



# ELITE WELDING ACADEMY/ELITE PIPE WELDING ACADEMY

## STUDENT CONSUMER HANDBOOK

2018

## TABLE OF CONTENTS

STATEMENT OF PHILOSOPHY	4
STATEMENT OF PRINCIPLE	5
BOOKS & TOOLS SAFETY STANDARDS	5
WHAT TITLE IV FINANCIAL AID PROGRAMS ARE AVAILABLE	6
WHAT WILL MY EDUCATION COST	7
HOW IS ELIGIBILITY DETERMINED	7
HOW ARE FUNDS DISBURSED	8
HOW ARE REFUNDS PROCESSED	8-11
WITHDRAWAL & LEAVE OF ABSENCE POLICE	11-12
STUDENTS RIGHTS/RESPONSIBILITIES	12-13
SATISFACTORY ACADEMIC PROGRESS /APPEALS/PROBATION	13-15
TRANSFER OF CREDIT POLICY	16
GENERAL VERIFICATION POLICIES AND PROCEDURES	16-17
REFERRAL OF OVERPAYMENTS AND FRAUD CASES	17
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)	18
FINANCIAL AID CONFIDENTIALITY POLICY	17
AFFIRMATIVE ACTION/HANDICAP POLICY	19
CODE OF CONDUCT VIOLATION CONSEQUENCE	19
STUDENT COMPLAINT/GRIEVANCE PROCEDURE	20
ACCREDITATION & MEMBERSHIPS	20
CRIME SECURITY & AWARENESS REPORT	21
DRUG & ALCOHOL POLICY	22-23
APPENDIX A	24
APPENDIX B	25
JOB PLACEMENT & EMPLOYMENT INFORMATION	26
EMERGENCY RESPONSE & EVACUATION PROCEDURE	27
PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS	28

**This page is blank**

## STATEMENT OF PHILOSOPHY

The philosophy of student financial aid at Elite Welding Academy/Elite Pipe Welding Academy supports career preparation education of the student. Our objective is to help the student prepare for a productive career so that he/she is qualified for a beginning position through job performance or additional education he/she has acquired while on the job.

The following are the guiding principles of the student aid programs at our school:

The primary purpose of student financial aid is to provide assistance to qualified students who would be unable to attend this school without such aid. Students and their parents and/or spouse are expected to take primary responsibility for the financing of the student's education. Therefore, any aid the student may receive from our Elite Welding Academy/Elite Pipe Welding Academy should be regarded as supplemental to that which can be provided by student and his/her parents and/or spouse.

The school also believes in the principles of student self-investment. Students are expected to save and provide a portion of their earnings for their educational expenses.

The office of Student Financial Aid provides counseling for students and their parents and/or spouse who desire assistance in financial planning to meet educational expenses.

This program admits students of any race, color, age, national and ethnic origin.. The rights and privileges, programs and activities generally accorded are made available to all students at the school. It does not discriminate on the basis of race, creed, religion, color, age, marital status, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs and other school administration programs.

This Elite Welding Academy/Elite Pipe Welding Academy is committed to maintaining a **DRUG ABUSE** prevention program accessible to any **EMPLOYEE** Or **STUDENT**.

## STATEMENT OF PRINCIPLES

The primary purpose of our financial aid programs shall be to provide financial assistance to our accepted students who, without such aid would be unable to attend our school.

We recognize our obligation to assist in realizing the national goal of equality of educational opportunity. We, therefore, work with schools, community groups and other educational institutions in support of this goal.

We shall publish budgets that state total student expenses realistically; including where applicable, maintenance at home, commuting expenses, personal expenses and necessary travel.

Parents are expected to contribute according to their means, taking into account their income, assets, number of dependents and other relevant information. Students themselves are expected to contribute from their own assets and earnings, including appropriate borrowing against future earnings.

Financial aid will be offered only after determining that the resources of the family are insufficient to meet the student's educational expenses, the amount of aid offered will not exceed the amount "needed" to offset the difference between the student's educational expenses and the family's resources.

The amount of any type of self-help expected from students will be related to the circumstances of the individual. In the assignment of funds to those students designated to receive financial aid, the largest amounts of total grant assistance will be awarded to students with least ability to pay.

We shall review our financial assistance awards annually and adjust them, if necessary, to reflect changes in the financial need of the student and the expenses of attending the school. We will inform students and parents of the financial aid renewal policies for enrolled students at the time of the initial offer of financial assistance as it may be necessary for some students, based upon their enrollment date, to complete a second Free Application for Federal Student Aid (FAFSA).

Because of the amount of financial assistance awarded reflects the economic circumstances of the student and his/her family, we will refrain from any public announcements of the amount of aid awarded and encourage the student and others to respect the confidentiality of this information.

All documents, correspondence and conversations between and among the aid applicant, his family and financial aid officer are confidential and entitled to the protection ordinarily arising from a counseling relationship.

Elite Welding Academy/Elite Pipe Welding Academy is committed to its drug abuse prevention program. and supports its accessibility to any officer, employee or student.

### **EWA Safety Standards/Tools**

As part of the construction community Elite Welding Academies are extremely safety oriented and will always put the safety of our students and employees first. We have research and tested the tools that are supplied to EWA/EPWA/EWASP and determined that they not only meet OSHA safety standards but also meet our standards for quality and reliability. EWA/EWPA/EWASP does not have the resources to test and evaluate every brand of tool that is on the market and therefore cannot fully inspect other tools that may be purchased by students that could also be modified or used. For this reason we require all students to purchase the tools we provide.



Mike Rice  
Director of Instruction EWA/EPWA

## WHAT TITLE IV FINANCIAL AID PROGRAMS ARE AVAILABLE?

### **Federal Pell Grant Program**

Students wishing to apply for financial aid may visit the Financial Aid Office at the school where students are encouraged to apply for the Federal Pell Grant Program. The Pell Grant is a Federal grant given with no repayment expected. This program is designed to provide a “floor” upon which other financial aid programs are built. Any student wishing to receive a Federal Pell Grant, as well as, Federal Direct Loan must meet the eligibility requirements established by the U.S. Department of Education. To be considered for a Federal Pell Grant a student must complete the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA may be completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or a paper application may be used. FAFSA forms are available in the Financial Aid Office or other public places such as a library. Not all students will qualify for a Federal Pell Grant.

An Award Notification letter will be sent to the student indicating the type and the amount of aid awarded.

### ***Federal Loan Programs:***

#### **William D Ford Federal Direct Loan Program**

**Subsidized Loan** - A subsidized loan is awarded on the basis of need. A student may be eligible to request a maximum of \$3,500 per year for the first year of undergraduate study. Programs of less than 24 credit hours will be prorated down based on the number of hours in the student’s program. The federal government pays the interest while the borrower is in school and during authorized periods of deferment. Repayment will begin six months after the borrower ceases to be enrolled at least half-time.

**Unsubsidized Loan** - An unsubsidized loan is not awarded on the basis of need, and the student is responsible for paying the interest during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loan) not to exceed \$5,500 for a dependent student and \$9,500 (\$3,500 Sub & \$6,000 Unsub) for a first year independent student. Repayment will begin six months after the borrower ceases to be enrolled at least half-time.

**Federal Parent Loan to Undergraduate Student (PLUS)** - PLUS loans are meant to provide additional funds to dependent students for education related expenses. Parents may borrow up to the cost of education, minus other aid received by the student. Repayment begins approximately sixty days after final loan disbursement is made.

Information disclosed to students or parents of students who enter into an agreement regarding a Title IV, HEA loan that the loan will be submitted to NSLDS and accessible by authorized agencies, lenders, and institutions {HEQA 489 amended HEA Sec. 485B }

All Federal loans will be reported to the U.S. Department of Education’s National Student Loan Data System as part of the student’s financial aid history. This information will be accessible to authorized agencies, other post-secondary institutions, lenders and Federal loan servicing agencies.

## **WHAT WILL MY EDUCATION COST?**

Before applying for financial aid, students and parents should assess all of the costs of attending this ELITE WELDING ACADEMY/ELITE PIPE WELDING ACADEMY.

The Financial Aid Office establishes standard budgets, which reflect average costs for students during a typical term of enrollment. Actual expenses vary among students depending on life styles, priorities and obligations. To assist applicants in determining their need to meet all costs of education, direct and indirect, a schedule of tuition and fee costs has been provided with estimates of living expenses.

The budget shown below is an example: (26 weeks / 1000 hours program) Independent Students- 2017COA

Tuition, Books & Supplies	\$14,790.00
Personal Expenses	\$1,794.00
Room & Board	\$5,730.00
Transportation	\$2,106.00
Fees	\$100.00
<b>Total</b>	<b>\$24,520.00</b>

## **HOW IS ELIGIBILITY DETERMINED**

As stated before, financial assistance is awarded to bridge the gap or to supplement the amount you and your family are reasonably able to contribute towards your educational expenses. A Federally approved system of “need analysis” is used to calculate eligibility for a Pell Grant or Direct Loans. In order to perform this evaluation, it is necessary for you to complete the Free Application for Federal Student Aid (FAFSA) with information concerning your family’s financial strength such as income and assets, size of family, and number in college. The school’s academic year is defined as 1,000 hours and 26 weeks which is the length of the program.

## **WHAT MUST I DO TO CONTINUE TO RECEIVE FINANCIAL AID FUNDS?**

In order to continue to receive Financial Aid funds, make “satisfactory academic progress” in accordance with the school’s Grading and Attendance Policy. Also, you must re-apply for Federal Aid every year via the Free Application for Federal Student Aid (FAFSA) if necessary for your program.

## **HOW ARE FUNDS DISBURSED**

### **Title IV Funds**

Title IV funds will first be applied to outstanding tuition and fee charges. Any Title IV funds remaining that are above and beyond the student's current balance will be disbursed to the student unless the student requests that credit balance of funds be applied to upcoming terms. Funds owed the student will be disbursed within 14 days after funds have been applied to the student's tuition account.

**Please note: Loan funds will not be disbursed until: the student has completed the Entrance Counseling and Master Promissory Note with the financial aid office, and has been in school for 30 days. Financial aid funds are disbursed one-half at the beginning of the program and one half when the student has completed half the hours and half the weeks in the program.**

Financial aid awards accepted by the student are disbursed by the Business Office and will appear as a payment on the billing invoice as a direct credit reducing the balance due.

Funds from the William D Ford Direct Loan Program; including The Federal PLUS (parent) Loan, the Subsidized and Unsubsidized loans will be sent to the school electronically to be credited to student's accounts. Any remaining funds from the Federal PLUS Loan will be sent to the parents, funds remaining from the Subsidized and Unsubsidized loans will be disbursed to the student. Parent is given choice to disburse excess funds to themselves or to student.

**Students will be notified within 30 days of loan funds being disbursed to their accounts, and will have the opportunity to cancel or reduce loans if they wish to do so.**

## **HOW ARE REFUNDS PROCESSED**

### **CANCELLATION / REFUND POLICY**

Elite Welding Academy/Elite Pipe Welding Academy agrees to accept cancellations and make refunds according to the following: An enrollment agreement may be cancelled within five (5) calendar days after the date of signing. The school shall promptly fully refund all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty (30) days after cancellation. All monies paid by an applicant will be refunded if the applicant is rejected by the school.

### **REFUND POLICY**

**ACCET Refund Policy: This policy will not be used at the Texas Campus**

1. Elite Welding Academy/Elite Pipe Welding Academy may retain an administrative fee associated with withdrawal or termination not to exceed \$100. **See your Texas Campus Catalog for a sample of the TWC refund calculation.**
2. During the first week of classes, **tuition charges** withheld will not exceed 10% of the stated tuition up to a maximum of \$1000. 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.
3. After the first week and through fifty percent of the period of financial obligation (term), tuition charges retained will not exceed a pro rata (%) portion of tuition for the training period completed, plus 10% of the unearned tuition for the period of training that was not completed. (example below)



**ACCET Refund Policy continued**

4. After fifty percent (50%) of the period of financial obligation (term) is completed, the institution may retain the full tuition

**Refund Computation Sample**

24 weeks of training; scheduled start on January 4<sup>th</sup>; scheduled completion on June 17<sup>th</sup>.

Student is financially obligated for the entire 24 weeks of training. **Tuition is \$7500.**

Last date of attendance if February 24<sup>th</sup>.

Date of determination based on Elite Welding Academy/Elite Pipe Welding Academy’s attendance policy is March 8<sup>th</sup>.

The percentage of tuition retained by the school is based on the portion of the program the student was attending when the student dropped or was dismissed.

Number of weeks student attended	= 8 weeks
Number of weeks student is financial obligated	= 24 weeks
Pro Rata portion completed based on 8 weeks	= 8/24 = 33.3%
33.3% X \$7500 tuition	= \$2500
10% X \$5000 (unearned tuition)	= \$500
Owed to Elite Welding Academy/Elite Pipe Welding Academy	= \$3000
Refunded to student by April 7 <sup>th</sup>	= \$4500

**ATTENTION Title IV Recipients**

**Return of Title IV Funds**

The law specifies how Elite Welding Academy/Elite Pipe 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/Elite Pipe 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/Elite Pipe Welding Academy, LLC at any time by meeting with the Admissions Director and filling out a withdrawal form. A student that has not called or attended class for 5 consecutive school days will be considered a drop or a withdrawn student. It is highly recommended that the student speak to a Financial Aid Advisor prior to withdrawing.

A student’s withdrawal date is defined as:

- 1) The date the student notifies Elite Welding Academy/Elite Pipe Welding Academy, LLC of his/her decision to withdraw, or
- 2) The last date of attendance for a student who has ceased attending all classes A student is considered withdrawn from Elite Welding Academy/Elite Pipe 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 program(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/Elite Pipe 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/Elite Pipe Welding Academy, LLC has 30 days from the date of Elite Welding Academy/Elite Pipe 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/Elite Pipe 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/Elite Pipe 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/Elite Pipe 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

### **WITHDRAWAL POLICY**

Students planning to withdraw should meet with the School Director to officially withdraw. Students who are unable to physically meet with the School Director should contact the school by telephone or other telecommunication system. In all withdrawals, the last date of attendance is used to calculate the students refund or obligation to the school. Non-attendance does not constitute a withdrawal unless it is for 5 consecutive days.

If a student wishes to drop out of school before the completion of his/her program, he/ she will be encouraged to complete the current term before withdrawing. A student may then request permission to re-enroll at the beginning of any subsequent term, within one year. Re-admittance is solely at the discretion of the Campus Director. If a student withdraws before the term is completed, he/she must repeat the incomplete term and will be charged the prevailing tuition.

For students who withdraw without notifying the school, the school will use five (5) calendar days of absences to determine that the student has unofficially withdrawn. The last day of attendance will be used to as the withdrawal date for calculating any return of Federal funds to the U.S. Department of Education. **Federal returns will be made within 45 days of the determination date. If a student has a Federal loan, it is his/her responsibility to inform the lender that he/she is no longer in school. It is also the student’s responsibility to arrange for a Federal loan exit counseling session with the school’s financial aid office.**

### **LEAVE OF ABSENCE POLICY**

ELITE WELDING ACADEMY/ELITE PIPE WELDING ACADEMY may grant a student a leave of absence of up to 60 days in any 6 month period if the student provides proof of hardship.\* During the Leave of Absence the student is not considered to be withdrawn. Student must apply in writing and the School Director must approve the leave. A copy will be sent to the Financial Aid Office at which time financial aid funds will be put on hold. No additional ELITE WELDING ACADEMY/ELITE PIPE WELDING ACADEMY charges will be generated during the leave. If the student fails to return from an approved leave of absence they will be considered officially withdrawn, and all refund and return of Title IV funds calculations will be based on the last date the student attended as defined in the Withdrawal Policy. If the student has a Federal loan, the grace period begins retroactively to the student’s last date of attendance.

\*One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances, such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act (FMLA) of 1993.

## WHERE CAN I GET ADDITIONAL INFORMATION ABOUT THE SCHOOL

Your best source of information is in the School Catalog and Student Handbook. Contained in the Catalog is complete information on the Academic Programs, the Physical Facilities and the Faculty and Administrative Staff.

## WHAT ARE MY RIGHTS & RESPONSIBILITIES FOR RECEIVING FINANCIAL AID

As a recipient of Federal Student Aid, you have certain rights you should exercise and certain responsibilities you must meet. Knowing what they are will put you in a better position to make decisions about your educational goals, and how you can best achieve them.

### STUDENT'S RIGHTS

You have the right to know what financial aid programs are available at your school.

You have the right to know the deadlines for submitting applications for each of the financial aid programs available

You have the right to know how financial aid will be distributed, how decisions on the distributions are made, and the basis for these decisions.

You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.

You have the right to know resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need.

You have the right to know how much of your financial need as determined by Elite Welding Academy/Elite Pipe Welding Academy/Elite Pipe Welding Academy has been met.

You have the right to request an explanation of the various programs in your student aid package.

You have the right to know your school's refund policy.

You have the right to know what portion of the financial aid you received are loans that must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.

You have the right to know how the school determines whether you are making satisfactory progress and what happens if you are not.

### **VOTER REGISTRATION**

To be eligible to vote in the next election in Ohio, you must be registered to vote at least 30 days before the election date. You can register to vote through the County Board of Elections **in person** or **by mail**. You **cannot** register **online**. You can also register to vote at your local Ohio BMV office when you go in for any driver's license/ID card transactions, including:

- Applying for a new driver's license.
- Renewals.
- Changing your name or address.

You will need to complete and submit a Voter Registration and Information Update Form.

To register to vote **in person** or **by mail**, take or send a completed Voter Registration and Information Update Form to your local County Board of Elections office. You can pick up a copy of the form at any:

1) Boards of Elections office. 2) Ohio BMV deputy registrar office. 3) Ohio public library 4) County Treasurer Office. The Ohio SOS website provides a complete list of locations to obtain a copy of the OH Voter Registration Form.

## **CONSTITUTION DAY**

In September of each year, the school will hold an educational program on the U.S. Constitution as required by the U. S. Department of Education for all schools receiving Federal funds. However, when scheduled day in September falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

## **STUDENT'S RESPONSIBILITIES**

You must complete all application forms accurately and submit them on time to the right place.

You must provide correct information. In most instances, miss-reporting information on financial aid application forms is a violation of the law and may be considered a criminal offense which could result in an indictment under the Criminal Code.

You must return all additional documentation, verification corrections and/or new information requested by either the financial aid office or the agency to which you submitted your application.

You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them. You must accept responsibility for all agreements that you sign.

You must be aware of and comply with the deadlines for applications or reapplication for that aid.

You should be aware of your school's refund procedures.

All schools must provide information to prospective students about the school's programs and performance. You should consider this information carefully before deciding to attend.

## **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

All students must meet the following standards of academic achievement (SAP) and successful course completion while at Elite Welding Academy/Elite Pipe Welding Academy/Elite Pipe Welding Academy:

### **Academic Standards / Grades**

Grades on NCCER modules will be recorded as a percent. Students must maintain 70% or above on each module or (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:**

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

**CWI Scale:**

5 Outstanding
4 Above Average
3 Average
2 or 1 is unacceptable

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

**Welding Skill:**

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

**\*Weld tests are given and scored at the end of each level and are performed using the AWS Certification test standards.**

**Satisfactory Progress:**

All enrolled students at Elite Welding Academy/Elite Pipe Welding Academy/Elite Pipe Welding Academy, LLC are required to maintain satisfactory academic progress towards meeting the established graduation requirements of the Structural and Pipe Welding program (eligible for Title IV funding). **A student must meet each of the following qualitative and quantitative standards to demonstrate satisfactory academic progress:**

- Qualitative
  - A student must have a minimum cumulative grade point average of C (70%) on all NCCER module tests, homework, quizzes and any other course assignments.
  - A student must pass each "end of term" weld test as outlined in the syllabus. He/she must test at a level 3 or above on the CWI scale. A student cannot move to the next term without successfully passing the term "hands-on" weld test.
- Quantitative
  - A student must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period.
  - The 1000 hour Structural and Pipe Welding program academic year consists of 26 weeks of instruction for students enrolled, attending 40 clock hours per week (Note: number of hours per week may vary depending on holiday schedule).

These areas are reviewed at the end of each Level to determine if the student has maintained good standing in all areas. This determines if the student can continue in the program.

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

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

**Evaluation of Satisfactory Progress (all students)**

Satisfactory academic progress is to be evaluated at the following time periods for all students and to determine eligibility of disbursements for students receiving Financial Aid (Title IV Funds):

Structural and Pipe Welding Program

- Following the midpoint of the program (500 actual hours and week 13). Students will be provided progress reports containing both their academic (qualitative) and attendance (quantitative) results.
- The maximum time frame is not to exceed 111% of the published length of the program measured in clock hours. A student is allowed to miss 10% of the maximum program length. Students exceeding the maximum time frame may be subject to administrative withdrawal and will lose eligibility for Federal Student Aid

### **Unsatisfactory Progress Report- Appeal**

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

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

### **Appeal Process**

Students must appeal to be considered for probation and continuation in the program. **Appeals must be submitted to the school's Director within 24 hours of receipt of the unsatisfactory progress notice.** The appeal must be accompanied by documentation supporting the mitigating circumstance that prevented the student from attaining satisfactory progress, and the students' ability to correct these issues. The written appeal as well as all mitigating circumstances will be reviewed for decision by the Campus Director. Only extraordinary circumstances will be considered, such as death or severe illness or circumstances in the immediate family. The student will be notified of the decision within five (5) days. The review and decision by the Campus Director is final.

### **Probation and Regaining Satisfactory Academic Progress**

**A student reinstated upon appeal is on probationary status during which time he/she must meet the terms and conditions set out in the letter granting the appeal. A student on financial aid probation may continue to receive Title IV Funds.** Probation status can be removed once the student has again achieved 90% cumulative attendance and 70% GPA.

### **Maximum Time Frame**

The maximum time frame is not to exceed 111% of the published length of the program measured in 1000 clock hours. A student is allowed to miss 10% of the maximum program length. Time spent on an approved leave of absence is not counted against the maximum time frame. Students must meet SAP in order to retain Financial Aid (Title IV Funds).

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

### **Non-Credit remedial courses not offered**

### **Interruptions, Course Incompletes, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. All hours of attendance will be counted in the maximum time frame for completing

the program whether or not the student is receiving Title IV funds. Students who withdraw prior to completion of the program and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Withdrawals are counted toward maximum time frame. Incomplete courses are counted towards qualitative and quantitative requirements, including maximum timeframe.

### **Transfer of Credit Policy**

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

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

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

### **GENERAL VERIFICATION POLICIES AND PROCEDURES**

Students will receive a Student Aid Report (SAR) by email if they include an email address when completing the FAFSA. If they do not include an email address they will receive their SAR in the mail. The SAR is a copy of the student's FAFSA information. If there is an asterisk next to the Expected Family Contribution (EFC) number on the SAR, the student has been selected for verification by the US Department of Education. The Financial Aid Office will let the student know what documents are needed to complete the verification. A verification form will be provided to the student with a list of what needs to be completed and a signature page for the student (and parent if the student is a dependant student). Until the verification form is signed and the documents requested are returned to the Financial Aid Office and the accuracy of the financial data used to calculate the student's EFC is verified no funds will be requested for the student.

#### **Applicants Selected For Verification**

All applicants selected for verification must submit the required documentation to the aid office within 5 days of receiving notification of documentation required or by the second day of class. All applicants will be notified in writing of the documentation that must be submitted to the Financial Aid Office.



Any applicant failing to submit the required documentation within timeframe will have to make arrangements to pay the tuition and fees that would have been covered by financial aid funds. Note: failure to produce documents before the deadline will negate the financial aid award and the student will be assessed a balance due for the term. This will be due immediately. One the second day of class students receive their tools and must have payment secured to receive them.

### **Correction Procedure**

The following procedure will be used to correct misstated applicant information:

Upon receipt of the verification documentation, the aid officer will compare the information contained on the applicant's original FAFSA with the information requested in the verification package.

If it is determined that the applicant has misstated information, the applicant will be required to correct all the misstated data items on the application, and obtain all necessary signatures. The financial aid office can make a correction to the fafsa with the student signature and knowledge of the corrected item.

When the financial aid office receives the corrected FAFSA it will be compared again to the information in the verification package.

If it is determined that an applicant's award changes as a result of verification, a revised award notification will be provided to the applicant.

Elite Welding Academy/Elite Pipe Welding Academy/Elite Pipe Welding Academy may also select students for verification if there is information that conflicts with information provided on the FAFSA.

### **REFERRAL OF OVERPAYMENTS AND FRAUD CASES**

If the school discovers during the verification process that a student received an overpayment of federal funds, the school will attempt to adjust subsequent financial aid disbursements. If this is not possible, the student will be required to repay the overpayment amount. Any applicant failing to repay the overpayment will be referred to the U. S. Department of Education for collection. Such applicants will be ineligible for future Federal Student Aid funds.

If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, the applicant will be reported to the Office of Inspector General, U. S. Department of Education.

### **FINANCIAL AID CONFIDENTIALITY POLICY**

Student financial aid records are considered confidential and hence are only available to authorized financial aid personnel for the purpose of making and maintaining financial aid awards.

Students who apply for food stamps or other aid awards, depending on the agency involved, may be required to request such release of information in writing prior to the financial aid office releasing it.

## **POLICIES/PROCEDURES UNDER 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/ELITE PIPE WELDING ACADEMY/ELITE PIPE WELDING ACADEMY AFFIRMATIVE ACTION/HANDICAP POLICIES**

Elite Welding Academy/Elite Pipe Welding Academy/Elite Pipe Welding Academy complies with the provisions of the Americans with Disabilities Act. The Campus Director is the designated coordinator of the Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. The Campus Director also serves as the coordinator to ensure compliance with section 504 of the Rehabilitation Act of 1973 and for implementing proper and appropriate policies that relate to the requirements of the school and its employees regarding this Act. The Academy will not discriminate against any qualified applicant with respect to any terms, privileges or conditions of enrollment because of an applicant's physical or mental disability or a person's disease.

Elite Welding Academy/Elite Pipe Welding Academy/Elite Pipe Welding Academy will make reasonable accommodations as necessary for all applicants with disabilities, provided that the individual is qualified to safely perform the essential duties of his/her educational objective and provided that the accommodations do not impose an undue hardship on the Academy.

### **STATEMENTS OF NON-DISCRIMINATION**

Elite Welding Academy/Elite Pipe Welding Academy/Elite Pipe Welding Academy does not discriminate on the basis of gender, sexual orientation, age, physical or mental disability, race, creed, or religion in its admission to or treatment in any of its programs, activities, advertising, training, placement, or employment. However, should a discriminatory act occur against any student or employee, Elite Welding Academy/Elite Pipe Welding Academy/Elite Pipe Welding Academy will take the steps necessary to investigate the incident, correct any discriminatory effects, and prevent recurrence of such acts of discrimination, including disability harassment.

The Campus Director is the designated coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. The Campus Director also serves as the coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973 and for implementing proper and appropriate policies that relate to the requirements of the school and its employees regarding this Act.

Prospective students, current students, graduates, or employees who wish to file a grievance or complaint against the school or its representatives for disability discrimination, including disability harassment carried out by other students, employees, or third parties, or for other discriminatory acts covered under Title IX and Section 504, may do so as outlined in the **GRIEVANCE PROCEDURE** section of the catalog.

### **CODE OF CONDUCT VIOLATION CONSEQUENCE**

The Code of Conduct policy is given to every student on orientation day. Violation of any portions of the code of conduct policy while enrolled in the school can result in immediate termination or other disciplinary actions as determined by the Campus Director

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

The term "grievance" is defined as a dispute between a student, employee, or third party and the school regarding the interpretation, application of, or compliance with any provision of the Elite Welding Academy/Elite Pipe Welding Academy/Elite Pipe Welding Academy policies or procedures. The grievance process is available to all students, employees, or third parties without fear of retaliation or intimidation. All conversations with the student, employee, or third party shall be held in strict confidence by those involved. The grievance decision may be appealed as outlined in Step II.

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 [complaintsaacct.org](mailto:complaintsaacct.org)*

*and/or*

*State Board of Career Colleges and Schools, 30 East Broad Street, 24<sup>th</sup> Floor, Suite 2481, Columbus, OH 43215 Phone number (616) 4662752 Toll Free: (887) 265-4219*

*and/or*

*Texas Workforce Commission, 101 E. 15<sup>th</sup> Street, Austin, TX 78778-0001 Telephone: 512.936.3100 or Fax: 512.463.2236: email: [ombudsman@twc.state.tx.us](mailto:ombudsman@twc.state.tx.us)*

## **ACCREDITATION & MEMBERSHIPS**

The school and/or financial aid officer currently belong to the following professional associations:

- Approved by the State Board of Career Colleges and Schools.
- Approved and fully accredited by ACCET (Accrediting Council for Continuing Education & Training)
- Approved to provide training to Workforce Initiative Agency (WIA) through the State of Ohio
- Approved to provide training to Texas Workforce Commission (TWC) through the State of Texas
- Approved to provide training through funding by Veterans Administration

## **CRIME AWARENESS REPORT**

The following information is provided and updated annually as directed by the U. S. Department of Education through Public Law 101-542, the “Criminal Awareness and Campus Security Act of 1990”.

### Campus Security Policies and Procedures

#### **I. Reporting of Criminal Incidence**

The school strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. All students should report any knowledge of a criminal or suspicious nature to the School Director or call 911.

The school will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, Local Law enforcement authorities will also be notified.

#### **II. Campus Security Programs**

All students are informed of campus security procedures during orientation. All staff members are briefed on campus security procedures upon hiring

Both staff members and students are encouraged to be responsible for their own security and the security of those around them by carefully reading the campus security procedures and reporting any incidents when they occur.

#### **III. Campus Policy Regarding Illegal Substances**

The Elite Welding Academy/Elite Pipe Welding Academy strictly forbids the possession, use or sale of alcoholic beverages and/or illegal drugs on all campus grounds. Students and staff members should report any knowledge of such activities to the appropriate school personnel mentioned in Part I of this report. Any infraction is cause for immediate suspension and possible termination. When appropriate, such infraction will also be reported to the local authorities. Specific details of this Elite Welding Academy/Elite Pipe Welding Academy Medical Training Academy’s drug policy are outlined in the campus drug free policy statement distributed annually to all staff and students under separate cover.

#### **III. Current Campus Crime Statistics**

The statistics listed below are from Springdale Ohio and Houston Texas Our school has been crime free.

## **RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

The student Right-to-Know and Campus Security Act requires all schools receiving certain federal funds to disclose completion/graduation rates and campus crime statistics to employers, students and potential students.

The completion/graduation rate for the established cohort of students enrolled in the hourly programs of 26 weeks 1000 hours is 87%.

Elite Welding Academy/Elite Pipe Welding Academy continues to experience a significant absence of crime as illustrated by the following statistics for and:

<b>Springdale, Ohio<sup>1</sup></b>	<b>Lawrence County, South Point, Ohio</b>	<b>Harris County, Houston, Texas<sup>2</sup></b>
<b><u>Type of Occurrence 2015</u></b>	<b><u>Type of Occurrence 2015</u></b>	<b><u>Type of Occurrence 2015</u></b>
Aggravated Assault    401	Aggravated Assault    51	Aggravated Assault    458
Burglary            1479	Burglary            278	Burglary            873
Forcible Rape      0	Forcible Rape      0	Forcible Rape      0
Larceny and Theft   3643	Larceny and Theft   1465	Larceny and Theft   2929
Motor Vehicle Theft 389	Motor Vehicle Theft 202	Motor Vehicle Theft 596
Murder and        22	Murder and        0	Murder and        13
Manslaughter	Manslaughter	Manslaughter
Robbery            423	Robbery            25	Robbery            452
Property Crime    5510	Property Crime    1945	Property Crime    4398
Violent Crime      925	Violent Crime      101	Violent Crime      967

### **DRUG & ALCOHOL POLICY**

Elite Welding Academy/Elite Pipe Welding Academy will not tolerate any drug and/or alcohol use, which could imperil the health and well being of its students, staff or faculty or which could threaten its educational mission or reputation.

We require that every applicant, student, staff, and faculty member be free of alcohol and/or drug dependency. Whenever anyone with supervisory responsibilities within the Academy suspects that a student, faculty member or other staff member has fallen short of performance or behavioral standards, which may have been caused in any way by use of alcohol or drugs, the Academy may require the student to submit a breath, urine and/or blood sample for alcohol and/or drug testing to stay enrolled in a program.

Under our policy, the following actions are prohibited, and will result in discipline, critical incident, and possible expulsion from the program:

1. Being under the influence, or use of, possession, or sale of illegal drugs or drug paraphernalia, controlled substances, or alcohol (including the presence of these substances in a student’s system) while on Elite Welding Academy/Elite Pipe Welding Academy premises or on any off-campus clinical assignments, at any time during school hours.
2. Use of alcohol of premises or possession, use, manufacture, distribution, dispensation or sale of illegal drugs or controlled substances off the Academy’s premises, where that conduct adversely affects the student’s attendance, work, or performance, the individual’s or another student’s safety, or Elite Welding Academy/Elite Pipe Welding Academy’s reputation in the community.
3. Testing positive for alcohol/drugs.
4. Refusing to submit to an alcohol/drug test, if required.

---

<sup>1</sup> Ohio: <http://www.homefacts.com/crime/Ohio/Hamilton-County/Cincinnati/45246.html> - 45680- South Point

<sup>2</sup> Houston: <http://www.homefacts.com/crime/Texas/Harris-County/Houston/77087.html>

## **DRUG PREVENTION PROGRAM**

Staff and students are hereby informed of the requirements of the Drug-Free schools and Communities Act Amendments of 1989, Public Law 101-226.

Staff and students are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any Elite Welding Academy/Elite Pipe Welding Academy activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from employment.

There are numerous legal sanctions under local, state and federal laws, which can be used to punish violators. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

There are drug or alcohol counseling, treatment and rehabilitation facilities available in our area where you can seek advice and treatment. See the Campus Director for specifics.

There are national organizations one can contact for help. The Alcoholism and Drug Abuse Hotline is open 24 hours by contacting 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999 is open 24 hours a day as well. The National Institute on Drug Abuse Hotline is available from 8:00 A.M. to 2:00 A.M., Monday through Friday and 11:00 A.M. until 2:00 A. M. on weekends by contacting 1-800-662-4357.

We recommend that any person observing any staff or student partaking in drugs or alcohol immediately notify the school Director. Caution must be observed not to wrongly accuse a person suspected of taking drugs, as an improper accusation could lead to embarrassment both to the individual and the school.

Once management has determined that assistance to overcome a drug problem is necessary, the individual and his/her family should be counseled on the need for assistance. Records must be maintained of any counseling provided the individual by their Case Manager.

There are clinics in the school's vicinity which can render assistance. The school can only offer advice in a limited manner. If the individual is in immediate danger of harming either him/herself or others, local law authorities should be immediately contacted.

Staff and students who violate these standards of conduct subject themselves to a disciplinary action. Students are reminded that as a pre-condition to accepting a Pell grant, that they sign a certificate stating they would not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by a Pell Grant. A Pell Grant recipient convicted of a criminal drug offense resulting from a violation occurring during the period of enrollment covered by the Pell Grant must report the conviction in writing, within ten (10) calendar days of the conviction, to the Director, Grants and Contracts Service, U. S. Department of Education, 400 Maryland Avenue, S. W., Room #3073, FOB-6, Washington, D.C.20202-4571... Upon being hired by the Elite Welding Academy/Elite Pipe Welding Academy, staff members who work at the Institute will receive a briefing and acknowledge in writing that they understand the provisions of the Drug-Free Workplace. Employees must notify the Director of the Campus in writing of a conviction of a criminal drug stature occurring in the workplace within five (5) days after receiving the conviction. Disciplinary action will take place within thirty (30) days of notification, and can range from a letter of admonishment, suspension and/or enrollment in a rehabilitation program to termination of employment.

### **Availability of Employee for Dissemination Purposes**

Cincinnati OH Campus

Monday – Friday 730AM – 430PM

513.454.3200

South Point, OH Campus

Monday – Friday 730AM – 430PM

740.523.0034

Houston, TX Campus

Monday – Friday 730AM – 430PM

713.640.9074

## APPENDIX A

### FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

#### 21.U.S.C. 884(a)

1<sup>st</sup> conviction: Up to 1 year imprisonment and fined at least \$1,000.00, but not more than \$100,000.00 or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined \$2,500.00, but not more than \$250,000.00 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000.00, but not more than \$250,000.00 or both.

Special sentencing provisions for possession of crack cocaine; Mandatory at least 5 years years in prison, not to exceed 20 years and fined up to \$250,000.00 or both.

1<sup>st</sup> conviction and the amount of crack possessed exceed 5 grams.

2<sup>nd</sup> conviction and the amount of crack possessed exceeds 3 grams

3<sup>rd</sup> or subsequent crack conviction and the amount of crack possessed exceeds 1 gram

#### 22.U.S.S. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance, that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack).

#### 21.U.S.C.881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

#### 21.U.S.C.884a

Civil fine of up to \$10,000.00 (Pending adoption of final regulations).

#### 21.U.S.C.853a

Denial of Federal benefits such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for 1<sup>st</sup> offense, up to 5 years for 2<sup>nd</sup> and subsequent offenses.

#### 18.U.C.933(g)

Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licensees and benefits, e.g. pilot license, public housing tenancy, etc., are vested within the authorities of individual Federal Agencies.

\*\*\*NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions do apply



## **APPENDIX B**

### **HEALTH RISKS ASSOCIATED WITH ALCOHOL**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol caused marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal symptoms can be life threatening. Long term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

As described in What Works: Schools without Drugs (1989 Edition, Department of Education).

## Job Placement and Employment Information

### Completion & Graduation Rates

#### Cincinnati Structural and Pipe Welding Program

<b>2017 CLASSES</b>						
January - June 2017	19	17	89%	15	15	100%
March - Aug 2017	14	13	93%	12	12	100%
May - Oct 2017	10	8	80%	5	3	60%
July - Dec. 2017	14	11	79%	5		
Sept- Mar 2018	15					
Nov - April 2018	11					
<b>2017 totals</b>	<b>83</b>	<b>49</b>	<b>85.2%</b>	<b>37</b>	<b>30</b>	<b>87%</b>
<b>2016 CLASSES</b>						
October 2015 - March 2016	19	15	79%	11	11	100%
January - June 2016	18	17	94%	14	12	86%
March - August 2016	10	8	80%	8	8	100%
May - October 2016 * 1 Medical Waiver	14	11	79%	7	7	100%
July - December 2016 *1 transfer LOA	20	17	85%	16	16	100%
Sept - March 2017	12	11	92%	10	9	90%
Nov - April 2017	11	7	64%	7	7	100%
<b>2016 totals</b>	<b>104</b>	<b>86</b>	<b>82%</b>	<b>73</b>	<b>70</b>	<b>97%</b>
<b>2015 CLASSES</b>						
January - June 2015	25	21	84%	18	16	76%
April - October 2015	17	15	88%	13	13	87%
July - December 2015	26	23	88%	21	20	87%
October 2014 - April 2015	17	16	95%	10	10	63%
	*2 students welded for 2 weeks then quit - not in stats. 2 no response and 3 working unrelated					
<b>2015 totals</b>	<b>85</b>	<b>75</b>	<b>89%</b>	<b>62</b>	<b>59</b>	<b>79%</b>

Updated 1/2018

## Texas Structural and Pipe Welding Program

Program Date	Number Enrolled	Number Completed	Percentage Completed	Placed	TWC % Placed	30 days working	ACCET% of students working 30 days
<b>2017 CLASSES</b>							
January - June 2017	2	1	50.00%	1	100.00%	1	100.00%
March - August 2017	6	3	50.00%	3	100.00%	3	100.00%
May - October 2017	3	2	66.67%	2	100.00%	2	100.00%
July - December 2017	3	1	33.33%		0.00%		0.00%
September - March 2017-2018	4						
November - April 2017-2018	5						
<b>2017 TOTALS</b>	<b>23</b>	<b>7</b>	<b>50%</b>	<b>6</b>	<b>75%</b>	<b>6</b>	<b>75%</b>
<b>2016 CLASSES</b>							
January - June 2016	2	2	100.00%	1	50.00%	1	50.00%
March-August 2016	6	4	66.67%	2	50.00%	0	0.00%
May-October 2016	1	1	100.00%	1	100.00%	1	100.00%
July - December 2016	11	9	81.82%	7	77.78%	7	100.00%
September-March 2016-2017	5	2	40.00%	2	100.00%	2	100.00%
November-April 2016-2017	6	4	66.67%	4	100.00%	4	100.00%
* collecting data							
<b>2016 TOTALS</b>	<b>31</b>	<b>22</b>	<b>76%</b>	<b>17</b>	<b>80%</b>	<b>15</b>	<b>75%</b>
<b>2015 CLASSES</b>							
January-June 2015	3	3	100.00%	3	100.00%	3	100.00%
March-August 2015	6	5	83.33%	5	100.00%	5	100.00%
May-October 2015	5	3	60.00%	3	100.00%	3	100.00%
July-December 2015	7	6	85.71%	6	100.00%	6	100.00%
September-March 2015-2016	3	3	100.00%	3	100.00%	3	100.00%
November-April 2015-2016	6	4	66.67%	3	75.00%	3	75.00%
* collecting data							
<b>2015 TOTALS</b>	<b>30</b>	<b>24</b>	<b>83%</b>	<b>23</b>	<b>96%</b>	<b>23</b>	<b>96%</b>

## Emergency Response & Evacuation Procedure

### “LOCKDOWN”

**If you hear this phrase you must follow the Elite Welding Academy/Elite Pipe Welding Academy Lockdown Policy and remain in place until notified that the lockdown mode has been cancelled.**

#### ELITE WELDING ACADEMY/ELITE PIPE WELDING ACADEMY LOCKDOWN POLICY

In the event that an individual enters the school, or the adjacent property(s), commonly known to be attached to the school and information becomes available that said individual is posing a security threat to the students, staff or faculty it shall be policy of the school administration to initiate a lockdown of the facility. A lockdown of the facility may also occur at the advice, request or order of local or state law enforcement officials.

Upon the school administration determination that a threat requires the lockdown policy needs to be initiated the following shall occur as fast as humanly possible.

**\*FRONT/BACK/SIDE/ALL OVERHEAD DOORS TO BR LOCKED\* by administrative personnel / and or school instructors in each area such as office complex, school, shop, etc.**

- 1) No individuals may enter or leave the school unless they are law enforcement officials who have confirmed the validity of their affiliation by presenting valid identification.
- 2) A school wide intercom message indicating a specific code word (Lockdown) shall be used along with text message to instructors /director’s telephone by the UGS receptionist to alert instructors and staff that a lockdown is to be initiated immediately. All classroom doors, overhead doors and office doors are to be shut and locked where possible at that time.
- 3) Administration / classroom instructor shall immediately call 911 for the most rapid response and make the 911 operator clear about the conditions that are present.
- 4) Elite Welding Academy/Elite Pipe Welding Academy shall remain in lockdown mode until an all clear is provided by administration to individual classrooms, offices, and common areas.

#### **Police Department 9-1-1**

West Chester, Ohio	513.759.7254	Houston, Texas	713.884.3131
Springdale, Ohio	513.346.5760	Harris County Sheriff	713.221.6000



## **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyright work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess cost and attorney’s fees. For details, see Title 17, United States Code, Sections 504 and 505.