



CATALOG

Elite Welding Academy

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**Elite Welding Academy, LLC accredited by the
Accrediting Council for Continuing Education and Training (ACCET # 1301)
State of Ohio Board of Career Colleges and Schools (06-11-1802T)
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 Eligible Veterans and their Dependents**

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

Genois Thomas-Mayer, President
Elite Welding Academy, LLC does not discriminate based on sex, ethnic origin, or religion.

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Executive Staff

Dan Freese - C.E.O. Dan Freese brings over 31 years of experience in construction management to his role as Chief Executive Officer of United Group Services (UGS), a position he has held since 2003. In 2006, he also became a partial owner of Elite Welding Academy. Dan is dedicated to aligning Elite Welding Academy with UGS's foundational values of Safety, Quality, and Service, ensuring excellence in every aspect of its operations as a world-class training facility.

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, which require a culture of elevated expectations, which allows top performers to flourish and consistently deliver positive results.

Genois Thomas-Mayer –President 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 30 years of extensive administrative, director, and executive experience, joining in 2015.

Administration Staff

<p>Garcia, Susan – Operations Manager Susan Received an associate degree in business management from Kaplan University. She has 23 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>	All
<p>Gover, Josie, Administrative Assistant Josie came on board after completing the Pipefitter Bootcamp in 2016. Josie creates an environment that is always fun and well-prepared. Joining in 2016.</p>	Cincinnati
<p>Martin, Daniel – Enrollment Manager, Daniel has 15 years of recruiting and marketing in various fields, 10 years Department of Human Services field supervisor, and a member of NLC for the past 5 years for the leadership of an America. joining in 2019.</p>	Cincinnati
<p>Renzi, Jessica – Admission /Placement Jessica has an associate 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 an educational background as a substitute teacher, joining in 2020</p>	South Point
<p>Woolwine, M. Ben – Admission Director 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 of teaching experience Joining in 2019.</p>	All
<p>Zimmer, Luke – Social Media Luke is a certified pipe welder, professional videographer, and freelance editor with 6 years of experience. Luke graduated from the University of Cincinnati with an Electronic Media Degree in 2021 and graduated from Elite Welding Academy in 2022. Joining in 2022</p>	Cincinnati

Faculty

<p>Cade, Josh – Instructor, Josh has experience in welding structural and pipe, worked under the United States Navy as an Xray and UT welder building nuclear submarines, have my Osha 10 certification, and my West Virginia safety sensitive certification, John is a graduate of Elite Welding Academy, South Point and has 15 years of MIG, TIG, and STICK, joining in 2024</p>	South Point
<p>Calhoun, Robert ‘Alex’ – Instructor, Alex has 4 years of pipe welding experience and 4 years of teaching experience. Alex has a Master’s in Reading education from Concordia University and a Bachelor’s in Elementary Education and is a graduate of Elite Welding Academy. Joining in 2023</p>	Cincinnati
<p>Gaffin, John, CWI - Instructor John - has 37 years of experience in the construction industry. During this time, he has held these positions and certifications – structural ironworker, pipefitter, pipe welder, AWS Certified Welding Inspector, AWS Certified Welding Educator, NCCER Certified Pipefitting and Pipe Welding Instructor, Fabrication Shop Foreman, QA-QC manager, and Site QC. Joining in 2022</p>	All
<p>Gibson, Ben – Interim Director Corporate Testing and Training, spent 7 years in the Army as an Infantryman before being medically retired. He attended Hobart Institute of Welding Technology and worked for GE Aviation upon graduation. After 5 years worked as an instructor until coming on with EWA in August of 2023</p>	All
<p>Jamison, Mark – OSHA/Lead Instructor Mark has been an employee of United Group Services as a pipe welder for 20 years and Authorized OSHA Outreach Trainer. He began working with Elite Welding Academy in 2014. He has various welding certifications through United Group Services. He has worked in the field and the shop environment, joining in 2015</p>	Cincinnati
<p>Held, Mike, Instructor - Mike has 11 years of experience in the structural and pipe welding field. Mike graduated from Elite Welding Academy in 2013. Joining in 2024</p>	Cincinnati
<p>Kalb, David ‘Sebas’ – Instructor, Alex has 8 years of pipe welding experience. David has a is a graduate of Mason Vocational Welding, KY. Joining in 2024</p>	Cincinnati
<p>Kessinger, Andrew – Lead Instructor Andrew has 20 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 20 years of experience in MIG TIG and sticks, joining in 2018</p>	South Point
<p>Koukos, Tony - Instructor Tony worked with McGinnis INC he was a welder fitter from 85-01 and a welder fitter at AK Steel from 2001 to 2018 and worked 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>McAlpine, John, Instructor - John has 6 years of experience in the structural and pipe welding field. John graduated from Elite Welding Academy in 2017. Joining in 2025</p>	Cincinnati
<p>Senay, Mike – Director of Instructions Mike has over 37 years of pipe welding and fitting experience and at least 20 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>	All

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 have been accredited with the Ohio State Board of Career Colleges and Schools (06-11-180T) since 2006 and the Accrediting Council for Continuing Education and Training (ACCET #1301) since 2011. 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 54 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 is readily available. The school has two dedicated classroom areas for lectures and demonstrations, a break room, and a 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 is readily available. The school has a dedicated classroom area for lectures and demonstrations as well as a break room.

Admission Requirements:

1. You must be at least 18 years of age or turn 18 before the end of the program, identification and signature of the parent/guardian are **required**.
2. Submits proof of a high school diploma or GED to be enrolled.
3. 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.
4. You should be able to read, write, and understand English.
5. It is strongly advised that your vision be evaluated 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 Welding Programs. Go to www.studentaid.gov to access this free application. Enter our school's name or our school number per campus 042067 Cincinnati and E40501 South Point. 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 Admission 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 or 18 before the end of the program, identification, and signature of parent/guardian required.
5. Provide payment for the first level of the program. If you are paying cash, the first session of each 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.

Admission Fees:

Elite Welding Academy, LLC requires a \$100.00 Admission Fee 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 Academy, LLC complies 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

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**.
- Structural Welding Program–600 hours/25 weeks/24 hours per week/2-10min break **NIGHT**.

(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 Structural and Pipe Welding have classes starting in January, February, March, May, July, September, and November. This Program is 1000 hours, 26 weeks long, and 40 hours per week.

NIGHT Structural and Pipe Welding have classes starting in January, March, May, July, September, and November. This Program is 1000 hours, 44 weeks long, and 24 hours per week.

NIGHT Structural Welding South Point and Cincinnati Campus Only have classes starting in January, March, May, July, September, and November. This course is 600 hours, 25 weeks long, and 24 hours per week.

EWA Program Curriculum and Standards:

NCCER Standardized Curricula

NCCER (National Center for Construction Education and Research), is a non-profit education foundation established in 1995 by the world's largest and most progressive construction companies and national construction associations. It was founded to address the severe workforce shortage facing the industry and to develop a standardized training process and curricula. Today, NCCER is supported by hundreds of leading construction and maintenance companies, manufacturers, and national associations. Some features of the curricula are:

- An industry-proven record of success
- Curricula developed by industry for the industry
- National standardization

AWS – WPQR welder performance Qualification Record – D1.1 Structural Steel.

The AWS D1.1 Structural Steel Welding Code provides specifications and requirements for welding procedures. A student can earn a welder performance qualification by demonstrating the ability to produce welds meeting the prescribed standards in accordance with the AWS D1.1 Structural Steel welding code.

ASME- American Society of Mechanical Engineers code is used for piping systems, weld qualifications, processes, and inspections. In our pipe welding portion of the structural and pipe program – EWA evaluates pipe welds in accordance with ASME Welding Code. **NOTE.** A student does not earn an ASME Welder Performance Qualification Record for the pipe welding portion of the program.

All program welds are evaluated by the prescribed AWS/ASME Welding codes.

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.

<i>Structural & Pipe Welding Day Class</i>	
<i>Start Date (m/yr.)</i>	<i>End Date (m/yr.)</i>
January 13, 2025	July 1, 2025
March 10, 2025	September 5, 2025
May 12, 2025	November 5, 2025
July 7, 2025	January 8, 2026
September 8, 2025	March 6, 2026
November 10, 2025	May 8, 2026

<i>Structural & Pipe Welding Night Class</i>	
<i>Start Date (m/yr.)</i>	<i>End Date (m/yr.)</i>
January 13, 2025	October 27, 2025
March 10, 2025	January 6, 2026
May 12, 2025	March 19, 2026
July 7, 2025	May 5, 2026
September 8, 2025	July 6, 2026
November 10, 2025	September 3, 2026

Structural Welding Night Class	
<i>Start Date (m/yr.)</i>	<i>End Date m/yr.)</i>
January 13, 2025	July 1, 2025
March 10, 2025	September 3, 2025
May 12, 2025	November 5, 2025
July 7, 2025	January 6, 2026
September 8, 2025	March 5, 2026
November 10, 2025	May 7, 2026

**Additional dates when available: February, April, June, August, October, and December
please check with each campus for availability

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Structural and Pipe Welding Program Description (1000 hours)
All Campuses

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 welding 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 through 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 the exact times. This program meets for 26 weeks at 40 hours per week of instruction plus ½ hours per day for lunch (Note: number of hours per week may vary depending on holiday schedule).

NIGHT CLASS program will be held Monday through 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).

STRUCTURAL AND PIPE WELDING PROGRAM SYLLABUS

ELITE WELDING ACADEMY, LLC

Term 1-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 lines, 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 and describe 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 identify 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 and 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)

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

Note: All NCCER Modules are from the current NCCER editions

HANDS-ON WELDING TEST: Structural Plate Test, Open-V Groove 3/8” plate – 3G and 4G (5 hours of 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

Term 1-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. Explain 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 and 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 of 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

Term 2-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 and 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. Explain 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 of practice and testing) Class Hrs.- 40 Lab Hrs. – 210 Total **Clock Hours Session 3 – 250**

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

Term 2-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 the physical characteristics, mechanical properties, composition, and classification of common ferrous and nonferrous metals. Identify the various standard metal forms and structural shapes. It 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 the 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 equipment and build a pad of stringer beads and weaved beads using filler metals and shielding gas. Explain procedures to perform GMAW Multi-pass fillet welds on a plate in various positions.

29207 FCAW – Plate (2 class hours / 36 lab hours)

Explain 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 and 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 of 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

Program Costs for the Structural and Pipe Welding Program per Session All Campuses

*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.

Admission Fee	\$100.00
SESSION I	
Definition	Cost
Total tools supplied for Session I and II (see tool list)	\$1,106.91
Supplies (c/s plate, welding rods)	\$1,159.09
Tuition (cost of class)	\$3,450.00
Total for Session I - 250 clock hours	\$5,716.00
SESSION 2	
Supplies (6" c/s pipe coupons, welding rods)	\$1,290.00
Tuition (cost of class)	\$3,450.00
Total for Session 2– 250 clock hours	\$4,740.00
SESSION 3	
Tools supplied for Session III and IV (see tool list)	\$735.32
Supplies (2" c/s pipe coupons, c/s wire, gas)	\$1,321.68
Tuition (cost of class)	\$3,450.00
Total for Session 3 – 250 clock hours	\$5,507.00
SESSION 4	
Supplies (2" s/s pipe coupons, s/s wire, gas)	\$1,590.00
Tuition (cost of class)	\$3,450.00
Total for Session 4 – 250 clock hours	\$5,040.00
Total for Tuition, tools, and Supplies for all Sessions	\$21,003.00

CLASSROOM HOURS		LAB HOURS	TOTALS
Session 1	34.5	215.5	250
Session 2	55	195	250
Session 3	40	210	250
Session 4	46	204	250
Total	165.5	834.5	1000

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

Item Name	Unit Price	Quantity	Total
Ground Clamp with Lead	\$ 97.00	1	\$97.00
Safety Glasses Clear	\$ 1.57	2	\$3.14
Welding Hood	\$ 151.20	1	\$151.20
10" Adjustable Spud Wrench	\$ 32.99	1	\$32.99
11" C-Clamp Locking Plier	\$ 25.87	2	\$51.74
14" Pipeliner File	\$ 24.31	1	\$24.31
25' Tape Measure	\$ 10.50	1	\$10.50
9" Side Cut Plier	\$ 49.30	1	\$49.30
Chipping Hammer	\$ 7.20	1	\$7.20
Electrode Holder with Lead	\$ 85.00	1	\$85.00
Flap Disc 4-1/2" x 7/8"	\$ 4.95	6	\$29.70
Flashlight	\$ 20.16	1	\$20.16
Green Weld Jacket	\$ 29.80	1	\$29.80
Grinder 4-1/2"	\$ 134.40	1	\$134.40
Level 9" Torpedo	\$ 11.86	1	\$11.86
EWA Shrit	\$ 42.00	2	\$84.00
Skull Welding Cap	\$ 5.25	1	\$5.25
Sledge Hammer - 4lb	\$ 24.96	1	\$24.96
Stick Welding Glove	\$ 27.06	2	\$54.12
Welders Hand Brush	\$ 6.54	2	\$13.08
Welders Tool Bag	\$ 62.35	1	\$62.35
Wheel 4-1/2" x .045 x 7/8"	\$ 1.68	15	\$25.20
Wheel 4-1/2" x 1/8" x 7/8"	\$ 2.01	10	\$20.10
Wheel Grinding 4-1/2" x 1/4" x 7/8 type 27,	\$ 2.47	15	\$37.05
Wire Wheel 4-1/2	\$ 21.25	2	\$42.50
			\$ 1,106.91

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

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

Item Name	Unit Price	Qty	Total
10" Smooth Mill File	\$13.81	1	\$ 13.81
12" Half Round File	\$26.38	1	\$ 26.38
5 Gallon Industrial Bucket	\$10.02	1	\$ 10.02
Power Cable Adaptor	\$8.09	1	\$ 8.09
Argon Flow Meter	\$64.80	1	\$ 64.80
Cap Back Long	\$2.06	1	\$ 2.06
Cap Back Short	\$1.44	1	\$ 1.44
Collet	\$0.88	20	\$ 17.60
Cup Alumina Nozzle #8	\$1.28	10	\$ 12.80
Gas Lens 1/8" Reg	\$5.38	6	\$ 32.28
Hose Welding Argon 1/4"x10'	\$25.92	2	\$ 51.84
Insulator, for gas lens Reg	\$1.52	1	\$ 1.52
Masking Tape	\$3.94	2	\$ 7.88
Mirror Inspection Round	\$13.02	1	\$ 13.02
Plastic separator box for tig parts	\$19.00	1	\$ 19.00
Power Cable Hose 12 1/2'	\$72.85	1	\$ 72.85
Tig Torch Handle	\$14.60	1	\$ 14.60
Tig Glove	\$22.49	2	\$ 44.98
TIG Torch Head - Body	\$97.36	1	\$ 97.36
Tungsten 1/8x7"	\$60.04	3	\$ 180.12
Brush - Shoe Handle S/S	\$6.54	2	\$ 13.08
Cup Alumina Nozzle #10 Large	\$2.04	2	\$ 4.08
Gas Lens 1/8" Large	\$7.45	1	\$ 7.45
Insulator, for gas lens Large	\$2.04	1	\$ 2.04
Welper Mig Pliers	\$16.22	1	\$ 16.22
Tools For Session 1 & 3			\$ 735.32

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 private 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.

Transfer of Credits

Structural and Pipe Welding Program

Elite Welding Academy (OH) and 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 will assist with a written request in transferring 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 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 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, and 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 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. For the Structural and Pipe Program, there will be a maximum of 125 clock hours and a reduction of Session 1 tuition covering \$1,725.

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 expenses.

PROCEDURE TO BE FOLLOWED WHEN APPEALING TRANSFER OF CREDIT:

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

Academic Standards / Grades

Grades on NCCER modules will be recorded as a percentage. 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 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: The NCCER Instructor's guide maintains 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 the session. The end-of-session welding proficiency test is prepared and tested according to standards outlined by the American Welding Society, and the American Society of Mechanical Engineers. A 3 or better on the end-of-session weld test is considered passing.

Increments in 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 with 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 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.

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

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 toward 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 toward 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 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.

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.

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.

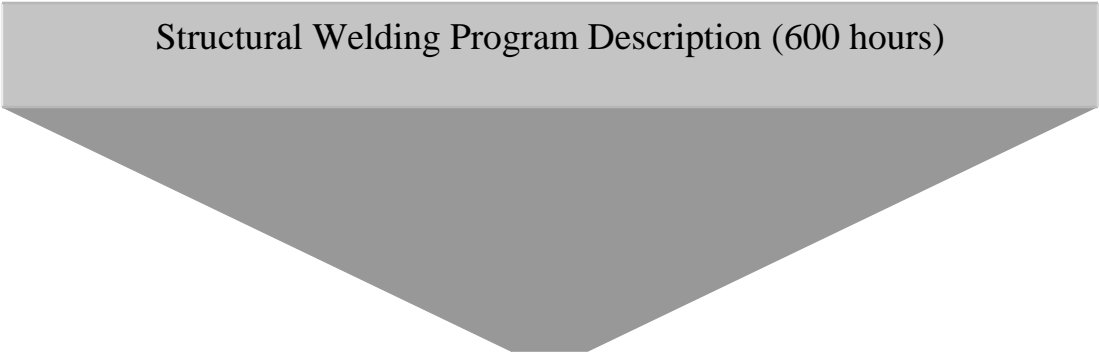
4. If you accumulate over 100 hours of absences (10% of the program) in the Structural and Pipe Welding Program, you could be dismissed.
5. You could be dismissed/withdrawn if you have not called or attended class for five (5) consecutive scheduled class days. You will be notified by email of this action. If you call and speak to the campus director before your 5 days of consecutive absences, measures may be taken to allow you to continue in the program.
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 class days or no more than 14 calendar 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 you receive 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.

Unsatisfactory Progress

Structural and Pipe Welding Program

Any student not meeting SAP at the end of each session 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.

Any 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.



Structural Welding Program Description (600 hours)

Structural Welding Program Description (600 hours)

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

1. Structural Welding for the commercial and industrial industries
2. Manufacturing welding for the manufacturing industries

Graduates may find suitable employment in weld shops, manufacturing/production facilities, and commercial/industrial construction. Structural welders can be found working in new building construction, highway infrastructure, equipment manufacturer, and many other areas. Seasoned structural 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 and welding procedures in SMAW, GMAW/ FCAW, and GTAW will be discussed, demonstrated, and practiced.

NIGHT The Structural Welding Program is measured in clock hours. The program is divided into 2 sessions with 300 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 25 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 53 lecture clock hours and 547 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 25 weeks. Steel-toed boots are required.

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

Class times for the Structural Welding program

NIGHT CLASS program will be held Monday through Thursday from 4:30 p.m. to 10:30 p.m. Check the class schedule for exact times. This program meets for 25 weeks at 24 hours per week of instruction. (Note: number of hours per week may vary depending on holiday schedule).

STRUCTURAL WELDING PROGRAM SYLLABUS

ELITE WELDING ACADEMY, LLC

Session 1 Structural Welding NCCER Modules and Lab Hours

29101 Welding Safety (8 class hours)

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

29102 Oxyfuel Cutting (1.5 class hours/8 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 lines, piercing, bevels, washing, and gouging.

29105 Base Metal Preparation (1.5 class hours/5 Lab Hours)

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

29107 SMAW – Equipment and Setup (1.5 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 (1.5 class hours)

Explains electrode characteristics and different types of filler metals and describe 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 (2 class hours/80 Lab Hours)

Describes the preparation and setup of arc welding equipment, 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.

29110 Joint Fit-Up and Alignment (2 class hours)

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

29112 SMAW – Open V-Groove Welds (2 class hours/170Lab hours)

Explain the 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.

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

HANDS-ON WELDING TEST: Structural Plate Test, V Groove 3/8” plate w/backing – 3G and 4G using SMAW process of practice and testing. **(5 Lab hours)**

Total Class Hours – 30 Total Lab Hours – 270

Total Clock Hours for Session 1 - 300

Prerequisites: There are no prerequisites for this subject

Session 2 Structural Welding with NCCER Modules and Lab Hours

Welding and Construction Safety (5 class hours)

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

29106 Weld Quality (2 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.

29201 Welding Symbols (2 class hours)

Identifies and explains the different parts of a welding symbol.

Describes different types of fillet weld, groove weld, and non-destructive examination symbols. Explain how to read welding symbols on drawings, specifications, and welding procedures.

29202 Reading Welding Detail Drawings (2 class hours)

Identifies and explains welding detail drawings. Describes lines, fills, object views, and dimensioning on drawings.

Explain how to use notes on drawings and the bill of materials.

29205 GMAW and FCAW –Equipment and Filler Metals (2 class hours/ 4 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.

29209 GMAW – Plate (2 class hours/70 Lab Hours)

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

29210 FCAW – Plate (2 class hours/70 Lab Hours)

Explain 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.

29207 GTAW – Equipment and Filler Materials (2 Class Hours/4 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/ 121 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.

Note: All NCCER Modules are from the current NCCER editions

HANDS-ON WELDING TEST: Structural Plate Test, V Groove 3/8" plate w/backing – 3G and 4G using FCAW/GMAW processes. Structural Plate Test, V Groove 3/8" plate w/backing using GTAW process. Practice and Testing (10 Lab hours)

Total Class Hours- 21 Total Lab Hours –279

Total Clock Hours for Session 2 – 300

Prerequisites: Students must pass session 1.

**Structural Welding Program
South Point and Cincinnati Campus Only**

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

Admission Fee **\$100.00**

SESSION I

Definition Cost

Total tools supplied for Session I (see tool list) \$948.89

Supplies (c/s plate, welding rods) \$1,138.11

Tuition (cost of class) \$4,350.00

Total for Session I - 300 clock hours **\$6,437.00**

SESSION II

Total tools supplied for Session II (see tool list) \$435.98

Supplies (c/s plate coupons, c/s wire, gas) \$1,383.02

Tuition (cost of class) \$4,350.00

Total for Session II- 300 clock hours **\$6,169.00**

Total for Tuition, tools, and Supplies for all Sessions **\$12,606.00**

CLASSROOM HOURS		LAB HOURS	TOTALS
Session I	17	283	300
Session II	21	279	300
		TOTAL	600

Structural Welding Program tool list

Structural Welding Tool List for Sessions I

Qty	Description	Each	Total
2	Safety Glasses Clear	\$1.57	\$3.14
2	Stick Welding Gloves	\$27.06	\$54.12
1	Welding Hood	\$151.20	\$151.20
2	Welders Hand Brush	\$6.54	\$13.08
1	Green Weld Jacket	\$29.80	\$29.80
1	chipping hammer	\$7.20	\$7.20
1	Welders Tool bag	\$62.35	\$62.35
1	Welper Mig Pliers	\$16.22	\$16.22
2	11" C-Clamp Locking Plier	\$25.87	\$51.74
2	EWA Shirt	\$42.00	\$84.00
1	Skull Welding Cap	\$5.25	\$5.25
1	Flashlight	\$20.16	\$20.16
1	9" side cut Plier	\$49.30	\$49.30
1	Electrode Holder with Lead	\$85.00	\$85.00
1	Ground Clamp with Lead	\$97.00	\$97.00
2	Flap-Disk 4-1/2" x 7/8"	\$4.95	\$9.90
1	Grinder 4-1/2"	\$134.42	\$134.42
2	Wire Wheel 4-1/2"	\$21.25	\$42.50
12	Wheel 4-1/2" x .045 x 7/8"	\$1.68	\$20.16
5	Wheel Grinding 4-1/2" x 1/4" x 7/8 type 27,	\$2.47	\$12.35
Total for Tools Session 1			\$948.89

Structural Welding Tool List for Sessions II

Qty	Description	Each	Total
1	Tungsten 1/8x7"	\$60.04	\$60.04
2	Welders Hand Brush	\$6.54	\$13.08
2	TIG Glove	\$22.49	\$44.98
1	TIG Torch Head - Body	\$97.36	\$97.36
1	Tig Torch Handle	\$14.68	\$14.68
1	Power Cable Hose 12 1/2'	\$72.85	\$72.85
1	Adaptor Power Cable	\$8.09	\$8.09
1	Hose welding Argon 1/4" x 10'	\$25.92	\$25.92
10	Collet	\$0.88	\$8.80
6	Gas Lens 1/8" Reg	\$5.38	\$32.28
1	Insulator for gas lens Reg	\$1.52	\$1.52
6	Cup Alumina Nozzle #8	\$1.28	\$7.68
1	Cap Back Long	\$2.06	\$2.06
1	Cap Back Short	\$1.40	\$1.40
1	Plastic separator box for Tig parts	\$19.00	\$19.00
1	Welper Mig pliers	\$16.22	\$16.22
1	5-Gallon Industrial Bucket	\$10.02	\$10.02
Total for Tools Session 2			\$435.98

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

Transfer of Credits

Structural Welding Program

Due to the length of time of the program of 600 hours, transfer of credits is not granted.

Transfer of Credit (hours) between programs

The programs offered at Elite are all stand-alone programs that have specific content offered in a clock-hour format, therefore, we cannot move clock hours from one program to another. To change programs, students would need to withdrawal and then re-enroll. This would affect any aid received and possibly reduce your aid for the new program. Upon completion of a program, the student can enroll in another and have the option to test out of the more skilled program Structural and Pipe for 125-hour credit.

Academic Standards / Grades

Grades on NCCER modules will be recorded as a percentage. 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 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 the 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 in 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 Welding Program

- Students are evaluated within and at the end of each payment period for progress.
- Official SAP review follows the midpoint of the program (300 scheduled hours). Students will be provided with 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 95% attendance will be unsatisfactory progress at this review.
- The maximum time frame is not to exceed 105% of the published length of the program measured in clock hours (630 hours and 1.5 weeks). A student is allowed to miss 5% 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 - Structural 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 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 95% of the scheduled class hours on a cumulative basis during each evaluation period.
- **NIGHT:** The 600-hour Structural Welding program academic year consists of 25 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 session to determine if the student has maintained a 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 300 hours. A student may retake a test or skills assessment for 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 incompletes 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 108% (30 hours and 1.5) 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.

Academic Progress (Quantitative standards):

Structural 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 300-hour SAP Evaluation, you will be allowed to take the mid-session welding test 1 time. If consistent progress is not demonstrated by the student toward academic requirements, the student will be dismissed.

Attendance / Probation / Dismissal Policies / Official and Unofficial Withdrawals

Structural Welding Program

1. You must attend 95% of a program's hours to receive a Certificate of Completion.
2. Attendance is monitored during each session and at the end of the 300-hour course for the Structural Welding Program. If you are absent or exceed 5% of the course (30 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 95% attendance. This would be absences of no more than 15 hours out of 300 hours at or before midterm in the Structural Welding Program. You will receive a Satisfactory Progress Report at week 12. 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 95% by midterm.

4. If you accumulate 30 hours of absences (5% of the program) in the Structural Welding Program, you could 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 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 Welding Program

Any student not meeting SAP at the end of each session 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 probationary status. Title IV funding will be reinstated upon a granted appeal.

Manufacturing Welding Program Description (240 hours)
DISCONTINUED

This program has been discontinued as of
January 2024

Downhill Welding Program Description (240 hours)

This program has been discontinued
as of January 2024

Intro to Instructional Construction

Intro to Industrial Construction Description

The Intro to Industrial Construction is the core curriculum to provide individuals with professional development.

Graduates will build professional development, continuous education, and knowledge in supplementary safety precautions in construction, and introduction to the trades.

Graduates will obtain stronger knowledge of all areas of construction safety, personal protective equipment use, equipment care, equipment set-up, and equipment maintenance will be discussed, demonstrated, and practiced.

The Intro to Industrial Construction is measured in clock hours. The program is divided into 4 sessions with 110 clock hours in total. The only prerequisite for this program is that you must provide proof of a high school diploma or GED. The program is 3 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 33 lecture clock hours and 77 lab clock hours. The student-to-instructor ratio is 18 to 1. The maximum time for students to complete this program is scheduled for approximately 3 weeks. Steel-toed boots are required.

Upon successful completion of this curriculum, the student will be given a Certificate of Completion for the Intro to Industrial Construction.

Class times for the Intro to Industrial Construction

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 (Note: number of hours per week may vary depending on holiday schedule). Check the class schedule for the exact times. This program meets for 3 weeks of instruction on rigging operations with ½ hour per day for lunch. (Note: weeks 1 & 2 are 40 hours and week 3 are 30 hours).

INTRO TO INDUSTRIAL CONSTRUCTION SYLLABUS

Session 1 Introduction to Construction Safety Procedures **NCCER Modules and Lab Hours**

00101 Basic Safety (Construction Site Safety Orientation) (12 class hours / 15 lab hours)

Areas covered in ICP-1 are various safety measures to be followed when working on an industrial construction job site. Common hazards include personal protection from falls; material handling; cylinder handling and storing; and the safe use of all tools are constantly being discussed and demonstrated. Instructors will demonstrate proper inspection and use of personal protective equipment. Students will practice these techniques in a lab setting.

Manlift – Scissor and Boom (1 class hour / 3 lab hours)

Reviews hazards associated with the operation of a man-lift. Covers equipment inspection of scissor lifts and boom lifts. Explain the different terrain and the suitability of each lift for that terrain.

Session 2 Introduction to Hand and Power Tools **NCCER Modules and Lab Hours**

00103 Introduction to Hand Tools (2 class hours / 10 lab hours)

Introduces trainees to hand tools that are widely used in the construction industry, such as hammers, saws, levels, pullers, and clamps. Explain the specific applications of each tool and show how to use them properly.

00104 Introduction to Power Tools (4 class hours / 12 lab hours)

Provides detailed descriptions of commonly used power tools, such as drills, saws, grinders, and sanders. Reviews applications of these tools, proper use, safety, and maintenance.

Introduction to Beveling (1 class hour / 5 lab hours)

Introduces the process of creating bevels on the material to be welded together. Identifies the hazards of using a grinder and end grinder. Explains how to use various power and hand tools to complete the bevel in the safest manner possible.

Introduction to Torch Cutting (2 class hours / 10 lab hours)

Introduces trainees to the process of using an Oxy-Fuel torch setup for the cutting and prepping of material for assembly. Stresses the importance of following all safety procedures for the proper setup and operation of the equipment.

Session 3 Basics of Construction Math and Construction Drawings **NCCER Modules and Lab Hours**

00102 Introduction to Construction Math (5 class hours / 5 lab hours)

Reviews basic mathematical functions such as adding, subtracting, dividing, and multiplying. Defines whole numbers, fractions, and decimals, and explains their application to the construction trades. Explains how to use and read various length measurement tools, including standard and metric rulers and tape measures. Explains decimal-fraction conversions and the metric system, using practical examples.

00105 Introduction to Construction Drawings (2 class hours / 8 lab hours)

Familiarizes trainees with basic terms for construction drawings, components, and symbols. Explains the diverse types of drawings (civil, architectural, structural, mechanical, and isometric) and instruct trainees on how to interpret and use drawing dimensions.

Session 4 Introduction to Material Handling and Basic Rigging **NCCER Modules and Lab Hours**

00109 Introduction to Material Handling (2 class hours / 3 lab hours)

Recognizes hazards associated with material handling and explains proper techniques and procedures. Introduces material handling equipment and identifies appropriate equipment for common job-site tasks.

00106 Introduction to Basic Rigging (2 class hours / 6 lab hours)

Provides basic information related to rigging and rigging hardware, such as slings, rigging hitches, and hoists. Emphasizes safe working habits in the vicinity of rigging operations.

Intro to Industrial Construction

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

Admission Fee			\$100.00
Tools:			
Qty.	Description	Each	Total
2	Safety Glasses Clear	\$1.29	\$ 2.58
1	Hard Hat	\$ 36.63	\$ 36.63
2	Work Gloves	\$ 15.07	\$ 30.14
1	Safety Harness	\$ 90.53	\$ 90.53
1	Retractable lanyard	\$263.01	\$ 263.01
1	Construction Calculator	\$ 90.53	\$ 90.53
Total for Tools			\$513.42
Lab & Supplies			
Supplies			\$878.58
Total for Lab & supplies			\$878.58
Class			
Tuition			
Total for Tuition			\$1,350.00
Subtotal			\$2,742.00
Total for Admission fee, Tuition, tools, and Supplies			\$2,842.00

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
Session 1	13	18	31
Session 2	9	37	46
Session 3	7	13	20
Session 4	4	9	13
		TOTAL	110

Transfer of Credits Not Granted

Intro to Industrial Construction

Due to the length of time of the program of 110 hours, transfer of credits is not granted.

Academic Standards / Grades

Grades on NCCER modules will be recorded as a percentage. 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 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.

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) if applicable:

Intro to Industrial Construction

- Following the midpoint of the program (1-55 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 8% of the maximum program length of the program measured in clock hours (110 hours and 8.8 hours). A student is allowed to miss 8% of the maximum program length.

Students exceeding the maximum time frame may be subject to administrative withdrawal.

Satisfactory Progress – *Intro to Industrial Construction*

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 *Intro to Industrial Construction* 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.

- Quantitative

- A student must attend at least 92% of the scheduled class hours on a cumulative basis during each evaluation period.
- **DAY:** The 110-hour *Intro to Industrial Construction* program academic year consists of 3 weeks of instruction for students enrolled, attending 40 clock hours per week

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

Academic Progress (Quantitative standards):

Intro to Industrial Construction

If your grades fall below the minimum satisfactory requirements of 70% (3.0 GPA) on NCCER modules at any time before the official 55-hour SAP Evaluation, you will be allowed to take the mid-session weld test one time. If consistent progress is not demonstrated by the student toward academic requirements, the student will be dismissed.

Attendance / Probation / Dismissal Policies / Official and Unofficial Withdrawals

Intro to Industrial Construction

1. You must attend 92% of a program's hours to receive a Certificate of Completion.
2. Attendance is monitored during each session and at the end of the course for the Intro to Industrial Construction Program. If you are absent or exceed 8% of the course (8.8 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 92% attendance. This would be absences of no more than 4.5 hours out of 55 hours at or before midterm in the Intro to Industrial Construction Program. You will receive a Satisfactory Progress Report at week 1.5. 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 92% by midterm.

4. If you accumulate 8.8 hours of absences (8% of the program) in the Intro to Industrial Construction 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 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

Intro Industrial Construction

Due to the length of time for the program of 110 hours, the appeal must be approved by the school director.

A graphic consisting of a light gray rectangular bar at the top, with a dark gray inverted triangle pointing downwards from its bottom edge. The text "Intro to Pipefitting" is centered within the light gray bar.

Intro to Pipefitting

Intro to Pipefitting Description

The Intro to Pipefitting trains individuals for the following construction trades.

1. Entry-level pipefitting for the construction industries

Graduates may find suitable employment in a variety of entry-level industrial construction positions such as helpers, pipefitters, millwrights, and sheet metal workers. All areas of construction safety, personal protective equipment use, and care, equipment set-up, and equipment maintenance will be discussed, demonstrated, and practiced.

The Intro to Pipefitting Program is measured in clock hours. The program is 120 clock hours in total. The only prerequisite for this program is that you must be 18 years of age or older. The program is 3 weeks long. A student will attend class 40 hours per week. There is a total of 33 lecture clock hours and 87 lab clock hours. The student-to-instructor ratio is 10 to 1. The maximum time for students to complete this program is scheduled time of approximately 3 weeks. Steel-toed boots and appropriate attire are required.

Upon successful completion of this curriculum, the student will be given a Certificate of Completion for the Intro to Pipefitting.

Class times for the Intro to Pipefitting - DISCONTINUED

DAY CLASS program will be held Monday through Friday from 7:30 a.m. to 4:00 p.m. This program meets for 3 weeks at 40 hours per week of instruction plus ½ hours per day for lunch.

INTRO TO PIPEFITTING SYLLABUS

Subject Title Description:	<u>BCP-1 Introduction to Pipefitting</u>
Subject Description:	The Introduction to Pipefitting program is designed to accelerate the competency of the entry-level trainees. The training will consist of three aspects: classroom, lab, and testing.
Subject Hours:	33 clock hours in the classroom and 87 clock hours in the lab
Prerequisites:	N/A qualifications.
Textbook:	NCCER- Core Curriculum ISBN-13: 013413098-9
Instructional Methods:	<ol style="list-style-type: none">1. Lecture (Classroom)1. Demonstration (Hands-on)2. Self-paced learning
Maximum Student-to-Instructor Ratio:	10-1
Materials and Media References:	N/A
<u>Content Outline:</u>	<ul style="list-style-type: none">- Job Site Orientation- Module #00101 Basic Safety- Module #00102 Construction Math- Module #00103 Hand Tools- Module #00104 Power Tools- Module #00106 Rigging- Module #00109 Material Handling- Fitting & Pipe Identification- Threaded Pipe Fabrication- Victaulic Machine- Introduction to Oxy-Fuel Cutting- Pipe Preparation- Fire Watch- OSHA 10 Hr. Construction- Aerial Lift Training
Basis of Grades:	Students will receive percentage grades on written work for the National Center for Construction Education and Research (NCCER) modules. Students must maintain 70% or above on each module to remain in good standing. The performance tests will be a pass or fail grade. Students will also be required to obtain signatures from boot camp instructors verifying their competency in each skill.

Intro to Pipefitting

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

Admission Fee	\$50.00
Tools:	
Total for Tools	\$429.00
Lab & Supplies	
Supplies	
Total for Lab & supplies	\$1,064.00
Class	
Tuition	
Total for Tuition	\$2,107.00
Subtotal	\$3,600.00
Total for Admission fee, Tuition, tools, and Supplies	\$3,650.00

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
Session 1	33	120
	TOTAL	120

QTY.	DESCRIPTION	UNIT PRICE	TOTAL
1	IPT Pipefitter's Handbook	\$ 50.00	\$50.00
1	Toolbox	\$83.00	\$83.00
1	Wrap a Round	\$19.00	\$19.00
1	4lb. Hammer	\$21.00	\$21.00
2	9" Torpedo Level	\$9.00	\$18.00
1	Plumb Bob	\$6.00	\$6.00
1	Combination Square	\$12.00	\$12.00
1	Set of Screwdrivers	\$30.00	\$30.00
1	10" Adjustable Spud Wrench	\$27.00	\$27.00
1	12" Adjustable Wrench	\$28.00	\$28.00
1	10" Channel Locks	\$19.00	\$19.00
1	25' Tape Measure	\$7.00	\$7.00
1	11" Locking Pliers	\$22.00	\$22.00
1	Construction Calculator	\$76.00	\$76.00
2	Leather work gloves	\$5.50	\$11.00
		TOTAL	\$429.00

These tools are your private property and will be payroll deducted from your paycheck.

All tools and equipment must stay in good condition and in accordance with OSHA guidelines.

Elite has the right to lock and/or tag out any tools that are not maintained to OSHA standards.

If any of your tools become damaged during your

training, it will be your responsibility to replace or repair them to OSHA standards.

Transfer of Credits Not Granted:

Intro to Pipefitting

Due to the length of time of the program of 120 hours, transfer of credits is not granted.

Academic Standards / Grades

Grades on NCCER modules will be recorded as a percentage. 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 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.

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) if applicable:

Intro to Pipefitting - DISCONTINUED

- Following the midpoint of the program (1-60 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 of the program measured in clock hours (120 hours and 8.4 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.

Satisfactory Progress – *Intro to Pipefitting*

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 *Intro to Pipefitting* 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.

- Quantitative

- A student must attend at least 93% of the scheduled class hours on a cumulative basis during each evaluation period.
- **DAY:** The 120-hour *Intro to Industrial Construction* program academic year consists of 3 weeks of instruction for students enrolled, attending 40 clock hours per week

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

Academic Progress (Quantitative standards):

Intro to Pipefitting DISCONTINUED

If your grades fall below the minimum satisfactory requirements of 70% (3.0 GPA) on NCCER modules at any time before the official 60-hour SAP Evaluation, if consistent progress is not demonstrated by the student toward academic requirements, the student will be dismissed.

Attendance / Probation / Dismissal Policies / Official and Unofficial Withdrawals

Intro to Pipefitting - DISCONTINUED

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 course for the *Intro to Industrial Construction* Program. If you are absent or exceed 7% of the course (8.4 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 8.4 hours out of 60 hours at or before midterm in the *Intro to Industrial Construction* Program. You will receive a Satisfactory Progress Report at week 1.5. 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 93% by midterm.

4. If you accumulate 8.4 hours of absences (7% of the program) in the Intro to Industrial Construction 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 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

Intro to Pipefitting- **DISCONTINUED**

Due to the length of time for the program of 120 hours, the appeal must be approved by the school director.



All Program Policies

All 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, or leaving early, will be recorded in real-time in the attendance tracking app as you must clock in and out for your class. Any missed punches need to be verified and approved by instructors. Breaks and lunches are pre-scheduled for each day, and you are expected to return from breaks and lunch 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.

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 Admission Fee paid.

Refund Policies

ACCET Refund Policy:

1. Elite Welding Academy may retain an admission 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:

The percentage of tuition the school retains on the portion of the program the student attended when the student dropped out or was dismissed. Number of weeks student attended = 6 weeks into the term of weeks (Number of weeks student is financially obligated = weeks

Pro-Rata portion was completed based on 13 weeks	= 6/13	= 46.1%
46.1% X \$6900 tuition	= \$3180.90	
10% X (unearned tuition 3710.10)	= \$ 371.00	
46.1% X 2449.20(lab materials)	= \$1129.08	
+ any tools received during this session or pay period	= \$1355.15	
Owed to Elite Welding Academy	= \$6,036.13	

Payment retained will be applied to the balance and any refunds due to the student will be paid within 45 days (about 1 and a half months) of withdrawal. Payment of the balance is due upon receipt of withdrawal notifications.

Veteran Refund Policy – A copy of this policy will be provided to all students receiving educational benefits from the Veterans Administration.

VETERANS REFUND POLICY

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees, and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. An Admission Fee of \$10 need not be refundable: any amount beyond that is subject to proration and refund (CFR 21.4254(c) (13)). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

Veterans Benefits Transition Act

Effective August 1, 2019, schools are not allowed to penalize or prohibit a GI Bill student from attending or participating in courses while awaiting VA payment (for up to 90 days). Upon receipt of a COE or verified letter of COE by the Veterans Administration, Elite does not charge the Veteran any additional fees no matter how long it takes for the school to receive the funds.

INDIANA OFFICE FOR CAREER AND TECHNICAL SCHOOLS REFUND POLICY

The post-secondary 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 before 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 the 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 non-attendance 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 earned 22.8% of the 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.

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 R2T4 calculation results in a credit balance on the student's account, the refund will be made to the student as soon as possible but no later than 14 days after the calculations of the R2T4

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 in the payment of any outstanding tuition and fee charges on the student's account. These funds will be applied to the student account toward any balances first. 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. Grants will be disbursed within 45 days of the student's withdrawal.

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 that 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

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Appeal Process Financial Aid Recipients

The student must submit a written appeal for 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. Information regarding changes in the situation will be considered, such as an injury or illness of the student, the death of a relative, or other unusual circumstances. Before an appeal may be granted, a written academic plan will be provided to the student that identifies a viable plan for the student to complete the program within the maximum time frame 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 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. Disbursements are made by the 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 probation status until either regain 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 timeframes. The repeated grade will supersede any previous grade.

Structural 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 timeframes. The repeated grade will supersede any previous grade.

Intro to Industrial Construction Discontinued

Due to the length of time for the program of 110 hours, a repeat, of course, must be approved by the School Director.

Intro to Pipefitting Discontinued

Due to the length of time for the program of 120 hours, a repeat, of course, must be approved by the School Director.

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.

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 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.

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 make-up time is available 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.

Financial Consequences for Unsatisfactory Grades, Attendance, or Conduct

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

- (a) If the student does not achieve a satisfactory grade of 70% or above on NCCER modules or falls below 3 on the end-of-session weld test,
- (b) falls below the acceptable 90% attendance for the program.

and/or

- (c) Has been dismissed due to conduct, attendance, or grades.

Leave Of Absence Policy

Structural and Pipe Welding Program

If 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. You will be considered withdrawn if you do not return from an LOA on the scheduled return date. 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.

Structural 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 1 week (24 hours of class), you will return to your original group with a change in your completion date. If you do not return from the 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.

Intro to Industrial Construction Discontinued

Due to the length of time for the program of 110 hours, a leave of absence must be approved by the school director.

Intro to Pipefitting Discontinued

Due to the length of time for the program of 120 hours, a leave of absence must be approved by the school director.

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.

Approved LOAs may have an impact on the benefits for which you are eligible. Any time beyond the original program graduation date will be at your expense.

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, and 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.

Structural Welding Program

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, and has not missed more than 5% (30 hours) of the required training hours, and has met his / her financial obligations to the school will be given a Certification of Completion.

Intro to Industrial Construction Discontinued

A student who passes all NCCER module tests at 70% or above, has not missed more than 8.8% (8 hours) of the required training hours, and has met his / her financial obligations to the school will be given a Certification of Completion.

Intro to Pipefittings Discontinued

A student who passes all NCCER module tests at 70% or above, has not missed more than 7% (8.4 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 the 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. A graduate may request welding booth time for up to three months after graduation to practice for employment weld tests (booth time is not guaranteed). When employment is secured, you will be asked to complete a "Placement Verification Form" or to call, email, or text the employment information. 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, or disturbing the work of others) will be dismissed. A complete guide to 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 a student while on 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.

Student Records

All students may set up an appointment with either the school's administration or school director to view their records. The 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.

Elite Welding Academy maintains records of grades and transcripts for a *minimum* of 3 years per requirements. The school maintains records for at least 7 years as a school policy.

Drug and Alcohol Policy

Currently, 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 premises.

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. 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 could be dismissed.

Firearms and Weapons Policy

Committed to maintaining a safe and secure learning environment for all students, faculty, staff, and visitors. To uphold this commitment, the possession, use, or distribution of firearms and weapons is prohibited on all college-owned, leased, or controlled properties, including buildings, classrooms, parking lots, and event spaces.

Strictly Prohibited Items:

1. Firearms – Including but not limited to handguns, rifles, shotguns, and any other weapon capable of discharging a projectile.
2. Ammunition – Any type of bullets, cartridges, or explosive rounds.
3. Explosives – Including fireworks, bombs, and other incendiary devices.
4. Knives – Any knife with a blade longer than 1' inch.
5. Other Dangerous Weapons – Such as tasers, brass knuckles, clubs, swords, bows, or any item designed or used to cause harm.

Should it be determined that a student violates this policy, he/she could 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's file.

Second offense: Written document using the Student Advising Form. The student will meet with the school's director to review the document and 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, and a strong possibility of expulsion.

Third offense: Written confirmation of the offense will be provided, followed by a meeting with the director. This will result in an automatic one-day suspension and may lead to 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

High School Welding Competition Scholarships

These events are held at the EWA facility or off site, and competitions are graded and evaluated by CWI's. Sponsors of the events are High Schools and non-profits like the Boy Scouts of America. Elite provides scholarships at various levels depending on the size of the event.

Student requirements:

Completion of the weld competition

Maximum amount not to exceed \$2000 per student.

Scholarship valid for 6 months after high school graduation, for the Structural and Pipe Welding Program at Elite Welding Academies.

All scholarship funds are toward tuition only – tools, lab, and supplies are not included.

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

- ✓ Recommendation from High School Counselor and/or Instructor or Organization leadership
- ✓ The scholarship will be applied to the 4th session.
- ✓ Completion of the program is required.

The 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.

UGS Active Employee & Immediate Family

Student requirements:

All scholarship funds are toward tuition only – tools, lab, and supplies are not included.

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

- ✓ Approval from the CEO
- ✓ Maximum amount not to exceed \$2000 per student.
- ✓ The scholarship will be applied to the 4th session.
- ✓ Completion of the program is required.

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.

UGS Future Welder Scholarship

The UGS Future Welder Scholarship is available to students who have completed the financial aid process and received the full amount of eligible student aid. Students are also encouraged to explore the State WIOA program, which provides additional financial assistance.

Eligibility & Application Process:

- ✓ This scholarship will not cover more than \$2,000 in out-of-pocket tuition costs after all financial aid has been exhausted.
- ✓ Other outside scholarships take priority; if a balance remains, this scholarship will cover the remaining tuition up to the \$2,000 limit.

- ✓ A completed scholarship application must be submitted to S4256FDirector@united-gs.com.

Additional Details:

- ✓ Scholarships are funded annually at the beginning of UGS's fiscal year, and availability is not guaranteed for every class.
- ✓ Funds are limited and may not always be available.
- ✓ Funds are applied only upon successful program completion.

For more information or to apply, contact S4256FDirector@united-gs.com.

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, programming, etc. They do not need to be repaid.

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

American Welding Society

<https://www.aws.org/Career-Resources/Students/Scholarships/>

Student Complaint and Grievance Procedures:

At Elite, we strive to create a positive learning environment for all our students, and we are committed to addressing any concerns or complaints in a timely and effective manner, generally within 14 business days.

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

- First Step: The students 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](#)

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/>.

This institution is regulated by:

Indiana Department of Workforce Development

Office for Career and Technical Schools
10 N Senate Avenue, Suite SE 308
Indianapolis IN 46204

OCTS@DWD.IN.GOV

[HTTP://www.in.gov/dwd/2731.htm](http://www.in.gov/dwd/2731.htm)

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 is 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) affords 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 are:

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

- To other school officials, including teachers, within the Elite Welding Academy 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.

Dress Code

Report to class already dressed for lab.

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

Delinquent Collections Policy:

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

Inclement Weather Policy:

If a **Level 2 emergency** is issued for the county where **Elite Welding Academy** is located, campuses will be **closed**. Students can check for updates via **TV, Facebook, text, email, or phone**. Classroom instructors will also provide information during safety discussions.

If unsure about campus closure, call **888-272-3809** for confirmation.

- If more than **three emergency closure days** occur, **make-up time will be scheduled**.
- Students **will not be counted absent** for emergency closure days.

Other Locations:

Elite Welding Academy Opened January 2006
6470 Dues Drive, Cincinnati OH 45246
513.874.1410 www.eliteweldingacademy.com

Elite Welding Academy, LLC Opened November 2016
1910 Country Road One, South Point, OH 45680
513.874.1410 www.eliteweldingacademy.com

Elite Welding Academy, LLC Opened December 2014 / Closed January 2025
7119 Village Way, Houston TX 77087
513.874.1410 www.eliteweldingacademy.com

ELITE WELDING ACADEMY - CINCINNATI EQUIPMENT LIST

Elite Welding Academy always keeps the following items “IN-STOCK / ON HAND” 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 - 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

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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 a.m. - 4:30 p.m.
 *Friday: 7:30 a.m. - 2:00 p.m.

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

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

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

Admission Fee	\$100.00			
TERMS	Tuition	Supplies	Tools	Total
1 (500 hrs.)	\$6,900	\$2,449.09	\$1,106.91	\$10,456.00
2 (500 hrs.)	\$6,900	\$2,911.68	\$735.32	\$10,547.00
			Subtotal:	\$21,003.00
			TOTAL with Admission fee:	\$21,103.00

Payment plans are available for quarterly payments in increments of 7 or 10 weeks depending on your schedule.

For example, each out-of-pocket term may be paid in two installments.

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
 4670 Dues Drive
 Cincinnati, Ohio 45246
 9740 Near Drive (mailing)
 Cincinnati, Ohio 45246
 (513) 874-1410

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

Structural Welding Program Enrollment Agreement (600 Hours) 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 Welding Course – 600 hours

Night Classes 25 weeks

Class times: Monday-Thursday 4:30 p.m. - 10:30 p.m.*

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

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

Admission Fee	\$100.00				
	Session	Tuition	Supplies	Tools	Total
	1 (300 hours)	\$4,350	\$1,138.11	\$948.89	\$6,437.00
	2 (300 hours)	\$4,350	\$1,383.02	\$435.98	\$6,169.00
				Subtotal:	\$12,606.00
				TOTAL with Admission fee:	\$12,706.00

Any (out of pocket) payments are payable by term 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 16

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, South Point, LLC
 1910 County Road One
 South Point, Ohio 45680
 9740 Near Drive (mailing)
 Cincinnati, Ohio 45246
 (740) 523-0021

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

Structural Welding Enrollment Agreement (600 Hours) *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 Welding Course – 600 hours

Night Classes 25 weeks

Class times: Monday-Thursday 4:30 p.m. - 10:30 p.m.*

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

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

Admission Fee	\$100.00			
Term	Tuition	Supplies	Tools	Total
1 (300 hours)	\$4,350	\$1,138.11	\$948.89	\$6,437.00
2 (300 hours)	\$4,350	\$1,383.02	\$435.98	\$6,169.00
			Subtotal:	\$12,606.00
			TOTAL with Admission fee:	\$12,706.00

Any (out of pocket) payments are payable by term 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 16

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

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

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 (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 a.m. - 4:30 p.m.
***Friday: 7:30 a.m. - 2:00 p.m.**

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

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

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

Admission Fee		\$100.00		
TERMS	Tuition	Supplies	Tools	Total
1 (500 hrs.)	\$6,900	\$2,449.09	\$1,106.91	\$10,456.00
2 (500 hrs.)	\$6,900	\$2,911.68	\$735.32	\$10,547.00
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Payment plans are available for quarterly payments in increments of 7 or 10 weeks depending on your schedule.

For example, each out-of-pocket term may be paid in two installments.

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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

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