Investment Act (W.I.A.) funding through the Federal Government for those who qualify. To determine if you qualify for these funds call your county Ohio Means Jobs or Indiana Work Opportunities (WOTC). Elite Welding Academy has been approved for Veterans benefits for those who qualify. Personal checks, money orders and scholarship dollars are also accepted.

## **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 student's satisfaction, the individual may contact the following:

*ACCET Chair, Complaint Review Committee, 1722 n. Street, NW, Washington, DC 20036*

*Telephone: (202) 955-1113 or Fax to (202) 955-1118 or e-mail [complaints@accet.org](mailto:complaints@accet.org)*

**and/or**

*State Board of Career Colleges and Schools, 30 East Broad Street, 24<sup>th</sup> Floor, Suite 2481,  
Columbus, OH 43215 Phone number (614) 466-2752 Toll Free:(877) 275-4219*



## Student Services

Elite Welding Academy does not offer student housing or counseling. We have extended stay hotels near the facility and the school contact can provide you with assistance with contacting these facilities. Assistance with resume is available and immediate access to Core Crew, a temporary service for trade's persons will add extra assistance in job search and placement.

## Student Records

All students may set up an appointment with either the schools administration or School Director to view their records. Elite Welding Academy will not release any records unless written consent is given by the student. Elite Welding Academy will mail or fax a copy of any transcripts or copies of certificates free of charge to any student once written consent is given. Students currently in classes may review their transcripts with the instructor.

## Copyright Policy

No part of Elite Welding Academy's website, catalog or instruction materials can be used or reproduced in any form without written permission from Elite Welding Academy.

### WHAT YOU NEED TO KNOW:

If you reproduce, republish or redistribute something produced by someone else without the copyright holder's permission, there's a good chance that you are violating copyright laws.

- Copyright infringement can result in court-ordered damages for each act of infringement plus attorney fees. If the infringement is considered "criminal copyright infringement," it can result in fines and jail time. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines up to \$250,000 per offense. More information can be found at [www.copyright.gov](http://www.copyright.gov).
- Copyright is granted automatically. Registration and notice are recommended but no longer generally required by U.S. Law.
- Publicly available information such as material posted on the Internet is not necessarily free from copyright protection. Registration is required prior to filing suit for infringement.
- Copies of the Copyright and Fair Use guidelines are located on the bulletin board above the student computer station, in the 3 ring binder labeled "Student Information" and above the copier in the Elite Welding Academy office. If you are uncertain what can be duplicated, please check the guidelines or go to [www.copyright.gov](http://www.copyright.gov) for more extensive information.

## Waiver and Release of Liability

**Liability release.** While attending classes at Elite Welding Academy, student agrees that Elite Welding Academy is to be held absolutely free from all claims for injury that may be sustained by my person while I am on their premises.

## **Dress Code**

1. Fire resistant (FR) welding jacket or welding sleeves must be worn at all times.
2. Welding hood, safety glasses and FR welding gloves must be worn when welding.
3. Steeled toed boots must be worn at all times.
4. Long pants of a thick fabric such as denim must be worn.
  - a. No holes in pants
  - b. No fringed edges
  - c. Pants worn at hip level
5. Long sleeved shirt (cotton is best) or a weld jacket should be worn.
6. Short sleeved shirts with a minimum of a 3 inch sleeve can be worn along with welding sleeves.

## **Delinquent Collections Policy:**

If a student is paying cash, the amount for each term is due prior to the start of that term. A letter / invoice are given to the student as a reminder of payment. Failure to pay for the term will result in dismissal from the program. When all avenues for collections have been exhausted and all options to collect any outstanding debt, Elite Welding Academy refers the debt to an attorney for court processing

## **Inclement Weather Policy:**

If a level 2 emergency has been issued for Hamilton County and / or Butler County, Elite Welding Academy will be closed. Students should check this via TV or radio before leaving for class. The classroom instructor will also put a detailed closing message on the classroom phone. If you are in question of the school being open call 513-454-3253 / 513-454-3281.

## **Other Locations:**

Elite Pipe Welding Academy, LLC    Opened January 2015  
7119 Village Way, Houston, TX 77087  
713-640-1794    [www.elitepipeweldingacademy.com](http://www.elitepipeweldingacademy.com)

Elite Welding Academy, LLC    Opened November 2016  
1910 Country Road One, South Point, OH 45680  
513.874.1410    [www.eliteweldingacademy.com](http://www.eliteweldingacademy.com)

# ELITE WELDING ACADEMY EQUIPMENT LIST

Elite Welding Academy keeps the following items “IN-STOCK / ON HAND” at all times throughout the school’s scheduled classes.

## CLASSROOM ITEMS

2 color televisions	1 GMAW DVD	3 student computers with internet access
2 SMAW DVD’s	3 instructor computers with internet access	
1 DVD player	1 FCAW DVD	47 large tables
	1 White board	93 chairs

## WELDING BOOTHS AND EXHAUST SYSTEMS

38 – 5’ x 5’ individual welding booths	5 Grinding Tables
4 – 6’ x 8’ individual welding booths	2 – Field Welding “Tees” with fixtures

## WELDING / CUTTING EQUIPMENT

38 Miller CST welding machines	84 Argon / Nitrogen flow meters
4 Miller Syncrowave welding machines	2 Oxy/Acet. Cutting out-fits
6 Miller Millermatic 350P welding machines	1 Rod Oven
17 Miller Millermatic 350 welding machines	1 Bulk tank of Nitrogen
1 Bulk tank of Argon	

## POWER TOOLS

2 = rigid 1224 pipe beveling machines	1 – DO-ALL band saw
4 – 4 ½ “ DeWalt angle grinders	2 – 7” grinder
2 – Milwaukee die grinders	
2 = Milwaukee port-a-bands	
2 – 6” Metabo angle grinders	

## NORMAL MATERIALS “IN-STOCK”

6” sch. 40 carbon steel pipe	2” sch. 80 carbon steel pipe	2” sch. 10 stainless steel pipe
¼”x3” carbon steel flat stock	3/8”x8” carbon steel flat stock	

## NORMAL CONSUMABLES

¼”x4” grinding wheels	¼”x7” grinding wheels	2 ”flapper wheels	1/8” 2% tungsten
1 box earplugs	face shields	welding gloves	leather work gloves
Wire brushes	1/16” ER70s tig wire	3/32” ER70s tig wire	1/8: ER70s tig wire
1/16” 380L tig wire	3/32” 380L tig wire	1/8” 380L tig wire	.035 GMAW wire
.045 FCAW wire	1/8” E7018	3/32” E7018	1/8” E6010

## DESTRUCTIVE TESTING EQUIPMENT

1 – Enerpac Weld Coupon bending machine

## CLEANING SUPPLIES

4 trash cans  
5 dustpans

## FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- The right to provide written consent before personally identifiable information (PII) from the student's education records is released, except to the extent that FERPA authorizes disclosure without consent.
- The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.
- 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

- To other school officials, including teachers, within the [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency,
- Information the school has designated as “directory information”
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

Elite Welding Academy, LLC  
 4670 Dues Drive  
[163782896980714](http://www.facebook.com/Elite-Welding-Academy-163782896980714)  
 9740 Near Drive (mailing)  
 Cincinnati, Ohio 45246 (513) 874-1410

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
 Facebook: [www.facebook.com/Elite-Welding-Academy-163782896980714](http://www.facebook.com/Elite-Welding-Academy-163782896980714)  
 Webpage: [www.EliteWeldingAcademy.com](http://www.EliteWeldingAcademy.com)

**Structural and Pipe Welding Enrollment Agreement (1000) Please print**

Student \_\_\_\_\_ Date \_\_\_\_\_  
 Student's Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_ Jacket Size \_\_\_\_\_ Glove size \_\_\_\_\_  
 Did you complete High School or receive a G.E.D? \_\_\_\_\_ Year \_\_\_\_\_

**Structural and Pipe Welding Course – 1000 hours / 26 weeks**  
**Class times: Monday-Thursday 7:30-4:30 Friday: 7:30-2:00**

**Tuition and Fees: A registration fee of \$100 is required to apply for enrollment in the Elite Welding Academy program. This registration fee is due prior to the first day of class. Payment arrangements and admissions requirements must be completed and verified to be considered fully enrolled.**

Registration Fee		\$100.00		
Term	Tuition	Books/Supplies	Tools	Total
1 (250 hrs.)	\$3067	\$569.00	\$697.00	\$4333.00
2 (250 hrs.)	\$3067	\$545.00	\$0.00	\$3612.00
3 (250 hrs.)	\$3067	\$404.00	\$435.00	\$3906.00
4 (250 hrs.)	\$3067	\$380.00	\$0.00	\$3447.00
Subtotal:				\$15,298.00
TOTAL with registration fee:				<b>\$15,398.00</b>

Any (out of pocket) payments are payable by term installments as follows:

- Term 1 payment due            On or before the first day of class
- Term 2 payment due            On or before the first day of week 7
- Term 3 payment due            On or before the first day of week 14
- Term 4 payment due            On or before the first day of week 20

Costs will not be altered for the program once a student has enrolled in the program. Program costs could be changed for the next program date.

**ACCEPTABLE METHODS OF PAYMENT:**

Cash    Check    VA    WIET    FA (Title IV) DOE    Money Order    Credit/Debit Card via PAYPAL

*Elite Welding Academy, LLC does not discriminate on the basis on sex, race, ethnic origin or religion.*

### **Cancellation and Settlement 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. The school shall promptly fully refund 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 or the school cancels the program's scheduled start date.

EWA uses our accreditor's refund policy and the State of Ohio's to determine any refunds/debt to Elite after a withdrawal

### **ACCET Refund Policy:**

1. Elite Welding Academy may retain an administrative fee associated with withdrawal or termination not to exceed \$100.
2. During the first week of classes, tuition charges will not exceed 25% of the stated tuition or maximum of \$1000.00. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
3. After the first week and through fifty percent of the period of financial obligation (term), tuition charges retained will not exceed a pro rata (%) portion of tuition for the training period (term) completed, plus 10% of the unearned tuition for the period of training that was not completed. (example below)
4. After fifty percent (50%) of the period of financial obligation (term) is completed, the institution may retain the full tuition.

### **ACCET Refund Computation Sample:**

Term 2 is 7 weeks of training. Term 2 starts on May 19<sup>th</sup> and ends July 1<sup>st</sup>. **Tuition is \$3067 per term.**

Last date of attendance is June 2<sup>th</sup>. Student is obligated for 3 weeks of attendance for that term.

The percentage of tuition retained by the school is based on the portion of the program the student was attending when the student dropped or was dismissed. Number of weeks student attended = 3 weeks of a term

Number of weeks student is financial obligated = 7 weeks

Pro Rata portion completed based on 7 weeks =  $3/7 = 42.9\%$

42.9% X \$2940 tuition = \$1261.26

10% X \$1678.74 (unearned tuition) = \$ 167.87

Owed to Elite Welding Academy = \$1429.13

### **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 ACCET Chair, Complaint Review Committee, 1722 N. Street, NW, Washington, D.C. 20036 Phone: (202) 955-1113 **and/or to** Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, 24<sup>th</sup> Floor, Suite 2481, Columbus, OH 43215 Phone: (614) 466-2752; toll free: (877) 275-4219

**Liability Release** While visiting or attending classes at Elite Welding Academy, I agree that Elite Welding Academy is to be held absolutely free from all claims for injury that may be sustained by my person while I am on their premises.

**Employment**

I understand that upon successful completion of my training program, this school will provide placement assistance. However, I understand that the school does not guarantee any graduate a job. I have not been guaranteed employment or been guaranteed to earn a specific salary range upon graduation

**Gainful Employment Disclosure**

I have received a copy of current gainful employment information.

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

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Representative: \_\_\_\_\_ TITLE \_\_\_\_\_ Date: \_\_\_\_\_

By signing the above you agree that this becomes a legal and binding agreement. You also agree that you have read and understand the State of Ohio disclosure agreement, enrollment agreement, cancelation policy, refund policy and the catalog.

\*\*\*\*\*

(C) Prior to completing an enrollment agreement, all potential students enrolled in an Ohio school must review and complete the state board of career colleges and schools student disclosure form or online student disclosure form as required by the board.

**STATE OF OHIO**  
**BOARD OF CAREER COLLEGES AND SCHOOLS**  
30 East Broad Street, 24<sup>th</sup> Floor, Suite 2481, Columbus, OH 43215  
(614) 466-2752 Fax (614) 466-2219  
Toll Free (877) 275-4219  
E-mail: [bpsr@scr.state.oh.us](mailto:bpsr@scr.state.oh.us) Website: <http://www.scr.ohio.gov/>

**State of Ohio Student Disclosure Form**

**Elite Welding Academy** is registered with and approved by the State Board of Career Colleges & Schools

**1. Self-Enroll**

Students must complete the course and attest to having seen and understanding the information before the enrollment process has been completed.

a. Register @ <https://oh-student-course-info.edvera.com/> (This link will be emailed to student)

b. This disclosure must be completed before the first day of class

**2. Certificate**

Students will receive a copy of their completion certificate in an email after they have completed the course. Students will also be able to access the certificate by logging into their account and viewing their “Notifications” in the upper right hand corner of the page below their user name

**3. \*Is there a cost for the course**

No.

\*EWA/EWASP **does not** receive or collect any funds, fees, or profits for processing disclosure form(s)

PSR 0017 (Revised 12/07) (07/14) (10/14)(03/17)