



CATALOG

Elite Welding Academy

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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 (#06-11-1802T)
Approved and Regulated by the Texas Workforce Commission, Career Colleges and Schools (# S4526)
Kentucky Commission of Proprietary Education (KY-NR-0512) (KY-NR-0519)
West Virginia Council for Community and Technical College Education
Indiana Office for Career and Technical Schools
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.

Geno Thomas, Executive Director
Elite Welding Academy, LLC does not discriminate based on sex, ethnic origin, or religion.



ELITE WELDING ACADEMIES, LLC CATALOG

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Executive Staff

Dan Freese - Controlling Member of Elite Welding Academy/ C.E.O. United Group Services Dan Freese has over 30 years in construction management and has been the President of United Group Services since 2003 and partial owner of Elite Welding Academy in 2006.

Troy Norvell - COO Troy brings over 35 years of construction industry experience to United. His career has transitioned from field laborer to several executive positions, including President, Senior Vice President, and now Chief Operating Officer. Troy joined the United team in 2019 and brings a passion for teamwork, customer service, exceptional project execution, and operational excellence. He appreciates aggressive challenges, that require a culture of high expectations, that allows for top performers to flourish and to consistently deliver positive results.

Jackie Montgomery – President Jackie received a Master of Science, Accounting and a Master of Business Administration from Northeastern University. Jackie joined Elite Welding Academy in 2021 and brings over thirty years of experience in business and operations management. After 11 years with a big four accounting firm, Jackie’s career has spanned senior management roles in finance, operations, and compliance departments of both public and private companies.

Genois Thomas – Executive Director Genois received a Master of Business Administration from Texas Southern University and a Bachelor of Administration from American InterContinental University in Human Resources. Genois has over 28 years of extensive administrative, director, and executive experience, joining in 2015.

F. Michael Rice CWI/ CWE Director of Instruction Mike has over 20 years of pipe welding and pipefitting experience and at least 7 years of instructional experience. He is an OSHA instructor, also certified as an ASNT Level II VT and Scaffold Training Institute Trainer. He is the Testing Supervisor and Manager for our AWS Accredited Test Facility, NCCER instructor, and is a member of the American Welding Society. Joining in 2012

Gail Goode - Financial Aid Director Gail received a Bachelor of Arts from the University of Cincinnati in Education. Gail has an extensive background in Administration as a manager, supervisor, and 22 years of Title IV Administration as financial aid director in both non-profit and for-profit institutions, joining in 2016.

Administration Staff

<p>Garcia, Susan – Financial Aid Administrator Susan Received an associate degree in Business Management from Kaplan University. She has 10 years of experience working as a financial aid advisor plus 8 years managing a financial aid department for several for-profit colleges and universities. Joining July 2021</p>	Houston
<p>Ginn, Angela - Administrative Assistant Angela has over 15 years of case management experience with the State of Texas Family Service Department. Over 27 years of social service skills with the State of Texas, and a graduate of Ole Miss, BBA-Marketing. Joining in 2019.</p>	Houston
<p>Hathaway, Bobby Admission Director Bobby has 30 years of experience in the pipe and structural welding field GTAW, SMAW, GMAW, FCAW & SAW processes. Has 15 years' experience as an Instructor/Trainer in Welding and Fabrication. He is a member of the American Welding Society, holds an Instructor Certification with the NCCER, joining in 2019</p>	Houston
<p>Martin, Daniel - Admission Administrator, Daniel has 14 years of recruiting and marketing in various fields, 10 years Department of Human Services field supervisor, a member of NLC for the past 5 years for the leadership of an America. joining in 2019.</p>	Cincinnati
<p>Renzi, Jessica – Administrative Assistant/Placement Jessica has an Associate's in Education at Morehead State University and Ashland Community and Technical College. She has an extensive background in administration as a business owner, manager, and administrative assistant in various fields, and educational background as a substitute teacher for the Russell Independent School District, joining in 2020</p>	South Point
<p>Wilson, Jennifer – Bursar/Administrator Assistant -Jennifer has worked as a Manager for the State of New York for Individuals with Developmental Disabilities for 15 plus years. She relocated to Ohio in 2018 to be closer to family and worked as the Executive Director/Care Coordinator for a Home Health Company throughout the pandemic. She joined EWA in November 2021.</p>	Cincinnati

Facility

<p>Barnett, Guy – Instructor, Guy worked in the pipe welding industry for 25 years from pipe fitting, structural welding, combo pipe welder for some of the leading companies around Gulf Coast Region and held positions such as leadman and welding foreman, completed at Alvin Community College for Boilermaker structural welder and Brazosport Community College for advance pipe welding NCCER joining in 2020</p>	Houston
<p>Farley, Zachary – Instructor/Placement Coordinator, Zachary Farley has 3 years of pipe welding experience. Zachary graduated from Elite Welding Academy where he started his pipe welding career with Turner Industry before returning to Elite Welding Academy and joining the team has a level 1 instructor joining in 2019</p>	Houston
<p>Frazier, Michale - Lead Instructor Michale Frazier has over 24 years of pipe welding and fabrication experience, and one (1) year of experience as a Saturday welding school instructor with Untied Group Services in Cincinnati, Ohio. Michale has held a piping foreman’s position for several industrial companies and fabrication shops. Joining in 2017</p>	Houston
<p>Kessinger, Andrew – Lead Instructor Andrew has 15 years of experience in welding pipe and structural. He is a shop foreman at a major manufacturing company, has OSHA 10 certification, worked with boilermakers, and has 15 years of experience in MIG TIG and stick, joining in 2018</p>	South Point
<p>Kiosks, Tony - Instructor Tony worked with McGinnis INC he was a welder fitter from 85-01 and welder fitter at AK steel from 2001 to 2018 and works with Pickett concrete as a welding and fabrication for 30 plus years also has his own welding business Kouskos welding, joining in 2019</p>	South Point
<p>Senay, Mike - Lead Welding Instructor Mike Senay has over 35 years of pipe welding and fitting experience and at least 15 years of instructional experience. He has held supervisory positions while employed at Untied 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. Joining in 2012</p>	Cincinnati
<p>Woolwine, M. Ben – Welding Instructor Ben is a certified pipe welder. He has been an employee of United Group Services as a pipe welder for over 5 years. Ben graduated from the Elite Welding Academy in October 2014. years teaching experience Joining in 2019</p>	Cincinnati

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 the Accrediting Council of Continuing Education and Training (ACCET #1301) since 2011. We are approved for federal financial aid and are on the WIOA 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:

Providing a welding education that strives to prepare students for real-life work conditions, with students receiving quality instruction in the lab and classroom. Operating a program that places emphasis on each student's skills and development.

Facilities:

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

The education facilities consist of one building that consists of over 7,000 square feet of lab, office, and classroom space with 57 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.

Elite Welding Academy- South Point, LLC is located off County Road 1 in South Point, Ohio. Elite Welding Academy - is easily accessible from US52

The education facilities consist of two buildings that consist of over 3,000 square feet of lab, office, and classroom space with 19 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 a dedicated classroom area for lectures and demonstrations as well as a break room

Elite Welding Academy, LLC, is at 7119 Village Way Houston, TX, 77087. It is conveniently located near both I-45 and I-610.

The education facilities consist of over 9500 square feet of training area with 69 dedicated welding booths as well as cutting 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 dedicated classroom areas for lectures and demonstrations as well as break rooms and a dedicated computer.

The programs offered by Elite Welding Academy, LLC:

- Structural and Pipe Welding Program – 1000 hours/26 weeks/40 hours per week/ ½ lunch/2-10min break **DAY**
- Structural and Pipe Welding Program – 1000 hours/44 weeks/24 hours per week/2-10min break **NIGHT**
- Manufacturing Welding Program South Point– 240 hours/11 weeks/24 hours per week/2-10min break **NIGHT**
- Downhill Welding Program Houston– 240 hours/11 weeks/24 hours per week/2-10min break **NIGHT**
- Downhill Welding Program Houston–240 hours/6 weeks/40 hours per week/ ½ lunch/2-10min break **DAY**

(Note: number of hours per week may vary depending on holiday schedule)

The maximum number of students for a program will be 54 with a student to instructor ratio of 18 to 1

Enrollment Dates:

DAY Elite Welding Academy has classes starting in **January, March, May, July, September,** and **November** for the Structural and Pipe Welding program. This Program is 1000 hours, 26 weeks long, and 40 hours per week.

DAY Elite Welding Academy, Houston Campus has classes starting in **January, March, May, July, September,** and **November** for the Downhill Welding program. This Program is 240 hours, 6 weeks long, and 40 hours per week.

NIGHT Elite Welding Academy has classes starting in **January, March, May, July, September,** and **November** for the Structural and Pipe Welding program. This Program is 1000 hours, 44 weeks long, and 24 hours per week.

NIGHT Elite Welding Academy Houston Campus Only has classes starting in **January, March, May, July, September,** and **November** for the Downhill Welding program. This course is 240 hours, 11 weeks long, and 24 hours per week.

NIGHT Elite Welding Academy South Point Campus Only has classes starting in **January, March, May, July, September,** and **November** for the Manufacturing Welding program. This course is 240 hours, 11 weeks long, and 24 hours per week.

Legal Holidays:

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

(**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.

Structural & Pipe Welding Day Class	
Start Date (m/yr.)	End Date (m/yr.)
November 2021	April 2022
January 2022	June 2022
March 2022	August 2022
May 2022	October 2022
July 2022	December 2022
September 2022	March 2023
November 2022	April 2023

Structural & Pipe Welding Night Class	
Start Date (m/yr.)	End Date (m/yr.)
November 2021	September 2022
November 2021	September 2022
January 2022	June 2022
March 2022	August 2022
May 2022	October 2022
July 2022	December 2022
September 2022	March 2023

Manufacturing Welding Night Class	
South Point Campus Only	
Start Date (m/yr.)	End Date m/yr.)
November 2021	January 2022
January 2022	March 2022
March 2022	May 2022
May 2022	July 2022
July 2022	September 2022
September 2022	November 2022
November 2022	January 2023

Downhill Welding Night Class	
Houston Campus Only	
Start Date (m/yr.)	End Date m/yr.)
July 2022	September 2022
September 2022	November 2022
November 2022	January 2023

Downhill Welding Day Class	
Houston Campus Only	
Start Date (m/yr.)	End Date m/yr.)
July 2022	August 2022
September 2022	October 2022
November 2022	December 2022

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 pipelines, shipyards, 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.

DAY The Structural and Pipe Welding Program is measured in clock hours. The program is divided into 4 sessions with 250 clock hours in each session. 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 is 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.

NIGHT The Structural and Pipe Welding Program is measured in clock hours. The program is divided into 4 sessions with 250 clock hours in each session. The only prerequisite for this program is that you must provide proof of a high school diploma or GED. The program is 44 weeks long. A student will attend class 24 hours most weeks (Note: number of hours per week may vary depending on holiday schedule). There is 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 44 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

DAY CLASS 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 hours per week of instruction plus ½ hour per day for lunch (Note: number of hours per week may vary depending on holiday schedule).

NIGHT CLASS program will be held Monday thru Thursday from 4:30 p.m. to 10:30 p.m. Check the class schedule for exact times. This program meets for 44 weeks at 24 hours per week of instruction. (Note: number of hours per week may vary depending on holiday schedule).

Manufacturing Welding/SP Program Description (240 hours) South Point Campus Only

The Manufacturing Welding/SP program trains individuals for the following construction trades.

1. 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. Welders can be found working in power plants, chemical plants, shipyards, highway infrastructures, water companies, new building construction, and many other areas. All areas of welding safety, welding equipment set-up, welding equipment maintenance, and welding procedures in SMAW, GMAW, and FCAW will be discussed, demonstrated, and practiced.

The Manufacturing Welding/SP Program is measured in clock hours. The program is 240 clock hours. The only prerequisite for this program is that you must provide proof of a high school diploma or GED. The program is 11 weeks long. A student will attend class 24 hours most weeks (Note: number of hours per week may vary depending on holiday schedule). There is a total of 12 lecture clock hours and 228 lab clock hours. The student to instructor ratio is 19 to 1. The maximum time for students to complete this program is the scheduled time of approximately 11 weeks. Steel-toed boots are required supplied by the student.

Upon successful completion of this curriculum, the student will be given a Certificate of Completion for the Manufacturing Welding/SP Program.

Class times for the Manufacturing Welding/SP program

The program will be held Monday thru Thursday from 4:30 p.m. – 10:30 p.m. This program meets for 11 weeks at 24 hours per week of instruction plus ½ hour per day for lunch (Note: number of hours per week may vary depending on holiday schedule).

Downhill Welding Program Description (240 hours) Houston Campus Only

The Downhill Welding program trains individuals for the following construction trades.

1. Welding in both the commercial and industrial industries
2. Downhill welding for the pipeline industries

Graduates may find suitable employment in weld shops, manufacturing/production facilities, and commercial/industrial construction. Welders can be found working in power plants, chemical plants, shipyards, highway infrastructures, water companies, new building construction, pipelines, and many other areas. All areas of welding safety, welding equipment set-up, welding equipment maintenance, and welding procedures in SMAW, will be discussed, demonstrated, and practiced.

The Downhill Welding Program is measured in clock hours. The program is 240 clock hours. The prerequisite for this program is a hands-on welding test consisting of one of the following:

- a. 6" Sch.80 pipe weld in the 6G position using E6010 electrode for the root pass and E7018 electrode for the fill and cover passes. Completed weld will then be subject to a visual inspection by an Elite Welding Academy instructor to determine a pass or fail. The "end of term hands-on weld test" form will be used to determine a final score. A score of 3 or higher is passing.
- b. 6" Sch.80 pipe weld in the 5G position using E6010 electrode running downhill for the root, fill, and cover passes. Completed weld will then be subject to a visual inspection by an Elite Welding Academy instructor to determine a pass or fail. The "end of term hands-on weld test" form will be used to determine a final score. A score of 3 or higher is passing.

You must provide proof of a high school diploma or GED. The program is 11 weeks long. A student will attend class 24 hours most weeks (Note: number of hours per week may vary depending on holiday schedule). There is a total of 12 lecture clock hours and 228 lab clock hours. The student to instructor ratio is 19 to 1. The maximum time for students to complete this program is the scheduled time of approximately 11 weeks. Steel-toed boots are required supplied by the student.

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

Class times for the Downhill Welding/SP program

NIGHT CLASS program will be held Monday thru Thursday from 4:30 p.m. – 10:30 p.m. This program meets for 11 weeks at 24 hours per week of instruction plus ½ hour per day for lunch (Note: number of hours per week may vary depending on holiday schedule).

DAY CLASS 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 6 weeks at 40 hours 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 Session Houston TX

*Payment: Full payment for each session is due before the start of each session. Personal checks, money orders, scholarship checks, and agency payments are accepted.

Registration Fee	\$100.00
SESSION I	
Definition	Cost
Total tools supplied for Session I and II (see tool list)	\$1027.00
Lab Materials (c/s plate, 6" c/s pipe, rods)	\$756.00
Tuition (cost of class)	\$3175.00
Total for Session I - 250 clock hours	\$4,958.00
SESSION 2	
Lab Materials (2" c/s pipe coupons, c/s wire, gas)	\$756.00
Tuition (cost of class)	\$3175.00
Total for Session 2– 250 clock hours	\$3,931.00
SESSION 3	
Tools supplied for Session III and IV (see tool list)	\$549.00
Lab Materials (2" s/s pipe coupons, s/s wire, gas)	\$756.00
Tuition (cost of class)	\$3175.00
Total for Session 3 – 250 clock hours	\$4,480.00
SESSION 4	
Lab Materials (2" s/s pipe coupons, s/s wire, gas)	\$756.00
Tuition (cost of class)	\$3175.00
Total for Session 4 – 250 clock hours	\$3,931.00
Total for Tuition, tools, and Lab Materials for all Sessions	\$17,400.00

Textbooks: NCCER Content Learning Series: Welding Level One, Level Two, and Level 3. Copyright 2009 version by the National Center for Construction Education and Research (NCCER) and published by Pearson Education, Inc., publishing as Prentice Hall.

	CLASSROOM HOURS	LAB HOURS	TOTALS
Session 1	34.5	215.5	250
Session 2	55	195	250
Session 3	30	220	250
Session 4	46	204	250
Total	165.5	834.5	1000

Structural and Pipe Welding Program New tuition effective 07/2022 class start

Program Costs for the Structural and Pipe Welding Program per Session Cincinnati, OH & South Point - OH

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

Registration Fee	\$100.00
<hr/>	
SESSION I	
<hr/>	
Definition	Cost
<hr/>	
Total tools supplied for Session I and II (see tool list)	\$1027.00
Lab Materials (c/s plate, 6" c/s pipe, rods)	\$756.00
Tuition (cost of class)	\$3,067.00
Total for Session I - 250 clock hours	\$4,850.00
<hr/>	
SESSION 2	
<hr/>	
Lab Materials (2" c/s pipe coupons, c/s wire, gas)	\$756.00
Tuition (cost of class)	\$3,067.00
Total for Session 2– 250 clock hours	\$3,823.00
<hr/>	
SESSION 3	
<hr/>	
Tools supplied for Session III and IV (see tool list)	\$549.00
Lab Materials (2" s/s pipe coupons, s/s wire, gas)	\$756.00
Tuition (cost of class)	\$3,067.00
Total for Session 3 – 250 clock hours	\$4,371.00
<hr/>	
SESSION 4	
<hr/>	
Lab Materials (2" s/s pipe coupons, s/s wire, gas)	\$756.00
Tuition (cost of class)	\$3,067.00
Total for Session 4 – 250 clock hours	\$3823.00
Total for Tuition, tools, and Lab Materials for all Sessions	\$16,968.00

CLASSROOM HOURS	LAB HOURS	TOTALS
Session 1	34.5	215.5
Session 2	55	195
Session 3	30	220
Session 4	46	204
Total	165.5	834.5

**Structural and Pipe Welding Program New tuition
affective 07/2022 class start**

Manufacturing Welding/SP Program South Point Campus Only

*Payment: Full payment is due before the start. Company and agency payments are accepted.

Registration Fee			\$100.00
Tools:			
Qty.	Description	Each	Total
2	Safety Glasses	\$2.59	\$5.17
1	C-Clamp Locking Pliers 6"	\$28.70	\$28.70
2	Stainless Steel Wire Brush	\$10.77	\$21.53
1	Chipping Hammer	\$5.54	\$5.54
1	Welders Tool Bag	\$51.35	\$51.35
1	Pipeliners Hood	\$168.63	\$163.63
1	Green Weld Jacket	\$37.35	\$37.35
1	Stick Welding Gloves	\$43.57	\$43.57
1	Welpers	\$13.36	\$13.36
Total for Tools			370.00
Lab & Modules			
Lab Materials			\$924.00
Total for Lab & Modules			\$924.00
Class			
Tuition			\$3,365.00
Total for Class			\$3,365.00
Total for Tuition, tools, and Lab Materials			\$4,759.00

Due to OSHA and EWA safety standards students are required to use approved tools and personal protective equipment including the cost of tuition.

CLASSROOM HOURS	LAB HOURS	TOTALS
Total	12	228
		240

Manufacturing Welding Program New tuition effective 07/2022

**Downhill Welding Program
Houston Campus Only**

*Payment: Full payment is due before the start. Company and agency payments are accepted.

Registration Fee	\$100.00
Tools: Not included	
Total	\$100.00
Lab & Supplies	
Lab Materials	\$2700.00
Total for Lab & Supplies	\$2,700.00
Class	
Tuition	\$3,120.00
Total for Class	\$3,120.00
Total for Tuition, and Lab Materials	\$5,920.00

Due to OSHA and EWA safety standards students are required to use approved tools and personal protective equipment including the cost of tuition.

CLASSROOM HOURS		LAB HOURS	TOTALS
Total	12	228	240

Structural and Pipe Welding Tool list
Structural and Pipe Welding tool List for Sessions 1 and 2

Qty	Product Description	Cost ea.	Total
2	Safety Glasses Clear	1.29	\$ 2.58
1	Weld cap Bennie	\$ 3.92	\$ 3.92
1	Flashlight	\$ 16.60	\$ 16.60
2	Stick Welding Gloves	\$ 21.78	\$ 43.56
15	Lens Clear, for Weld Hood	\$ 0.34	\$ 5.10
1	Outlaw Welding Hood	\$ 163.63	\$ 163.63
1	Dark Faceshield Visor	\$ 8.30	\$ 8.30
1	Faceshield Headgear	\$ 43.47	\$ 43.47
1	Green Weld Jacket	\$ 37.35	\$ 37.35
1	11" C-Clamp Locking Plier	\$ 44.23	\$ 44.23
1	6" C-Clamp locking plier	\$ 28.70	\$ 28.70
1	10" Adjustable Spud Wrench	\$ 54.33	\$ 54.33
1	25' Tape Measure	\$ 12.19	\$ 12.19
2	Welders Hand Brush	\$ 5.38	\$ 10.76
1	14" Pipeliner File	\$ 20.44	\$ 20.44
1	chipping hammer	\$ 5.54	\$ 5.54
1	48oz Sledge Hammer	\$ 20.55	\$ 20.55
1	9" Side Cut	\$ 40.59	\$ 40.59
1	Level 9" Torpedo	\$ 9.75	\$ 9.75
1	Welders Tool bag	\$ 51.35	\$ 51.35
1	Electrode Holder	\$ 75.35	\$ 75.35
1	Ground Clamp	\$ 79.52	\$ 79.52
1	Grinder 4-1/2"	\$ 120.26	\$ 120.26
10	Wheel Grinding 4-1/2" x 1/4" x 7/8 type 27,	\$ 2.11	\$ 21.10
10	Wheel 4-1/2" x .045 x 7/8"	\$ 1.51	\$ 15.10
10	Wheel 4-1/2" x 1/8" x 7/8"	\$ 1.26	\$12.60
2	Wire Wheel 4-1/2	15.24	\$ 30.48
2	Shirts	24.9	\$ 49.80
			\$ 1,027

Due to OSHA and EWA safety standards students are required to use approved tools and personal protective equipment included in the cost of tuition.

affective 07/2022 class start

Structural and Pipe Welding Program tool list
Structural and Pipe Welding tool List for Sessions 3 and 4

Qty	Product Description	Part Number	Cost ea.	Total
1	Mirror Inspection Round	ULL E-2TM	\$10.72	\$10.72
1	12" Half Round File	NIC 05094N	\$13.86	\$13.86
1	10" Smooth Mill File	NIC 08704	\$11.37	\$11.37
2	Tig Glove	MEM 4950-SIZE	\$18.08	\$36.16
2	Welders Hand Brush	BRU BW-9112	\$1.80	\$3.60
3	Tungsten 1/8x7"	TUN 187GT2	\$39.95	\$119.85
1	Tig Torch Head 17 V	WCP WP-17V	\$72.13	\$72.13
2	Hose Welding Argon 1/4"x10'	FMM FFSFM10	\$21.34	\$42.68
1	Handle Ribbed	WCP H-100R	\$12.75	\$12.75
1	Cable Power 15' Rubber	GEC 57Y03	\$64.90	\$64.90
1	Adaptor Power Cable,	GEC 105Z57	\$6.28	\$6.28
10	Cup Alumina #8,	GEC 54N14	\$1.06	\$10.60
6	Gas Lens 1/8,	GEC 45V27	\$4.42	\$26.52
20	Collet 1/8,	GEC 10N25	\$0.72	\$14.40
1	Cap Back Short	GEC 57Y04	\$1.19	\$1.19
1	Cap Back Long,	GEC 57Y02	\$1.70	\$1.70
1	Insulator,	GEC 54N01	\$1.26	\$1.26
1	Plastic separator box for tig parts	FMM UGSPARTSBOX	\$18.17	\$18.17
1	Argon Flow Meter	SMI HRF1480-580	\$53.36	\$53.36
2	Masking Tape 2"		\$3.24	\$6.48
1	5 GALLON BUCKET		\$7.54	\$7.54
1	Welper		13.36	\$13.36
affective 07/2022 class start				\$548.00

Due to OSHA and EWA safety standards students are required to use approved tools and personal protective equipment included in the cost of tuition.

IMPORTANT NOTE CONCERNING TOOL MAINTENANCE:

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 manufacturers and ANSI 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 your education, it will be your responsibility to replace or repair them to applicable standards.

Downhill Welding Program Houston Campus Only

*Required tools and equipment. are not included

Qty	Product Description
4	Safety Glasses
1	Welding Jacket, Leather Heavy Duty
1	Welding Cap
1	Flashlight
2	Stick Welding Gloves, 14" Leather
1	Welding Hood
10	Lens Clear, for weld hood 4.5 x 5.25
2	Lens Shd 10, for weld hood 4.5 x 5.25
1	Faceshield Headgear
2	Faceshield, Clear Viser
1	File, 14" Pipeliner
1	Chipping Hammer
1	Level Torpedo 9"
1	Industrial Duffle Bag
1	Grinder 6"
5	Grinding Wheel, 6 x .25 x 0.875
5	Grinding Wheel 6 x 1/8 x 7/8
2	6" Wire Wheels
1	Wrap Around
1	1" X 25' Tape Measure
1	The Pipefitters Blue Book by W.V. Graves
2	Cone Rock for grinder - 2"

Due to OSHA and EWA safety standards students are required to use approved tools and personal protective equipment.

IMPORTANT NOTE CONCERNING TOOL MAINTENANCE:

All tools and equipment must be in accordance with OSHA manufacturers and ANSI 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 your education, it will be your responsibility to replace or repair them to applicable standards.

STRUCTURAL AND PIPE WELDING PROGRAM SYLLABUS

ELITE WELDING ACADEMY, LLC

Session 1 Structural and Pipe Welding NCCER Modules and Lab Hours

29101 Welding Safety (10 class hours)

Cover 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 explain 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 Grove 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 Session 1 - 250

Prerequisites: There are no prerequisites for this subject

Session 2 Structural and Pipe Welding with NCCER modules and Lab Hours

Welding and Construction Safety (15 class hours)

Cover 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 Session 2 – 250**

Prerequisites: Students must pass the SPW-1 Introduction to SMAW and Safety Procedures

Session 3 Structural and Pipe Welding NCCER modules and Lab Hours

Welding and Construction Safety (10 class hours)

Cover 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 explain how to read welding symbols on drawings, specifications, and welding procedures.

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 Session 3 – 250**

Prerequisites: Students must pass the SPW-2 Advanced SMAW and Pipe Welding

Session 4 Structural and Pipe Welding NCCER modules and Lab Hours

Welding and Construction Safety (10 class hours)

Cover 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 Identify 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 Post weld 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 a 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 a 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 the 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 Session 4 – 250

Prerequisites: Students must pass the SPW-3 Introduction GTAW

Manufacturing Welding/SP – South Point Campus Only **Manufacturing Welding/SP NCCER Modules and Lab Hours**

29101 Welding Safety (2 class hours)

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

29102 Oxyfuel Cutting (1 class hour / 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. Students will perform cutting techniques that include straight line, piercing, bevels, washing, and gouging.

29105 Base Metal Preparation (1 class hour / 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 (1 class hour / 2 lab hours)

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

29108 SMAW-Electrodes and Selection (1 class hour)

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 (1 class hour / 130 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.

29106 Weld Quality (1 class hour)

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

29205 GMAW & FCAW-Equipment & Filler Metals (1 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 (1 class hours / 34lab hours)

Explains how to set up GMAW & FCAW equipment and build a pad of stringer beads and weave beads using filler metals and shielding gas. Explains procedures to perform GMAW & FCAW Multi-pass fillet welds on plate in various positions Explains how to weld lap joints, corner joints, and tee-joints in various positions using the GMAW & FCAW welding processes.

29206 FCAW – Plate (1 class hours / 25 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

Note: All NCCER Modules are from the current NCCER editions

HANDS-ON WELDING TEST:

- 1) Structural Plate Test, SMAW, Fillet Weld, 3/8" Plate, 1G & 3G Positions
- Structural Plate Test, GMAW & FCAW, Fillet Weld, 3/8" Plate, 1G & 3G Positions

Prerequisites: There are no prerequisites for this subject.

Downhill Welding – Houston Campus Only

Downhill Welding Lecture and Lab Hours

Subject Title Description:	<u>DWP-1 Lateral & Saddle Layout</u>
Subject Description:	Instruct and demonstrate to students the proper procedure to layout and cut laterals & saddles for the API 1104 branch test using typical industry standards and materials. Also, instruct and demonstrate downhill butt weld procedure.
Subject Hours:	2 clock hours of lecture and 138 clock hours in the lab
Prerequisites:	Pass a hands-on welding test consisting of one of the following: c. 6” Sch.80 pipe weld in the 6G position using E6010 electrode for the root pass and E7018 electrode for the fill and cover passes. Completed weld will then be subject to a visual inspection by an Elite Welding Academy instructor to determine a pass or fail. The “end of session hands-on weld test” form will be used to determine a final score. A score of 3 or higher is passing. d. 6” Sch.80 pipe weld in the 5G position using E6010 electrode running downhill for the root, fill, and cover passes. Completed weld will then be subject to a visual inspection by an Elite Welding Academy instructor to determine a pass or fail. The “end of session hands-on weld test” form will be used to determine a final score. A score of 3 or higher is passing.
Textbook:	There is no textbook for this subject
Instructional Methods:	1. Lecture 2. Demonstration 3. Self-paced learning
Maximum Student to Instructor Ratio:	19-1
Materials and Media References:	N/A
Content Outline:	Week 1 6” & 8” Sch 40 Downhill Butt Weld Practice and practice lateral & saddle layout. Week 2 6” & 8” Sch 40 Downhill Butt Weld Practice and practice lateral & saddle layout. Week 3 6” & 8” Sch 40 Downhill Butt Weld Practice and practice lateral & saddle layout.
Basis of Grades:	0 Points = 5 Excellent 1 Points = 4.5 2 Points = 4 Above Average 3 Points = 3.5 4 Points = 3 Average 5 Points = 2.5 Failed 6 Points = 2 Failed 7 Points = 1.5 Failed 10 Points = 1 Failed

Subject Title Description:

DWP-2Advanced Downhill SMAW

Subject Description:

Advanced downhill SMAW, also known as Stick welding is a continuation of DWP-1. During this subject, the student will learn to perform the following skills: 1) Fit up a pipe in readiness to continue to the SMAW downhill pipe welding process, 2) Weld pipe downhill using an open root process in 5G, 6G, and the inverted API 1104 welding code test, 3) Identify weld imperfections and their causes to take corrective measures and, 4) Continue to learn safety practices in the welding industry

Subject Hours:

100 clock hours in the lab

Prerequisites:

Completion of DWP-1 Lateral & Saddle Layout

Textbook:

There is no textbook for this subject

Instructional Methods:

1. Demonstration
2. Self-paced learning

Maximum Student to Instructor Ratio:

19-1

Materials and Media References:

N/A

Content Outline:

Week 4 8” Sch 40 Downhill Branch Weld Practice

Week 5 8” Sch 40 Downhill Branch Weld Practice

Week 6 12” Sch 40 Downhill Branch Weld Practice and refresh on all previously learned skills.

Basis of Grades:

0 Points	=	5	Excellent
1 Points	=	4.5	
2 Points	=	4	Above Average
3 Points	=	3.5	
4 Points	=	3	Average
5 Points	=	2.5	Failed
6 Points	=	2	Failed
7 Points	=	1.5	Failed
10 Points	=	1	Failed

SCHOOL POLICIES

Admission Requirements:

1. You must be at least 18 years or older and submit proof of a high school diploma or GED to be enrolled.
2. You must be in good physical condition since welding is a physical activity. While physical impairment does not preclude you from admission to the school, individuals with **disabilities** should consult with their physician and the school director to determine if the training requirements can be accomplished. **EWA will assist with reasonable accommodation if possible**; Implementing academic adjustments and/or auxiliary aids, and/or modifying or adjusting practices, procedures, or policies so that a qualified student with a disability receives equal access to a course, program, service, or activity
3. You should be able to read, write, and understand English.
4. It is strongly advised that your vision be tested and corrected before the program's start date. This is not a requirement, but this will assist you in being successful in your welding program.

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.studentaid.gov to access this free application. Enter our school's name or our school number 042067. You will be contacted by the financial aid department of the campus you have enrolled in as soon as your FAFSA has been received.
2. Complete an enrollment agreement and pay the \$100.00 registration fee.
3. View and confirm 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 session of the Structural and Pipe Welding program must be paid in full before 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.

Effective 8/1/2019 per the **Veterans Benefits and Transition Act of 2018:**

Elite Welding and Elite Pipe Welding Academy comply with the new Veterans Benefit and Transition Act of 2018. Approved veterans with a valid VAF 28-1905 or COE, will be enrolled if they are deemed able to benefit from the training. They will not be subject to any additional fees, tuition, or denial of access to any classes or services due to delayed payment from the VA, All SM/V using VR&E will need to provide a valid authorization before starting class. Since Elite enrolls every two months the delayed start to get authorization should not be a deterrent to enrollment

Cancellation Policy:

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

An enrollment agreement may be canceled within five (5) calendar days after the date of signing. The school shall promptly fully refund all tuition and fees paid according to the enrollment agreement. Such refund shall be made within 45 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. A student is considered a No-Start if they do not show up for the class on their start date. A no-start incurs no charges except the registration fee paid.

Texas Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement

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 a 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 (session), tuition charges retained will not exceed a pro-rata (%) portion of tuition for the training period (session) 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 (session) is completed, the institution may retain the full tuition.

ACCET Refund Computation Sample:

Session 2 is 7 weeks of training. Session 2 starts on May 19th and ends on July 1st. **Tuition is \$3067 per session.**

Last date of attendance is June 2nd. Student is obligated for 3 weeks of attendance.

Date of determination based on Elite Welding Academy's attendance policy is June 8th.

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 \$3067 tuition = \$1751.26

10% X \$1751.26 (unearned tuition) = \$ 175.13

Owed to Elite Welding Academy = \$1490.87

Refunded to student by July 3rd = \$1576.13

ACCET Refund Calculation will be performed for Ohio schools

Veteran Refund Policy –

ACCET refund policy applies to all Ohio students including Veterans

The VA will determine the amount of tuition that the student has earned during their enrollment period and the school will be sent a debt letter to refund the VA the specified amount. After the VA debt has been paid the ACCET calculation will be performed to access any student debt to the school

Texas Refund Policy

1. Refund computations will be based on the scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance if the student is terminated by the school.
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro-rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from the refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school.
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

¹ More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

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

8. Refund Policy for Students Called to Active Military Service.

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

- (a) If tuition and fees are collected in advance of the withdrawal, a pro-rata refund of any tuition, fees, or other charges paid by the student for the program and cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

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

***Caveat: Elite Welding Academies for all locations use the 45-day refund policy as the standard as it is in the best interest of our students. This supersedes the Texas policy of 60 days.**

Veteran Refund Policy –

TWC refund policy applies to all Houston campus students including Veterans. The VA will determine the amount of tuition that the student has earned during their enrollment period and the school will be sent a debt letter to refund the VA the specified amount. After the VA debt has been paid the TWC calculation will be performed to access any student debt to the school

INDIANA OFFICE FOR CAREER AND TECHNICAL SCHOOLS REFUND POLICY

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - a. The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - b. The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - d. If the student has not visited the postsecondary educational institution prior to enrollment and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Student Protection Fund IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed "Student Complaint Form." This form can be found on OCTS's website at <http://www.in.gov/dwd/2731.htm>.

ATTENTION Title IV Recipients

Return of Title IV Funds

The Department of Education 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 at any time. The Date of Determination for withdrawal shall be no longer than 14 days after the student's LDA regardless of any communication of the student's intent to return to class. It is highly recommended that the student speaks to a Financial Aid Advisor before 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

Structural and Pipe Welding Program

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/EWASP will assist, per written request in transferring transcripts, syllabi, and course outline 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 the 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 **with a 70% or above passing grade** that indicates previous education in welding must be at the school's office 2 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 Session 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 the first day of class** before 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 Session 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 a maximum of 125 clock hours and a reduction of Session 1 tuition.

Cincinnati & South Point Campuses of \$1533 / Houston Campus of \$1587

FINANCIAL AID: If the transfer of credit hours occurs your Title IV financial aid will be prorated to a shorter program and your aid will be reduced. The financial aid office will send you a new offer letter with your adjusted aid and any out-of-pocket expense.

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.

Manufacturing Welding Program- South Point Campus Only

Due to the length of time for the program of 240 hours, transfer of credits is not granted.

Downhill Welding Program- Houston Campus Only

Due to the length of time for the program of 240 hours, transfer of credits is not granted.

Academic Standards / Grades

Grades on NCCER modules will be recorded as a percent. Students must maintain 70% or above on each module (3.0) 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 session. The end-of-session 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-session weld test is considered passing.

Increments of Evaluation for Satisfactory Progress (All Students)

Satisfactory progress is checked throughout the program, but the official SAP is at the halfway point of the program for all students and serves to determine the 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 scheduled hours). 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 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 2.8 weeks). A student is allowed to miss 10% of the maximum program length.

Manufacturing Welding/SP Program

- Following the midpoint of the program (1-120 hours). Students will be provided progress reports containing both their academic (qualitative) and attendance (quantitative) results.
- The maximum time frame is not to exceed the published length of the program measured in clock hours. A student is allowed to miss 7% of the maximum program length.

Downhill Welding Program

- Following the midpoint of the program (1-120 hours). Students will be provided progress reports containing both their academic (qualitative) and attendance (quantitative) results.
- The maximum time frame is not to exceed the published length of the program measured in clock hours. A student is allowed to miss 7% 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

Satisfactory Progress - Manufacturing Welding Program (South Point Only)

Definition of Satisfactory Academic Progress

All enrolled students at Elite Welding Academy-South Point, LLC are required to maintain satisfactory academic progress towards meeting the established graduation requirements of the Manufacturing Welding/SP program, all periods of enrollment count toward SAP. 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 weld test as outlined in the syllabus. He/she must test at a level 3 or above on the CWI scale. A student cannot continue in the program without successfully passing the first half weld test.

- Quantitative

- A student must attend at least 93% of the scheduled class hours on a cumulative basis during each evaluation period.
- The 240-hour Manufacturing Welding/SP program consists of 11 weeks of instruction for students enrolled, attending 24 clock hours per week

(Note: number of hours per week may vary depending on holiday schedule). Attendance and academic progress are reviewed weekly to determine if the student has maintained good standing in all areas. This determines if the student can continue in the program.

Satisfactory Progress - Downhill Welding Program (Houston Only)

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 Downhill Welding program, all periods of enrollment count toward SAP. 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 weld test as outlined in the syllabus. He/she must test at a level 3 or above on the CWI scale. A student cannot continue in the program without successfully passing the first half weld test.

- Quantitative

- A student must attend at least 93% of the scheduled class hours on a cumulative basis during each evaluation period.
- The 240-hour Downhill Welding program consists of 11 weeks of instruction for students enrolled, attending 24 clock hours per week

(Note: number of hours per week may vary depending on holiday schedule). Attendance and academic progress are reviewed weekly to determine if the student has maintained good standing in all areas. This determines if the student can continue in the program.

Satisfactory Progress - Structural and Pipe Welding Program

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 session” 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 session without successfully passing the session “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.
- **DAY:** 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
- **NIGHT:** The 1000 hour Structural and Pipe Welding program academic year consists of 44 weeks of instruction for students enrolled, attending 24 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) 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 session they are in to pass within the time frame of that session. 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% (110 hours and 2.8 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.

Attendance Monitoring

- (a) 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 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.
- (b) You are expected to notify your instructor at 888-272-3809 when you are unable to report at your scheduled time regardless of the reason.

Attendance / Probation / Dismissal Policies/Official and Unofficial Withdrawals

Structural and Pipe Welding Program

1. You must attend 90% of a program's hours to receive a Certificate of Completion.
2. Attendance is monitored weekly during each session and at the end of each 250-hour session of the Structural and Pipe Welding Program. If you are absent or exceed 10% of a session (25 hours), you will meet with the Director to discuss your absences and have an advising session that 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 or no more than 14 days from the LDA. The re-admittance procedure is to be applied 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.

Attendance / Probation / Dismissal Policies / Official and Unofficial Withdrawals

Manufacturing Welding Program- South Point Campus Only

1. You must attend 93% of a program's hours to receive a Certificate of Completion.
2. Attendance is monitored during each session and at the end of the 240-hour course for the Manufacturing Welding/SP Program. If you are absent or exceed 7% of the course (18 hours), you will meet with the Director to discuss your absences and have an advising session that will include stipulations for improving attendance. This process will alert you to the possible loss of financial support from 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 93% attendance. This would be absences of no more than 18 hours out of 120 hours at or before midterm in the Manufacturing Welding/SP Program. You will receive a Satisfactory Progress Report at week 4. 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 - South Point 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 93% by midterm.

4. If you accumulate 17 hours of absences (7% of the program) in the Manufacturing Welding/SP Program, you will be dismissed.
5. You will also be considered dismissed/withdrawn if you have not called or attended class for two (2) 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 - South Point determines that you have been absent without notice for two (2) consecutive days. The re-admittance procedure is to be applied should you wish to return to class. Any sponsoring agencies will be notified of any termination or withdrawal.
7. 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.

Attendance / Probation / Dismissal Policies / Official and Unofficial Withdrawals

Downhill Welding Program- Houston Campus Only

1. You must attend 93% of a program's hours to receive a Certificate of Completion.
2. Attendance is monitored during each session and at the end of the 240-hour course for the Downhill Welding Program. If you are absent or exceed 7% of the course (18 hours), you will meet with the Director to discuss your absences and have an advising session that will include stipulations for improving attendance. This process will alert you to the possible loss of financial support from 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 93% attendance. This would be absences of no more than 18 hours out of 120 hours at or before midterm in the Downhill Welding Program. You will receive a Satisfactory Progress Report at week 4. 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 - Houston 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 93% by midterm.

4. If you accumulate 17 hours of absences (7% of the program) in the Downhill Welding Program, you will be dismissed.
5. You will also be considered dismissed/withdrawn if you have not called or attended class for two (2) 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 - Houston determines that you have been absent without notice for two (2) consecutive days. The re-admittance procedure is to be applied should you wish to return to class. Any sponsoring agencies will be notified of any termination or withdrawal.
7. 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.

Unsatisfactory Progress

Structural and Pipe Welding Program

Any student not meeting SAP at the end of each payment period will receive an attendance advisory from the campus director and be determined to have a reasonable opportunity to achieve satisfactory progress before the end of the training period and the maximum time frame.

All students who do not meet the satisfactory academic progress standards at the midpoint of their program hours will be required to submit an appeal to remain in the program on a probationary status. Title IV funding will be reinstated upon a granted appeal

Manufacturing Welding Program-South Point Campus Only

Due to the length of time for the program of 240 hours, the appeal is not granted

Downhill Welding Program-Houston Campus Only

Due to the length of time for the program of 240 hours, the appeal is not granted

Academic Progress (Quantitative standards):

Structural and Pipe Welding Program

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 session. If consistent progress is not demonstrated by the student toward academic requirements, the student could be dismissed.

Manufacturing Welding Program-South Point Campus Only

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 120-hour SAP Evaluation, you will be allowed to take the mid-session weld test 1 time. If consistent progress is not demonstrated by the student toward academic requirements, the student will be dismissed.

Downhill Welding Program-Houston Campus Only

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 120-hour SAP Evaluation, you will be allowed to take the mid-session weld test 1 time. If consistent progress is not demonstrated by the student toward academic requirements, the student will be dismissed.

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.

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; 13 weeks/day; 22 weeks of the program, and the second payment period is 501-1000 clock hours; 26 weeks/day; 44 weeks/night 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

Probation

Title IV aid eligibility will be reinstated in probationary status if the student's appeal is granted. All students on probation will continue their academic plan schedule and maintain their payment schedules as determined upon enrollment. They will continue a probation status until either regaining satisfactory academic progress status by meeting the terms of their academic plan or regaining 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.

Course Repetition

Structural and Pipe Welding Program

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 repeated 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.

Manufacturing Welding Program-South Point Campus Only

Due to the length of time for the program of 240 hours, a repeat, of course, is not granted

Downhill Welding Program-Houston Campus Only

Due to the length of time for the program of 240 hours, a repeat, of course, is not granted

Makeup 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 sessions. You are not eligible to attend make-up sessions until you are at or over 10% of a session or have a schedule modification due to “probation”. See Evaluation of Satisfactory Progress. Make-up time is scheduled, not guaranteed, on Fridays or One Saturday when available for make-up time for those students with documented absences.

Make-up work shall:

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

Texas Incomplete Policy

Under Texas Education Code, section 132.06(f), a student who is obligated for the full tuition may request a grade of “incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status. A student who receives a grade of incomplete may re-enroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition for that portion of the course or program

Financial Consequences for Unsatisfactory Grades, Attendance, or Conduct

The school will notify a student’s funding agency to interrupt the student’s educational benefits:

- (c) If the student does not achieve a satisfactory grade of 70% or above on NCCER modules or falls below a 3 on the end of session weld test,
 - (d) falls below the acceptable 90% attendance for the program
- and/or
- (e) Has been dismissed due to conduct, attendance, or grades.

Leave Of Absence Policy

Structural and Pipe Welding Program

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 you do not return from an LOA on the scheduled return date, you will be considered withdrawn. If you do not contact the campus Director BEFORE your scheduled return date with your need to extend your leave, an extension will NOT BE GRANTED. Your last day of attendance will be used to process your withdrawal and any obligation to the school or refunds based on the withdrawal calculations will be sent to you via mail and email. Payment is due immediately upon receipt of the notice. Refunds will be processed within 45 days of your withdrawal date.

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as before 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.

Manufacturing Welding Program- South Point Campus Only

Due to the length of time for the program of 240 hours, a leave of absence is not granted.

Re-Entry Policy/ Re-Enrollment

A student who has withdrawn or has been terminated may apply for re-entry/ re-enrollment by contacting the Executive Director. The school reserves the right to refuse re-admittance based upon the attendance, academic, and conduct history of the student during their previous enrollment period. Students who apply for re-entry into the same program within 180 days from their last date of attendance will be given credit for any hours and classes that were successfully completed. They will need to complete a revised re-enrollment agreement. If 180 days have passed since the previous enrollment, a student will need to reapply for the program as a new enrollment and complete a new enrollment agreement for the entire program. A previously dismissed or withdrawn student will be considered for re-entry one time within 2 years of their withdrawal /dismissal date. A weld evaluation is required before re-entry, and after assessment, the student will continue classes within the 250-hour session that they were in at their LDA. The date of re-entry will be established based on AM or PM classes and the schedule given.

Any outstanding debt to the school should be met before re-admittance can occur.

Policy for Granting a Certificate upon Satisfactory Completion of Training:

Structural and Pipe Welding Program

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.

Manufacturing Welding Program - South Point Campus Only

A student who receives a 3 or above on the CWI scale for the final weld test (based on AWS Certification test standards), passes all NCCER module tests at 70% or above, has not missed more than 7% (17 hours) of the required training hours, and has met his / her financial obligations to the school will be given a Certification of Completion.

Downhill Welding Program - Houston Campus Only

A student who receives a 3 or above on the CWI scale for the final weld test (based on AWS Certification test standards), passes all NCCER module tests at 70% or above, has not missed more than 7% (17 hours) of the required training hours, and has met his / her financial obligations to the school will be given a Certification of Completion.

Student Placement

Elite Welding Academy cannot guarantee employment or a starting rate of pay. All students who 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 s4526director@united-gs.com who 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 the property is unacceptable and the student (such as threats of physical harm, physical confrontations, verbal abuse, disturbing the work of others) will be dismissed. A complete guide of the Student Code of Conduct for Elite Pipe Welding Academy will be given to you on the first day of class.

Waiver and Release of Liability

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

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 a resume is available and immediate access to Core Crew, a temporary service for trade 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.

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 violates this policy, he/she will be dismissed.

Steps in Disciplinary Actions

First Offense: Written document using the Student Advising Form. An EWA staff member will review the document with the student allowing the student 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 currently

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. There is limited Workforce Innovation and Opportunity Act (WIOA.) funding through the County Government for those who qualify. To determine if you qualify for these funds call your county Ohio Means Jobs or Indiana Work Opportunities (WOTC). To determine if you qualify for these funds call your county Kentucky Commission of Proprietary Education. Elite Welding Academy has been approved for Veterans benefits for those who qualify. Personal checks, money orders, and scholarship dollars are also accepted.

Scholarships

Internal Scholarships

Student requirements:

Completion of welding competition, EWA High School Scholarship is good for 12 months after the date of the competition for the Structural and Pipe Welding Program at Elite Welding Academies.

The scholarship will be awarded upon successful enrollment into the program. Requirements are:

- ✓ High school diploma or GED
- ✓ 18 years of age or older
- ✓ Recommendation from High School Counselor and/or Instructor

The scholarship will be divided between the 2 Terms of tuition.

Presentation of the scholarship document at the time of enrollment will be verified with the competition records to authenticate the scholarship offer.

Withdrawal from the program for unsatisfactory progress will result in the scholarship being revoked from your account in the calculations of funds due or refund due upon your withdrawal date.

External scholarships:

External Scholarships can be awarded on various criteria usually reflecting the values of the donor.

External scholarships can be based on merit, need, demographics, program, etc. They do not need to be repaid.

You also may want to explore scholarships from outside sources by browsing websites like

- American Welding Society https://app.aws.org/foundation/national/index_OldCopy
- UGS <http://www.united-gs.com/>

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

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

**Office for Career and
Technical Schools,**
10 N Senate Ave, SE 308
Indianapolis, IN 46204
by email to:
OCTS@dwd.in.gov
File formal claim with
OCTS by completing the
online Student Complaint
Form

**Texas Workforce
Commission
Career Schools and
Colleges,**
Room 226T
101 East 15th Street
Austin, TX 78778-0001
Phone: 512-936-3100
<http://csc.twc.state.tx.us>

Filing a Complaint with the Kentucky / Commission on Proprietary Education

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records.

The form must be mailed to the following address:

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601

Forms may be located at <http://www.kcpe.ky.gov/>.

Existence of the Kentucky Student Protection Fund

Pursuant to KRS 165A.450 All licensed schools, residents, and nonresidents shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim Against the Kentucky Student Protection Fund

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims against the Student Protection Fund, Form PE-38 and provide the requested information to the following address:

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601

Forms may be located at <http://www.kcpe.ky.gov/>.

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.
- 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 a 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. For more extensive information.

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 - CINCINNATI 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 Whiteboard	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 flowmeters
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

ELITE WELDING ACADEMY – HOUSTON EQUIPMENT LIST

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

CLASSROOM ITEMS

1 color television	1 GMAW DVD	2 student computers with internet access
2 SMAW DVD’s	1 instructor computer with internet access	
1 DVD player	1 FCAW DVD	1 Whiteboard
1 Receipt Paper (50 rolls)	1 Blue Book	

WELDING BOOTHS AND EXHAUST SYSTEMS

78 – 5’ x 5’ individual welding booths	1 Grinding Tables
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WELDING / CUTTING EQUIPMENT

12 Miller CST 280 welding machines	1 Voltage Meter
12 Lincoln welding machines	1 Rod Oven
1 ESAB Mach Torch 210A	6 Gas Drive Welder
1 Pipe Beveler	1 Contour Attachment
12 Jack Stands	

POWER TOOLS

2 - Pipe beveling machines	1 – band saw
4 – 4 ½ “angle grinders	2 – 7” grinder
2 – die grinders	
2 - port-a-bands	
2 – 6” 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	1 Soapstone
1 Wrap Around	6 Cone Rock	

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 – Weld Coupon bending machine

CLEANING SUPPLIES

4 trash cans
5 dustpans

ELITE WELDING ACADEMY - SOUTH POINT EQUIPMENT LIST

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

CLASSROOM ITEMS

1 color television	1 GMAW DVD	1 student computer with internet access
2 SMAW DVD’s	1 instructor computer with internet access	
1 DVD player	1 FCAW DVD	1 Whiteboard

WELDING BOOTHS AND EXHAUST SYSTEMS

19 – 4’ x 4’ individual welding booths	1 Grinding Table
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WELDING / CUTTING EQUIPMENT

4 Miller XMT 304 welding machines	1 Hobart Handler
2 Lincoln Aspect 375 welding machines	1 Watts Auto Flame Pipe
Cutter 4 Lincoln Flextec 450 welding machines	1 Rod Oven
8 ESAB Warrior 500i welding machines	1 Victor VCM 200 Cutting Machine
1 Central Machinery Drill Press	1 ESAB Mach Torch 210A
4 RealWeld Trainers	

POWER TOOLS

1 - pipe beveling machines	1 – band saw
4 – 4 ½ “ angle grinders	2 – 7” grinder
2 – die grinders	
2 - port-a-bands	
2 – 6” 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 – Weld Coupon bending machine

CLEANING SUPPLIES

4 trash cans
5 dustpans

Elite Welding Academy, LLC
 4670 Dues Drive
 Cincinnati, Ohio 45246
 9740 Near Drive (mailing)
 Cincinnati, Ohio 45246

Start Date: _____ Completion Date: _____
 DAY CLASS _____ NIGHT CLASS _____
 Facebook: www.facebook.com/Elite-Welding-Academy-163782896980714
 Webpage: 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

Day classes 26 Weeks
Class times: Monday-Thursday 7:30-4:30
***Friday: 7:30-2:00**

Night Classes 44 weeks
Class times: Monday-Thursday 4:30-10:30*

*There is some variation in times. Check the schedule in the catalog for daily times.

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 before the first day of class. Payment arrangements and admissions requirements must be completed and verified to be considered fully enrolled.

Registration Fee

\$100.00

Sessions	Tuition	Supplies	Tools	Total
1 (250 hrs.)	\$3067	\$756.00	\$1,027.00	\$4,850.00
2 (250 hrs.)	\$3067	\$756.00	\$0.00	\$3,823.00
3 (250 hrs.)	\$3067	\$756.00	\$549.00	\$4,372.00
4 (250 hrs.)	\$3067	\$756.00	\$0.00	\$3,823.00
			Subtotal:	\$16,866.00
			TOTAL with registration fee:	\$16,968.00

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

Session 1 payment due On or before the first day of class
 Session 2 payment due On or before the first day of week 7 / week 12*
 Session 3 payment due On or before the first day of week 14 / week 23*
 Session 4 payment due On or before the first day of week 20 / week 33*

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 WIOA FA (Title IV) DOE Money Order Credit/Debit Card via PAYPAL

*PayPal % fee EWA **does not** receive or collect any funds, fees, or profits for processing

Elite Welding Academy, LLC
 7119 Village Way
 Houston, TX 77087
 9740 Near Drive (mailing)
 Cincinnati, Ohio 45246 (713) 640.1794

Start Date: _____ Completion Date: _____
 DAY CLASS _____ NIGHT CLASS _____
 Webpage: <http://www.elitepipeweldingacademy.com/>
 Facebook: www.facebook.com/Elite-Welding-Academy-163782896980714

Structural and Pipe Welding Enrollment Agreement (1000) Please print

Name _____ Date _____

Date of Birth _____ SS# _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Alternate 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 Program is 1000 hours

Day classes 26 Weeks
Class times: Monday-Thursday 7:30-4:30
***Friday: 7:30-2:00**
***There is some variation in times. Check the schedule in the catalog for daily times.**

Night Classes 44 weeks
Class times: Monday-Thursday 4:30-10:30*

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 before the first day of class. Payment arrangements and admissions requirements must be completed and verified to be considered fully enrolled.

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

Registration Fee \$100.00

Sessions	Tuition	Supplies	Tools	Total
1 (250 hrs.)	\$3175	\$756.00	\$1,027.00	\$4,958.00
2 (250 hrs.)	\$3175	\$756.00	\$0.00	\$3,931.00
3 (250 hrs.)	\$3175	\$756.00	\$549.00	\$4,480.00
4 (250 hrs.)	\$3175	\$756.00	\$0.00	\$3,931.00
			Subtotal:	\$17,298.00

Tuition including registration fee **\$17,400.00**
 No interest is charged by the school

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

- Session 1 payment due On or before the first day of class
 - Session 2 payment due On or before the first day of week 7/week 12*
 - Session 3 payment due On or before the first day of week 14/week 23*
 - Session 4 payment due On or before the first day of week 20/week 33*
- *night class schedule payment

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 WIOA FA (Title IV) DOE Money Order Credit/Debit Card via PAYPAL*

*PayPal % fee EWA **does not** receive or collect any funds, fees, or profits for processing

Elite Welding Academy, LLC
 7119 Village Way
 Houston, TX 77087
 9740 Near Drive (mailing)
 Cincinnati, Ohio 45246 (713) 640.1794

Start Date: _____ Completion Date: _____
 DAY CLASS _____ NIGHT CLASS _____
 Webpage: <http://www.elitepipeweldingacademy.com/>
 Facebook: www.facebook.com/Elite-Welding-Academy-163782896980714

Downhill Welding Enrollment Agreement (240) 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 _____

Downhill Welding Program is 240 hours

Day classes 6 Weeks Class times: Monday-Thursday 7:30-4:30 *Friday: 7:30-2:00	Night Classes 11 weeks Class times: Monday-Thursday 4:30-10:30*
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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 before the first day of class. Payment arrangements and admissions requirements must be completed and verified to be considered fully enrolled.

Payment of all tuition and fees for students are payable by installments as follows (*tools are not included*):

Registration Fee \$100.00

Session	Tuition	Supplies	Total
1 (120 hrs.)	\$1560	\$2700.00	\$4260.00
2 (120 hrs.)	\$1560	\$0.00	\$1560.00
Subtotal:			\$5820.00

Tuition including registration fee **\$5920.00**
 No interest is charged by the school

Any (out of pocket) payments are payable in two installments as follows:

- First 1 payment due On or before the first day of class
- Final 2 payments due On or before the first day of week 5

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 WIOA Money Order Credit/Debit Card via PAYPAL*

*PayPal % fee EWA **does not** receive or collect any funds, fees, or profits for process

Elite Welding Academy - South Point, LLC
 1910 county road One
 South Point, OH 45680
 9740 Near Drive (mailing)
 Cincinnati, Ohio 45246 (513) 313.2930

Start Date: _____ Completion Date: _____

Facebook: www.facebook.com/Elite-Welding-Academy-163782896980714
 Webpage: www.EliteWeldingAcademy.com

Structural and Pipe Welding Enrollment Agreement Nights (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 / 44 weeks
Class times: Monday-Thursday 4:30 P.M. – 10:30 P.M.

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

Registration Fee		\$100.00			
Sessions	Tuition	Supplies	Tools	Total	
1 (250 hrs.)	\$3067	\$756.00	\$700.00	\$4333.00	
2 (250 hrs.)	\$3067	\$756.00	\$0.00	\$3612.00	
3 (250 hrs.)	\$3067	\$756.00	\$487.00	\$3906.00	
4 (250 hrs.)	\$3067	\$756.00	\$0.00	\$3447.00	
				Subtotal:	\$15,298.00
				TOTAL with registration fee:	\$16,968.00

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

- Session 1 payment due On or before the first day of class
- Session 2 payment due On or before the first day of week 11
- Session 3 payment due On or before the first day of week 22
- Session 4 payment due On or before the first day of week 32

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 WIOA FA (Title IV) DOE Money Order Credit/Debit Card via PAYPAL

*PayPal % fee EWA **does not** receive or collect any funds, fees, or profits for processing

Elite Welding Academy, South Point, LLC Start Date: _____ Completion Date: _____
 1910 County Road One
 South Point, Ohio 45680
 9740 Near Drive (mailing) Facebook: www.facebook.com/Elite-Welding-Academy-163782896980714
 Cincinnati, Ohio 45246 Webpage: www.EliteWeldingAcademy.com
 (740) 523-0021

Manufacturing Welding/SP Enrollment Agreement Nights (240) 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 _____

**Manufacturing Welding/SP Course – 240 hours 10 or / 11 weeks (holiday modified)
 Class times: Monday-Thursday: 4:30 PM – 10:30 PM**

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 before the first day of class. Payment arrangements and admissions requirements must be completed and verified to be considered fully enrolled.

Registration Fee	\$100.00										
<table border="0"> <tr> <td align="center">Weeks</td> <td align="center">Cost</td> <td align="center">Lab/Materials</td> <td align="center">Tools</td> <td align="center">Total</td> </tr> <tr> <td align="center">11 weeks</td> <td align="center">\$3,390.27</td> <td align="center">\$924.00</td> <td align="center">\$370.00</td> <td align="center">\$4,659.00</td> </tr> </table>	Weeks	Cost	Lab/Materials	Tools	Total	11 weeks	\$3,390.27	\$924.00	\$370.00	\$4,659.00	
Weeks	Cost	Lab/Materials	Tools	Total							
11 weeks	\$3,390.27	\$924.00	\$370.00	\$4,659.00							
	Subtotal:	<u>\$4,659.00</u>									
	TOTAL with registration fee	<u>\$4,759.00</u>									

Any (out of pocket) payments are payable in two installments as follows:

- First 1 payment due On or before the first day of class
- Final 2 payments due On or before the first day of week 5

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 WIOA Money Order Credit/Debit Card via PAYPAL*

*PayPal % fee EWA **does not** receive or collect any funds, fees, or profits for processing