



Precision Welding Academy LLC

Katy, Texas

We ARE the Standard

18830 GUMMERT ROAD

KATY, TEXAS 77449

(832) 312-2484

www.PrecisionWeldingAcademy.com

SCHOOL CATALOG Volume VII

This catalog has been prepared as a guide for policies and procedures. It does not constitute an expression or implied contract between students and Precision Welding Academy. The information in this document is not meant to be all-inclusive and may change at any time for any reason without prior written or oral notice. It is the student's responsibility to familiarize him/herself with the information contained within this catalog.

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GENERAL INFORMATION

HISTORY

In 2019, Scott Raabe partnered with a team of dedicated education professionals and founded Precision Welding Academy LLC (hereafter referred to as “PWA”). His goal was to create the world’s premier academy for structural welders, pipe welders and fabricators by providing precision training and capstone projects which would prepare students for real-world work. PWA has developed programs which use well designed, skills-based classes so beginners as well as experienced welders are trained for immediate employment in the welding industry.

Scott Raabe is widely recognized for his comprehensive teaching and welding skills and his commitment to meeting the changing requirements of the modern business world. Welding organizations, educators and business executives alike have come to appreciate Scott’s graduates for their superior training. By founding PWA, Scott and his team are now part of the leading edge in welding education.

APPROVALS/ACCREDITATION/LICENSING

PWA is an Educational Institution Member of the American Welding Society (membership #40131896), a non-profit organization best known for its code and certification procedures which provides industry standards for the welding industry. Additionally, Precision Welding Academy is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas (School #S5640).

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Precision Welding Academy is accredited by the Council on Occupational Education (ID #362100). Contact information is as follows:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898
Fax: 770-396-3790
Website: www.council.org

Anyone wishing to obtain a copy or review documents describing accreditation, approval or licensing needs to see the Director of Operations or School President.

HOURS OF OPERATION

PWA hours of operation are Monday through Thursday, 7:00 AM—11:00 PM and Friday, 7:00 AM—3:30 PM. The day shift classes are offered Monday through Friday, 7:00 AM—3:30 PM (including a 30-minute lunch break). The evening classes are offered Monday through Thursday 6:00 PM—11:00 PM. The school's office hours of operation are Monday through Friday, 8:00 AM—5:00 PM.

DESCRIPTION OF AVAILABLE SPACE, FACILITIES AND EQUIPMENT

PWA operates out of a 4851 square foot facility located at 18830 Gummert Road, Katy, Texas 77449. The facility is conveniently located near major freeways, petrochemical complexes, and various fabrication shops. The training facilities consist of a welding lab, prep and grinding area, oxy-fuel cutting station, and classroom. PWA is equipped with industry standard equipment including but not limited to welding machines, automatic plate beveling machines, automatic pipe beveling machines, industrial saws, oxy-fuel cutting torch, plasma cutter, strap benders, positioner, and air compressor.

PWA believes that those who look forward to employment in welding should receive their education in an environment characterized by common industry standards. As a result, every effort has been made to provide attractive surroundings with industry-standard equipment to create an atmosphere conducive to learning. An entrance for the disabled is provided.

MISSION STATEMENT, PHILOSOPHY AND OBJECTIVES

PWA's mission is to train and develop the world's premiere welders and fabricators through precision training. PWA offers diploma programs designed to train students for welding careers. Relatively short, yet remarkably comprehensive, these welding programs are carefully planned to provide the best training possible. PWA's programs are organized to stress maximum proficiency in welding.

To fulfill this mission, PWA must:

1. Offer programs, complete in themselves, that shall prepare individuals to take their places in the welding field in the shortest possible time consistent with sound educational practice.
2. Provide, in addition to specialized skills, an understanding of the function and structure of organizations within the welding career area that will enable its graduates to advance to positions of greater responsibility.
3. Provide an educational environment in which students may develop attitudes and social ideals essential to personal fulfillment and service to society.
4. Maintain college-level instruction and high standards of achievement so that its programs may serve as a foundation for further learning.

LEGAL CONTROL

Precision Welding Academy is owned and legally controlled by Precision Welding Academy LLC. Officers of the corporation are Scott Raabe, President (1/3 owner); Jamie Austin, Director of Marketing (1/3 owner), and Arlette Stroeh, Principal (1/3 owner).

COMMUNICATION

All school activities are overseen by PWA's management team. The schools' management team is in daily communication with the students, instructors, and other support members. The main methods of communication used are text messages, emails, and information (ad hoc) meetings. Quarterly and as-needed formal meetings are scheduled and conducted by any of the management team members. Any PWA student can request a meeting with any member of the management team at any time.

PROGRAM MODERNIZATION

PWA prepares its students for employment in the welding communities. To best meet the needs of these employers, periodic revision of our courses and programs is necessary. PWA, therefore, reserves the right to add to or delete material from courses, alter program content, change faculty, adjust tuition, and fee rates, and modify cancellation/refund policies as circumstances indicate, subject to approval of the various state and national agencies under whose regulations we operate. Also included is the right to cancel a program if there is insufficient enrollment.

DISASTER AFFECTING THE SCHOOL'S OPERATIONS

In the event of acts of nature affecting operations (i.e., fire, flood, hurricane, tornado, etc.), PWA reserves the right to suspend training for a period not to exceed 90 days.

VOCATIONAL REHABILITATION ACT

PWA is an equal employment opportunity employer covered by Section 504 of the Vocational Rehabilitation Act of 1973 concerning nondiscrimination under federal grants:

Section 504. No otherwise qualified handicapped individual in the United States, as defined in Section 7(6) shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The School President is PWA's Equal Employment Opportunity Administrator. The Equal Employment Opportunity Administrator is responsible for ensuring that all applicants for admission are afforded equal opportunity in accordance with our EEO policy as well as supervising periodic reviews of our physical facilities and current policies, practices, and educational programs. In addition, the administrator will be responsible for reviewing all complaints that allege discrimination of any sort.

PROFESSIONAL ADVISORY BOARD

PWA has an Advisory Board composed of qualified individuals working in the welding field, institutional staff, faculty, and graduates of the college. The board addresses such topics as the institution's mission, objectives, and curriculum, as well as student, graduate, and employer comments. The Advisory Board works to assist the institution in its mission to continuously improve its academic programs to ensure students receive appropriate training aimed at preparing them to enter the welding field upon graduation. The advisory board listing is available to students upon request.

STUDENTS WITH DISABILITIES POLICY

PWA is handicap accessible and is committed to ensuring equal access to educational opportunities for students with disabilities. The work environment in which our graduates commonly work demands a full range of physical and mental faculties for career success. While there are exceptions, most jobs require the ability to climb, stoop, work in confined spaces, lift and carry in excess of 50 pounds, exposure to wet and/or humid conditions (including outside weather conditions), exposure to fumes or airborne particles, toxic or caustic chemicals, exposure to electrical hazard and occasional work in noisy conditions. Further, manual dexterity and detailed finger manipulations may be required.

The primary objective of the Students with Disabilities Policy is to provide an integrated and cohesive set of support accommodations and services for students with disabilities. All institutions of higher education must make reasonable accommodations in order to provide students with disabilities an equal opportunity to participate in the institution's courses, programs, and activities. Additionally, schools do not have to provide accommodations that would fundamentally alter the educational program or academic requirements that are essential to a program of study or to fulfill licensing requirements.

While self-identification is strictly voluntary, it is to the student's advantage to initiate or request services in this process as early as possible. Records and information concerning students are confidential. To become eligible for services, documentation of the disability from a qualified professional must be provided upon request. PWA will provide reasonable accommodation for students with disabilities, including learning disabilities, physical impairments, and other disabling conditions. Such accommodations may include, but are not limited to, tutoring, examination schedule and/or delivery modification, and laboratory task modification. Admissions requirements for all students are the same, regardless of disability or lack thereof. It must be understood that accommodations for disabilities are meant to assure educational experience and opportunity. Any accommodations deemed necessary and reasonable will be made on a case-by-case basis by considering institutional obligations to provide equal access to educational opportunities; may not necessarily incorporate all changes requested; and will only be made following provisions of proof of such disability.

Students seeking accommodations should notify the ADA Coordinator (School President), or Designee, of any special needs, requirements, or requests before enrolling in a program of study or as soon as possible after it is determined that accommodation is desired. The school will require a written

description of the extent and nature of the disability, and current medical certification stating the nature of the disability and the type of accommodation required. Accommodation cannot be applied to circumstances of past failures or difficulties in courses and are only for future course activities. However, information regarding a disability can be provided to assist in resolving an academic dilemma that begs resolution. A copy of the Student with Disabilities Policy is provided at new student orientation.

The ADA Coordinator is Scott Raabe. He can be reached at (832) 427-6587.

NONDISCRIMINATION STATEMENT

PWA prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment. Furthermore, our school's policy includes prohibitions of harassment of students and employees, i.e., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination.

PWA is committed to compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1968, Title I and Title II of the Civil Rights Act of 1991, the Equal Pay Act of 1963, Executive Order 11246 (1965), Title IX of the Education Amendments of 1972 and its regulations found at 34 C.F.R. part 106, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vietnam-era Veterans Readjustment Act of 1974, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, and the Family and Medical Leave Act of 1993.

To file a report of discrimination or sexual misconduct please contact the Title IX Coordinator, Scott Raabe, School President at shraabe@yahoo.com. This email is monitored 24 hours a day, 7 days a week.

BRUSH-UP TIME

Current students and graduates in good standing are eligible for free brush-up time on a space available basis. The brush-up time applies to previously taken welding courses only. Eligibility is eliminated if a graduate defaults on a student loan or account balance obligation or causes difficulty with in-school student training. The maximum brush-up time per month is limited to three (3) days and may be modified at any time per school policy and availability. Graduates are required to supply all necessary welding and safety gear as required.

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS

1. The student must be beyond the age of compulsory school attendance in Texas (at least 18 years or older—17 years old with parental consent) and submit proof of one of the following to be enrolled:
 - a. a high school diploma; or
 - b. successful completion of public, private, or homeschooling at a high school level (as per the homeschool rules in the state in which the homeschooling was completed); or
 - c. a General Education Diploma (GED)
(Note: All diplomas and documents issued outside the United States must be translated and formally evaluated for U.S. equivalency.)
2. If PWA has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, the validity of the high school completion will be evaluated by:
 - a. receiving documentation from the secondary school that confirms the validity of the student's diploma, and
 - b. confirming with or receiving documentation from the relevant department or agent in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.
3. The student must be in good physical condition since welding is a physical activity. While physical handicaps do not preclude the student from admission to the school, individuals with physical handicaps should consult with their physician and the School President to determine if the training requirements can be accomplished.
4. The student should be able to read, write, and understand English.
5. The student should provide payment for the first half of the program or make payment arrangements with the finance department. All financial documents or sponsoring agency documents should be completed and on file before the first day of class.
6. The student should attend class on the scheduled "first day" with steel toed boots and proper clothing. It is strongly advised that the student's vision is tested and corrected prior to the program start date. This is not a requirement, but this will assist the student in being successful in the welding program.

ADMISSIONS PROCEDURE

Potential students should visit the campus to speak with employees in the admissions department to ensure PWA is right for them. To apply for enrollment, the student should complete the application form and send it to the School President or the Director of Operations, Precision Welding Academy, 18830 Gummert Road, Katy, Texas 77449.

Prior to applying, potential students are expected to receive a tour of the school.

Upon receipt of the application, the school or the potential student will request a transcript or diploma of the applicant's high school record. A prospective student who is the recipient of a GED is required to submit a copy of his or her certificate. Any record of post-high school education should be obtained by the applicant and provided to the school. The school reserves the right to refuse enrollment to prospective students. There is no registration fee, application fee or laboratory fee.

ABILITY TO BENEFIT (ATB)

PWA does not accept ability to benefit students.

ENROLLMENT PERIODS

PWA has open enrollment periods. This means students can enroll for any start throughout the year. Changes to start dates may be made at the discretion of the School President.

VACCINATION POLICY

PWA does not require proof of vaccinations for students wishing to attend the school.

VISITS

Visitors are welcome anytime throughout the year. Please call PWA at 832-427-6587 to schedule an appointment to see our facilities, discuss enrollment, and schedule courses. Visitors must check in at the administrative office. Cameras are not allowed during visits to the facility.

FINANCIAL INFORMATION

TUITION AND FEES

PROGRAMS

Fundamentals of Welding	\$7,520.00
Intermediate Welding	\$11,200.00
Advanced Welding	\$21,840.00
Advanced Structural and Pipe Welding	\$25,200.00

TEXTBOOKS AND TOOL KITS

Textbooks will be available for use from the school's resource center at no charge. Tool kits will be available depending upon the program in which the student is enrolled, and the courses being taken. These charges will typically range from \$850.00 to \$1,300.00.

TOOL KIT (BUCKET)

Below are the tools/items required for all programs with the student's cost.

Welding hood	\$140.21
Rolling Toolbox	\$79.18
Welding Jacket	\$40.64
2-3 pairs of gloves- Stick, MIG and TIG	\$81.93
Tape measure- Up to 25ft	\$14.27
MIG pliers	\$14.96
Vice grip	\$29.89
C-Clamp	\$19.28
Flashlight- Pen light	\$20.93
Striker	\$5.28
Crescent wrench	\$25.29
Speed square	\$13.15
Grinder	\$106.69
Half round file	\$17.11
Torpedo level	\$12.59
2- Wire Wheels	\$16.18
5- 1/8 th Grinding disks	\$30.14
5- 1/4 Grinding Disks	\$12.09
Respirator	\$55.79
Chisel - Small	\$14.45
2-Cone Rocks	\$22.43
30z Water Jug	\$57.73
Heat Shield	\$19.79
Total	\$850.00

In addition to the tool kit above, below are the tools required while attending the Advanced Welding Program and the Advanced Structural and Pipe Welding Program.

Tig Torch- CK tig torch goes up to 200amps.	\$ 250.00
Power block	\$ 20.00
Gas Hose	\$ 15.00
#6, #8, #10 & #12 Jumbo Cups	\$ 30.00
1/8 th collet	\$ 10.00
1/8 th Jumbo Gas lens	\$ 20.00
1 pack 1/8 th thoriated tungsten	\$ 60.00

Pipe Wrap - Small	\$ 20.00
Pipe Fitter Blue Book	\$ 25.00
Total	\$ 450.00

Books provided (as needed based on syllabus)

Jeffus, Larry (2017). Welding Principles and applications. 8 th ed. <i>ISBN 978-1-305-49469-5</i>	\$0.00
Total	\$0.00

Books will be loaned to the students free of charge and returned to the school at the end of the applicable course.

TOTAL CHARGES FOR THE PROGRAM

Program	Tuition	Tools	Books	Total Cost
Fundamentals of Welding	\$7,520.00	\$850.00	No cost	\$8,370.00
Intermediate Welding	\$11,200.00	\$850.00	No cost	\$12,050.00
Advanced Welding	\$21,840.00	\$1,300.00	No cost	\$23,140.00
Advanced Structural and Pipe Welding	\$25,200.00	\$1,300.00	No cost	\$26,500.00

BOOTH RENTAL

PWA offers booth rentals to individuals needing to practice welding processes. The cost of this service is \$25 an hour. The Director of Operations or the School President approves booth rentals.

PAYMENT SCHEDULE

Tuition and supplies fees, if applicable, must either be paid in full or payment arrangements made by the start date of class. If payment or payment arrangements are not made by this date, the student will not be allowed to start class. Balances must be paid in full by graduation date unless otherwise approved by the School President or Chief Financial Officer.

Students may pay by ETF, check, money order, travelers' check, VISA, MasterCard, AMEX, or Discover Card. For companies or agencies sponsoring students, the school will invoice against vouchers or purchase orders. Students will not be allowed to attend class until proper documentation is received. Students are responsible for any remaining balances not covered by their company, sponsoring agency or funding source, where applicable. Students will be charged a fee for any checks returned due to insufficient funds.

CANCELLATION POLICY

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

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a. The last day of attendance if the student is terminated by the school.
 - b. The date of receipt of written notice from the student; or
 - c. Ten school days following the last date of attendance. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
3. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
4. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
5. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month

period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

6. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. An enrollee is not accepted by the school;
 - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

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

7. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

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

- a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - i. satisfactorily completed at least 90 percent of the required coursework for the program; and
 - ii. demonstrated sufficient mastery of the program material to receive credit for completing the program.
8. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

VA STUDENT REFUND POLICY

In the event the VA eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day.

Refunds will be totally consummated within forty (40) days after termination.

METHOD OF COLLECTING DELINQUENT TUITION OR MONIES OWED

COLLECTION POLICY

The mission of the PWA Collections Office is to effectively collect outstanding receivables owed to PWA, thereby insuring sound fiscal management. Effective collection means a controlled and consistent method of collection by the Business Office, resulting in reduced delinquencies and write-offs. Payment-in-full is always the primary goal and supports the PWA policy. PWA's mission of providing above-standard service to its customers should not be adversely affected by the Collection policy.

COLLECTION AGENCY REFERRAL

The use of a third-party to collect delinquent receivables may be necessary. Collection procedures have been developed to ensure consistent use of this collection mechanism.

SMALL CLAIMS COURT

Utilization of Small Claims Court is one of many collection tools used to effectively collect outstanding receivables. Collection procedures may also incorporate the use of litigation to maximize the collection effort.

TELEPHONE AND EMAIL COLLECTIONS

A goal of the collection procedures is to provide more support to internal collections on delinquent accounts prior to the referral to a third-party collection agency or small claims suit. The goal of increased telephone and email contact is to enhance the collections process earlier. Telephone contact is preferred over email use; however, in certain situations, email may be effective. An attempt to increase customer contact will supplement the existing collections process.

TREATMENT OF TITLE IV WHEN A STUDENT WITHDRAWS (R2T4) POLICY

The law specifies how PWA must determine the amount of Title IV program assistance that students earn if students withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, and Direct PLUS Loans.

HOW PWA DETERMINES A STUDENT'S WITHDRAWAL DATE/DATE OF DETERMINATION

Official Withdrawal—Students are expected to follow PWA's official withdrawal policy. The withdrawal policy requires students to officially withdraw from the school, in writing, by completing the withdrawal form. The date the withdrawal form is completed will be used as the date of determination for timing in the R2T4 process. For the purposes of calculating the return to Title IV, the institution will use the last actual date of attendance or academic activity as the withdrawal date. The withdrawal date is used to determine the percentage of aid the student earned and the percentage that must be returned.

Unofficial Withdrawal—Students who do not follow the official withdrawal policy may be administratively withdrawn if the school determines that they stopped attending their program. The date of determination for timing in the R2T4 process will be the 10th day of non-attendance in accordance with the withdrawal policy (unless the school hears from the student earlier that s/he is withdrawing). For students who fail to return from an approved leave of absence, the date of determination will be the date the student was scheduled to, but failed to, return. For the purposes of calculating the return to Title IV, the institution will use the last actual date of attendance or academic activity as the withdrawal date. The withdrawal date is used to determine the percentage of aid the student earned and the percentage that must be returned.

Students may be administratively withdrawn in other situations such as failing to make satisfactory academic progress. Please review the Withdrawal Policy for more information.

In both official withdrawals and unofficial withdrawals, student time records will be reviewed in order to determine the final date of attendance or academic activity, which then is also the withdrawal date.

EXPLANATION OF THE RETURN OF TITLE IV FUNDS (R2T4) CALCULATION

Federal Title IV student financial aid programs are awarded under the assumption that a student will remain enrolled in their program of study. Federal regulations require a recalculation of financial aid eligibility if a student withdraws or stops attending school prior to completion of their program. This calculation is known as the Return of Title IV funds calculation or R2T4 for short. When a student withdraws prior to completion of the program, regardless of the reason, s/he may no longer be eligible for the full amount of Title IV funds originally awarded.

The R2T4 calculation is completed by the Chief Financial Officer or a designated representative. R2T4 calculations are done on a payment period basis.

Though student aid is posted to a student's account at the start of each payment period, a student earns the funds as s/he completes the period. If a student withdraws, the amount of Title IV program

assistance that was earned up to that point is determined by a pro-rata formula that calculates the amount of Title IV funds earned by a student and compares that to the amount of Title IV funds disbursed to the student. Depending on how long a student was enrolled, the student and/or school may have to return funds to the federal government.

FUNDS EARNED

The institution is required to determine the percentage of Title IV aid earned by the student and return the unearned portion to the appropriate federal aid programs. If the students received (or the institution or the parent received on the student's behalf) less assistance than the amount the student earned, the student may be able to receive those additional funds. If the student received more assistance than the student earned, the excess funds must be returned by the school and/or the student.

The formula that calculates financial aid earned is based on a pro-rata schedule comparing the number of clock hours during which a student remained enrolled (Hours Scheduled to Complete) to the number of clock hours in the payment period (Total Hours in the Payment Period). Once a student reaches the 60% point in the payment period the student is considered to have earned all of the financial aid originally awarded and will not be required to return any funds.

The amount of Title IV grant or loan assistance that is earned by the student is calculated by determining the percentage of Title IV grant or loan assistance that has been earned by the student and applying this percentage to the total amount of Title IV grant or loan assistance that was disbursed (and that could have been disbursed to the student, or on the student's behalf in the case of a Parent PLUS loan) for the payment period as of the student's withdrawal date.

For example, if a student completed 30% of the payment period or period of enrollment, the student earned 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student has earned all the assistance that the student was scheduled to receive for that period.

If a student did not receive all of the funds that s/he earned, the student may be due a post-withdrawal disbursement.

POST-WITHDRAWAL DISBURSEMENT

The R2T4 calculation may result in the student's eligibility to receive a post-withdrawal disbursement. If this occurs, the disbursement will be made from available grant funds first, then from available loan funds. The institution may automatically use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition and fees. The school needs the student's permission to use the post-withdrawal grant disbursement for all other institutional charges. If the student does not give permission, s/he will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce his/her debt at the school.

If a student or parent (under Direct Parent Plus Loans) is entitled to a post-withdrawal of loan funds, s/he will be contacted via e-mail and/or US Mail by the Financial Aid Office. Written authorization from the student or parent will be requested and is required before loan proceeds can be processed and awarded to the student or parent. The student or parent may choose to decline some or all of the loan funds so the student or parent doesn't incur additional debt. However, if the student owes a

balance to the institution, the student or parent may want to authorize the loan disbursement to pay those charges in order to avoid having a payment to the institution in addition to the Federal Loan payment.

There are some Title IV funds that a student was scheduled to receive that cannot be disbursed once s/he withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student, and s/he has not completed the first 30 days of the program before a withdrawal, s/he will not receive any Direct Loan funds that s/he would have received had s/he remained enrolled past the 30th day.

The institution will disburse any Title IV funds that the student has earned but have not yet been disbursed to the student as follows:

- Grants must be disbursed within 45 days.
- Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond.

FUNDS RETURNED (UNEARNED FUNDS)

The percentage of Title IV grant or loan assistance that has not been earned by the student is calculated by determining the complement of the percentage of Title IV grant or loan assistance earned by the student. The unearned amount of Title IV assistance to be returned is calculated by subtracting the amount of Title IV assistance earned by the student from the amount of Title IV aid that was disbursed to the student as of the date of the institution's determination that the student withdrew. For example, if a student completed 30% of the payment period, 70% of the aid the student received will be returned. If the student earned over 60%, no funds will be returned.

Unearned funds returned by the institution or the student, as appropriate, must be credited to outstanding balances on Title IV loans made to the student or on behalf of the student for the payment period for which a return of funds is required.

Those funds must be credited to outstanding balances for the payment period or period of enrollment for which a return of funds is required in the following order:

1. Unsubsidized Federal Direct loans
2. Subsidized Federal Direct loans
3. Federal Direct PLUS received on behalf of the student

If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded for the payment period for which a return of funds is required in the following order:

1. Federal Pell Grants
2. Iraq and Afghanistan Service Grants

If a student receives (or PWA or a parent receives on the student's behalf) excess Title IV program funds that must be returned, PWA must return a portion of the excess equal to the lesser of:

- institutional charges multiplied by the unearned percentage of student's funds, or
- the entire amount of excess funds.

The school must return this amount even if it did not keep this amount of the student's Title IV program funds. Per federal regulations, the school must return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student's withdrawal.

If the school is not required to return all the excess funds, the student must return the remaining amount.

R2T4 CALCULATIONS RESULTING IN A CREDIT BALANCE

R2T4 calculations resulting in a credit balance on a student's account will be disbursed as soon as possible and no later than 14 days after the calculation of R2T4. This credit balance disbursement requirement differs from the credit balance disbursement rules for a student who is not a withdrawal and is not having an R2T4 calculation performed.

STUDENT RESPONSIBILITY

For any loan funds that the student must return, s/he (or a parent for a Direct PLUS Loan) must repay loans in accordance with the terms of the promissory note. That is, the student must make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds s/he received or were scheduled to receive. A student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. A student must make arrangements with the school or the Department of Education to return the unearned grant funds.

OTHER INFORMATION

PWA's tuition refund policy is separate from federal regulations to return unearned aid. Receiving a tuition/fee refund from the school will have no impact on the amount of Title IV aid that the student may be required to return to the federal aid programs. Therefore, a student may still owe funds to the school to cover unpaid institutional charges.

The school may also charge a student for any Title IV program funds that the school was required to return. If a student is unaware of the refund policy, the student may ask for a copy. The school can also provide a student with the requirements and procedures for officially withdrawing from school.

For questions, please contact the School President or designated representative at info@precisionweldingacademy.com or by phone at (832) 427-6587.

If a student has questions about Title IV program funds, s/he may call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at <http://studentaid.gov/>.

FINANCIAL AID

PWA has trained officers who assist interested applicants in the completion of documents applicable to the various federal, state and/or private sources of student financial aid. The Director of Financial Aid is the point of contact for this service and can be reached at (832) 427-6587 or info@precisionweldingacademy.com. Several financial aid programs are available to those who qualify to help students finance their education. To help a student select the best method or methods for financing their education, the Free Application for Federal Student Aid (FAFSA) should be completed. The FAFSA website is www.fafsa.gov.

Available resources are then determined based upon a federal needs' analysis formula. The student's expected expenses are compared to the Expected Family Contribution (EFC) to determine financial aid eligibility. In the event incorrect or incomplete data is provided, financial aid documentation will be requested.

Upon receipt of a student's properly completed documentation, changes will be made to the student's application if necessary. A finance plan can then be developed.

To continue eligibility for financial aid, a student must:

1. submit all required financial aid documents each academic year;
2. continue to demonstrate financial need;
3. remain in good standing with PWA; and
4. maintain Satisfactory Academic Progress.

Students may also, if eligible, receive financial aid from various other state agencies, federal agencies, community scholarships, and organizations. This includes, but is not limited to, veteran and state benefits.

The following are the types of financial aid available to those who qualify:

FEDERAL DIRECT SUBSIDIZED LOAN

Direct subsidized loans are available to undergraduate students with financial need. The U.S. Department of Education pays the interest on a Direct Subsidized loan: (1) while the student is in school at least half-time; (2) for the first six months after the student leaves school (referred to as a grace period); and (3) during a period of deferment.

FEDERAL DIRECT UNSUBSIDIZED LOAN

Direct Unsubsidized loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. The amount a student can borrow is determined by the cost of attendance and other financial aid the student may receive. The student is responsible for paying the interest on the Direct Unsubsidized Loan during all periods.

FEDERAL DIRECT PLUS LOAN

Commonly referred to as a parent PLUS loan, a Direct PLUS loan is available to eligible parents of dependent undergraduate students.

FEDERAL PELL GRANT

Federal Pell Grant, unlike a loan, does not have to be repaid. Federal Pell Grants are awarded to undergraduate students who have not earned a bachelor's or a professional degree.

STUDENT LOAN PROCESS AND COUNSELING REQUIREMENTS

STUDENT LOAN COUNSELING REQUIREMENTS

Before a student can borrow under the Federal Stafford Student Loan program, s/he must complete a requirement known as Entrance Counseling. Once a student completes a program and is ready to graduate (or otherwise leaves the school), the student must complete a requirement called Exit Counseling.

ENTRANCE COUNSELING

Entrance counseling helps ensure students understand the terms and conditions of their loan(s) and their rights and responsibilities. Students will learn what a loan is, how interest works, and options for repayment. Students will also learn how to avoid delinquency and default. Students should take their time, read all items thoroughly, and answer the questions carefully.

PWA uses the Direct Loan website to perform the on-line Entrance Counseling Process. Students' results are housed with the Department of Education but are accessible to the Financial Aid Office. The Financial Aid Office is available to answer students' questions before or after classes start. The Entrance Counseling link is <http://studentaid.gov/entrance-counseling/>. Students need to click on "Log in to Start" next to "I am an Undergraduate Students" and follow the simple instructions. Students will need their FSA ID to complete the Entrance Counseling.

EXIT COUNSELING

Exit counseling is required whenever a student who received a Federal Stafford Student Loan graduates or otherwise leaves school. It is particularly important that students complete this process

because it teaches them about their rights and responsibilities as student loan borrowers. It will also give helpful information on how to keep their loan(s) in good standing, even if they are having trouble making the payments.

The Financial Aid Office staff is always available to help with student loan questions, even after students leave school. If students are having trouble making student loan payments, they are encouraged to reach out to us for help. Options may be available to students like a “deferment” or “forbearance”, which may allow students to stop making payments for a period of time *with no penalty* until students get back on their feet. Call us – we’re here to help.

PWA uses the Direct Loan website to perform the Exit Counseling on-line. Student’s results will be sent to the Financial Aid Office electronically upon completion of the “Counseling”. The Exit Counseling link is <https://studentaid.gov/exit-counseling/?counselingType=exit>. Students need to click on “Log in to Start” next to “I am an Undergraduate Students” and follow the simple instructions. Students will need their FSA ID to complete the Exit Counseling.

VETERAN BENEFITS

PWA’s training is approved for federal military and veteran educational benefits. Information regarding applications for veteran’s benefits may be obtained in the main office or from the Department of Veterans Affairs website at www.va.gov. Approval of a student’s eligibility to receive any veteran benefits is within the sole discretion of the Veterans Administration and the institution has no ability to influence such determinations.

VA PAYMENT POLICY:

In accordance with Title 38 US Code 3679 subsection (e), PWA adopts the following additional provisions for any students using Department of Veterans Affairs (VA) Post 9/11 GI Bill (Ch. 33) or Vocational Rehabilitation and Employment (Ch, 31) benefits, while payment to the institution is pending from VA. PWA will not:

- Prevent the student’s enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding
- Deny the student access to any resources (accesses to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

(GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.)

OTHER FINANCIAL AID PROGRAMS

Students may also, if eligible, receive financial aid from various other state agencies, federal agencies, community scholarships, and organizations. These include, but are not limited to, the Bureau of Indian Affairs, Vocational Rehabilitation, and Texas WorkSource. PWA may be able to provide additional information about these financial aid programs. Students should thoroughly investigate the availability of other sources of financial assistance and should not rely upon the school as being their sole source of all information regarding the availability of such programs.

SCHOLARSHIPS AND INSTITUTIONAL LOANS

Institutional loans are available on a limited basis for students who have exhausted other possible means of financing. Loan recipients must make minimum monthly cash payments to offset institutional charges while in school and are responsible for monthly cash payments following graduation or withdrawal. Loan amounts will vary depending upon financial need.

In addition, PWA offers a variety of scholarships. Available scholarships are listed below.

SkillsUSA	100% Tuition (1st); 50% Tuition (2nd); 25% Tuition (3rd)	High School Seniors will compete for this scholarship and judged by the SkillsUSA judges. This is a hands-on competition. Categories include Welding and Welding Fabrication.
Texas High School Welding Series Scholarships	100% Tuition (1st); 50% Tuition (2nd); 25% Tuition (3rd)	High School Seniors will compete for this scholarship and judged by the THSWS judges. This is a hands-on competition.
PWA Welding Competition	100% Tuition (1st); 50% Tuition (2nd); 25% Tuition (3rd); \$500 All Participants	Must be a high school senior. Hands-on welding portion judged at the campus during the competition.

AWS Welder Training Scholarship	\$1,000	Must reside within the boundaries of the district. Must be planning to attend a trade school, community college, or other facility providing welder training. https://www.aws.org/foundation/page/welder-training-scholarship
Workforce Solutions Scholarship	Up to \$6,000*	Must be a U.S. Citizen/Permanent Resident, provide proof of applicable workforce agency approval, and complete the application form.

* Amount based on the sponsoring agency's eligibility requirements.

Candidates meet all regular admissions requirements and be scheduled to start training prior to applying for a scholarship. If a student changes his/her re-enter date, the scholarship award may be forfeited. Scholarships are not transferable, and most scholarships cannot be used in conjunction with any other scholarship PWA offers. If a student is eligible for multiple scholarships, the scholarship that is most beneficial to the student will be awarded. Scholarships will be awarded at the end of the program. Scholarship eligibility requires continuous enrollment. Failure to maintain Satisfactory Academic Progress may result in the warning and possible loss of scholarship. Termination from training may also result in the loss of a scholarship, which may increase tuition obligation to PWA. Tuition charges will be based on the amount reflected on the Enrollment Agreement. See the Enrollment Agreement or the School Catalog for the school's refund policy.

Scholarships are available to those who qualify.

TUITION, BOOKS, TOOLS AND SUPPLIES

Tuition, book costs and supplies fees vary from program to program depending upon program length and total clock hours. The current catalog and catalog addenda/supplements showing fees and costs information are available on the school's website (www.precisionweldingacademy.com) or from the main office.

A student's tuition rate will remain unchanged provided the student maintains continuous attendance. Students that drop their program and re-enroll at a later date or those students that choose to postpone their scheduled start date will be subject to the tuition in effect at the time a new enrollment agreement is executed.

Students may purchase books, tools, and training supplies from the school or any other vendor. It is the student's responsibility to have all books, tools and training supplies as needed for training. Students who provide their own tools and/or training supplies must schedule an appointment with the School president prior to completion of their initial course to verify the tools and/or training supplies meet industry standards.

Tools and supplies delivered to the student become the property and responsibility of the student and are not returnable or refundable once received by the student.

STUDENT SERVICES

STUDENT ADVISING

Student advising is an important service at PWA. All members of the staff and faculty assume responsibility for helping each student work toward the degree of success that he or she is capable of

achieving. The School President is responsible for academic and basic personal advising. He guides the student through problems that may arise, for example, problems with schedules, grades, subject matter, or graduation requirements. Students with problems that require professional counseling will be referred to appropriate agencies. PWA Staff advises in the areas of job interviewing and related placement activities.

PLACEMENT ASSISTANCE

Graduates of all PWA programs are entitled to use the services of the Placement Department at no additional charge throughout their careers. These services may be used as many times as the graduate wishes regardless of the year of graduation. The school cannot, of course, guarantee employment or placement in the welding field but can provide contacts and guidance during the placement process.

PWA reserves the right to deny placement services to a graduate at any time if he or she is delinquent or in default on a student loan or if his or her conduct is significantly detrimental to the integrity of the institution. Examples of cause that could lead to forfeiture of placement privileges are failure to pass a drug test and conviction of criminal activity.

PERSONAL PROPERTY

PWA cannot be responsible for loss or damage to the personal property of students. Students are urged to provide adequate insurance through personal or family policies to cover such a loss in the event it does occur.

ANNUAL CONSTITUTION DAY AND CITIZENSHIP DAY

To align with federal statute, PWA participates in a variety of activities on Constitution Day and Citizenship Day programming in commemoration of the September 17, 1787, signing of the US Constitution. These activities take place annually on September 17th unless the day falls on a weekend or holiday, in which case functions are held during either the preceding or following week.

ACADEMIC INFORMATION

ATTENDANCE

It is essential in the pursuit of a successful welding education that absenteeism is kept to an absolute minimum. Cultivation of desirable habits is just as important as the development of skills. Students should train themselves to be present and on time for all classes. Development of this important habit while in school makes it considerably easier to satisfy the employer who demands regular and punctual attendance.

Absence from class, regardless of reason, involves a loss to both the student and to other members of the class. The PWA policy is that students should attend all classes. While it is recognized that certain

reasons beyond the control of the student may make it impossible for him or her to attend class, excessive absenteeism may result in a lowered grade or other administrative action.

Students must achieve 100% cumulative attendance to meet satisfactory academic progress and must complete all program hours for graduation. The attendance rate is calculated by physical attendance plus excused absences. A student must achieve at least 90% physical attendance of the scheduled class hours per payment period and can have up to 10% excused absences per payment period. If a student is going to be tardy or absent, the student is expected to call the school to notify the instructor.

All absences, tardiness and early departures will be recorded on the student's record. If a student who is not on a leave of absence misses 10 consecutive scheduled school days, s/he must be withdrawn from the program. If a student fails to return from an approved leave of absence, s/he must be withdrawn. A student whose enrollment was terminated for violation of the attendance policy may not reenroll before the start of the next evaluation period (where applicable). Upon reentry, the percentage absent will be calculated based on the remaining scheduled hours in the program. Neither of these provisions circumvent the refund policy.

Attendance is maintained in FAME's Student Information System and is backed up frequently in accordance with FAME's policy. Students clock in and out using the connectteam application (free to students) on their phones or on a tablet located at the school. There is an active geofence, so students can only clock in when they are on or near the campus. Students must also check in and out with their instructors. This helps ensure time and attendance integrity. FAME is updated at least weekly with each student's total attendance (hours, minutes) from the connectteam application. If a student misses a punch or if there is some sort of issue with the connectteams application or a student's phone, the student must inform the instructor and a correction must be made in the connectteam application so there is a formal record of student attendance. There are no symbols to record attendance.

EXCUSED ABSENCES

PWA allows students to miss up to 10% of their scheduled hours in a payment period. These hours are excused hours, and they do not have to be made up. If students miss more than 10% of their scheduled hours in a payment period, they will be required to make up the hours to graduate.

ATTENDANCE PROBATION

Students that do not have cumulative attendance of at least 100% at any evaluation point in the program will be placed on attendance probation for the next evaluation period or until the end of the program, whichever is first.

A student on attendance probation must meet the 100% cumulative attendance requirement by the end of his/her probationary period. Failure to do so requires a conference with the School President or Director of Operations and may result in termination from the school.

VA STUDENT ATTENDANCE

For VA eligible students, the attendance policy (20% of the total program and/or being absent five (5) consecutive days) will apply throughout the student's stay in school. *All violations of the attendance policy will be reported to DVA on VA Form 22-1999b or via VA Once data system within 30 days of date of occurrence.*

MAKE-UP WORK

No more than 5% of the total course time hours for a course may be made up. 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; and
5. be signed and dated by the student to acknowledge the make-up session.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in a student's program of study and may have a serious impact on a student's financial aid. Any student that receives financial aid and is considering requesting a Leave of Absence should consult with a Financial Aid Officer to determine how his/her financial aid may be affected.

The following criteria outlines the acceptable reasons for Leave of Absence requests:

1. The student must submit a written, signed, and dated request to the Director of Operations or that includes the reason for the request prior to the leave of absence.
2. A Leave of Absence cannot be granted for academic reasons (i.e., to keep a student from failing). The following list outlines the acceptable reasons for Leave of Absence requests:
 - *Medical (self or immediate family)*
 - *Military Service*
 - *Jury Duty*
 - *Other exceptional situations as determined and approved by the School President or Director of Operations*

3. The period of the Leave of Absence may not begin until the student has submitted, and the school has approved a written and signed request for an approved Leave of Absence.
4. If unforeseen circumstances prevent a student from providing a prior written request, the school may grant the student's request for a leave of absence if PWA is able to collect the written request later (normally within two weeks) and is able to document the unforeseen circumstances that prevented a written request prior to granting the leave. In these cases, the beginning date of the leave of absence can be no earlier than the date that the circumstances prevented the student from attending school.
5. Leaves of Absence are not automatically granted. A Leave of Absence may be granted only if the school determines, at its sole discretion, that there is a reasonable expectation that the student will return to classes and satisfactorily complete their program.
6. Leaves of Absence are normally not granted for less than two weeks.

A Leave of Absence cannot exceed 180 days in any 12-month period. The school may, at its sole discretion, grant more than one leave of absence provided the combined leaves of absence do not exceed 180 days within the 12-month period and that each leave of absence is properly requested by the student in accordance with the school's policy and standards as stated above.

Any student who is granted a Leave of Absence is eligible to return to school with no additional charges associated with that Leave of Absence. Upon return, the student must resume training at the same point in the academic program that the student began the Leave of Absence.

Failure to return to school on or before the scheduled Leave of Absence return date will result in the student being withdrawn from the school. When a student fails to return to school as expected following an approved LOA, the institution will use the student's documented Last Date of Attendance (LDA) as the student's withdrawal date.

If a student is a Federal Title IV loan recipient, the failure to return may have significant adverse consequences on loan, including exhaustion of some or all of the student's grace period. Students who do not qualify for a LOA will be withdrawn from the institution.

WITHDRAWAL POLICY

Students who cannot complete their program of study for any reason must provide official notification to the school in writing of their intent to withdraw.

A student who intends to withdraw from PWA should contact the School President or the Director of Operations and complete the Withdrawal Form. The Withdrawal Form will document the student's reason(s) for withdrawing, the date that the student is withdrawing (Date of Withdrawal) and will be signed by the student and appropriate school official.

A student who is unavailable to complete this form may also verbally notify the school of the intent to withdraw, and preferably, the student can confirm this notification in writing via an email to a school official.

Students who do not follow the school's policy for withdrawing by providing official notification of their intent to withdraw, will be administratively withdrawn after 10 consecutive class days of non-attendance. In all cases, the institution will document the student's withdrawal date using the student's last date of academic attendance as recorded in the school's attendance records. PWA may also administratively withdraw a student for failure to maintain attendance requirements, failure to maintain Satisfactory Academic Progress, failure to comply with the policies and Student Code of Conduct outlined in this catalog, failure to return to school from an approved leave of absence or for other reasons outlined on the Withdrawal Form.

Students should be aware of the school's tuition refund policy since withdrawing from their program of study prior to completing it may result in a balance due to the institution. See Refund Policy for more information.

DRESS CODE

Students are required to dress in appropriate welding attire. The PWA student is expected to maintain the same high standards of appearance and grooming that are expected by the welding community.

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

DRUG FREE WORKPLACE POLICY

PWA has a Drug Free Workplace Policy and Statement. All applicants and students are encouraged to understand these requirements. Federal law mandates adherence to drug free workplace provisions for both students and staff. Please refer to school bulletin boards or ask for a copy of this policy to ensure compliance. A copy is provided at new student orientation and distributed electronically annually to staff and enrolled students. All students and staff are subject to random drug testing at the school. Employers of graduates demand both technical proficiency and clean drug tests.

STUDENT CODE OF CONDUCT

Students are expected to act in a professional and considerate manner with other students and school staff. Visitors, guests and employers frequently spend time on our campuses, and students' behavior is a reflection on PWA and everyone associated with it.

PWA will not tolerate sexual harassment of a student by an employee, another student or a third party. Sexual harassment is deemed to be unwelcome conduct of a sexual nature. Any complaint in this area should be brought to the immediate attention of the School President who will conduct an investigation in line with published procedures in the PWA Employee Handbook.

Penalties for violating the Student Code of Conduct can be severe and will result in disciplinary actions that may include a verbal and/or written reprimand, probation, or suspension from school for a designated period of time. Depending on the severity of the misconduct, the school reserves the right to terminate the student's training for displaying actions (at the discretion of the faculty and administrative staff) that disrupt the educational environment or reflects adversely upon the school in any way.

As such, the school reserves the right to immediately terminate any student for:

1. Insubordination, interfering with other students, or failing to obey interim classroom policies as set forth by their instructor.
2. Attending classes under the influence of intoxicants; using, selling or manufacturing of drugs.
3. Unauthorized operation of equipment or violation of the industry safety code.
4. Conviction of a crime.
5. Caught stealing or cheating on exams.
6. Physical act of violence towards self or other persons.
7. Any other academic integrity violation.

Depending on the severity of the misconduct, the student may be subject to:

1. Verbal and/or written reprimand, which implies that further violations will result in probation or termination.
2. Probation, involving a designated period of time during which any further acts of misconduct will result in immediate termination.
3. Termination; the immediate withdrawal of the student from the school. Such a termination may be appealed per procedures in the Appeals Procedures outlined in this School Catalog.

The school, however, may dismiss a student without warning if the offense is serious. A student may apply for readmission after one full grading period (8 weeks) if the School President is satisfied the behavior will not reoccur. The School President makes the decision as to the seriousness of any offense.

ACADEMIC INTEGRITY

- Academic integrity is a responsibility of students and faculty to uphold ethical behavior, fairness, truthfulness, and respect in all areas.
- Violations of the academic integrity policy will be disciplined. Examples of violations include, but are not limited to, the following:
 - Cheating on assignments, tests, quizzes, labs, or any other graded material
 - Plagiarism - Submission of the work of another person for credit, or failure to properly cite references for any work which is not original to the student (such as copying the work of another student and/or allowing another student to copy their work). Submission of the same work from a class previously taken by the student
 - Unauthorized use of notes or materials in exams (to include smartphones, tablets, etc.), including talking to other students
 - Forging or altering assignments
 - Falsifying or fabricating circumstances presented to the instructor to gain advantages.
 - Third party login attempts to the LMS where the student is being masqueraded by a different user.
 - Collaboration that has not been authorized by the instructor. This includes giving or receiving assistance on exams, or other academic assignments.
 - Allowing others to copy or use work that is not their own; including the exchanging of any code that should only be used by a specific student.
 - Falsifying attendance, logging into a class to show attendance when not actually in attendance.
 - Providing any answer from graded assignments to others.
 - Taking pictures of any material (on ground or online) including screenshots.

Incidents of violating the Academic Integrity Policy may result in the following, based on severity and repetitiveness of the violation:

- Verbal or written warning
- Receive a zero for the task
- Failure of the course
- Suspension from the student's

SHOP SAFETY/RULES

1. All students will take and pass a comprehensive written safety test before any shop work can take place.
2. Everyone in the shop will assume responsibility for safety. PWA is not liable for accidents.
3. Proper clothing must always be worn in the shop.
4. Students must keep long hair tied up, in the front and the back. Bangs will not hang in front of eyes while in the lab.
5. Ties, rings, necklaces, and other jewelry must be removed prior to working in the shop.
6. Work boots must be worn.
7. Safety glasses must always be worn.
8. Earplugs or ear protection will always be worn.

9. Guards and protective devices must not be removed from any machine and must always be used.
10. Unattended machines must never be left running.
11. Shop areas must be cleaned daily by those using the shop.
12. Any machine or equipment not working properly must be reported to the instructor at once.
13. Students will not operate machines or equipment until they have received safety and operational instructions.
14. Report all accidents to the instructor at once.
15. No horseplay in the shop will be tolerated.
16. Do not weld on the tables. No exceptions.
17. Welding rods and stubs will be placed in the proper receptacle each day.
18. Students will not remove any parts from machinery or equipment without instructor permission.
19. Food and drink will not be allowed in the shop without instructor approval.
20. There will be no tobacco use or vaping anywhere in PWA.
21. Students will not abuse machinery or equipment at any time.
22. Students will not talk or distract other students using equipment or machinery.
23. No student will be allowed outside the shop unless the instructor approves it.

SMOKING AND USE OF TOBACCO PRODUCTS

Smoking and the use of other tobacco products, including any type of vaping devices, are prohibited on school property.

CLASS SIZE

Although class size will vary over a considerable range, the student to instructor ratio will not exceed 20:1.

DEFINITION OF A CLOCK HOUR

A clock hour is equal to 50 minutes of instruction and then a 10-minute break. The School President will determine the class schedule.

ATTENDANCE POLICY

Students are required to have 100% attendance on a cumulative basis during any given period. The attendance rate is calculated by physical attendance plus excused absences. A student must have at least 90% physical attendance of the scheduled class hours per payment period and can have up to 10% excused absences per payment period.

INCLEMENT WEATHER POLICY

Occasionally, the school areas experience bad weather – snow and ice, flooding, hurricanes, etc. – making it difficult for employees and students to get to the campus. Normally, PWA does not cancel classes due to bad weather. On those rare occasions when conditions indicate that a delay or a cancellation is necessary, an official announcement will be posted on our website, and/or our social media pages. The announcement will state that classes either will be delayed on the schedule listed below or will be cancelled for a specific period of time. In the event the school is not officially closed, students experiencing problems (icy roads, dead battery, flooded roads, etc.) should contact their instructor for reporting instructions.

WEATHER DELAY POLICY

Day classes will meet at 9 a.m. when the school observes a two-hour delay schedule. Any class time missed due to inclement weather (delay/full day cancellation) will traditionally be scheduled for make-up on a designated Saturday outside of regular class time hours. Students who do not attend the designated make-up day will have those hours counted as missed time.

GRADING POLICY

Numerical Score	Rating		Grade	Rating
90 100	Excellent		I	Incomplete
80 89	Above Average		L	Leave of Absence
70 79	Average		W	Withdrew
Below 70	Failing		T	Transfer Credit

A student who is obligated for the full tuition may request a grade of “I” (Incomplete) if the student withdraws for an appropriate reason unrelated to the student’s academic status per this catalog. A student who drops a program will be given a grade of “W” (Withdrew) in the course(s) the student was/were attending. A student who transfers in approved courses will be given a grade of “T” (Transfer Credit) for the applicable courses. These grades will not be factored into the cumulative numerical scores.

Because programs at PWA are specially tailored to career preparation, course credits from other postsecondary schools are generally not transferable. However, college graduates and transfer students may be given credit for courses completed at other approved colleges provided the courses are comparable to those required at PWA and provided the grades received for the courses were “C” (70% cumulative grade average) or better. Transcripts of work completed should be submitted for review. Knowledge and skills gained through previous training may be evaluated through student completion of an advanced placement examination. Transfer credit “T” from another institution is considered a passing grade, however, it is not factored into the cumulative grade average.

GRADE/PROGRESS REPORTS

Students who are enrolled in non-Title IV programs (Fundamentals of Welding and Intermediate Welding) will receive a copy of their progress report every eight (8) weeks throughout the program. Permanent transcripts and Grade Progress Reports are maintained in the school office. Students enrolled in Fundamentals of Welding and Intermediate Welding are not subject to Title IV Higher Education Act Satisfactory Academic Progress Policy.

Students are expected to maintain a minimum of 70% cumulative grade average and attend 90% of all scheduled classes as measured at the end of each eight-week interval.

Measurement Point	Minimum Attendance %	Minimum Cumulative Grade Average %	Attendance and Cumulative Grade Average Met	Attendance and Cumulative Grade Average Not Met
8 weeks	90	70	Good standing	Warning
16 weeks	90	70	Good standing	Probation
24 weeks	90	70	Good standing	Possible Dismissal

Students failing to meet the expected minimum 70% cumulative grade after and/or failing to attend 90% of all scheduled classes may be withdrawn from the program. If a decision is made to withdraw a student for failure to meet attendance or cumulative grade average percentage, a student may appeal, in writing, a decision by providing mitigating circumstances and a desire to continue training with the Director of Operations or the School President. Students will be permitted to continue training if the appeal is granted.

TRANSCRIPTS

Upon request, each student may receive a free copy of his or her official or unofficial transcript. However, official transcripts will not be issued to a student who owes the school money.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

All students enrolled in one of PWA's certificate programs must maintain Satisfactory Academic Progress (SAP) to remain eligible for federal financial aid, and to remain enrolled. This policy sets forth the SAP policy and is applicable to all students enrolled in the Advanced Welding Program and the Advanced Structural Welding Program including students attending both day and evening schedules and regardless of financial aid eligibility.

PWA's SAP policy includes a qualitative (grade-based) component, or cumulative grade average and students are expected to meet minimum standards for attendance in accordance with the institution's Attendance Policy. All students are expected to complete their program of study within the specified maximum timeframe for each program.

QUALITATIVE MEASURE – CUMULATIVE GRADE AVERAGE

The student’s academic average is reviewed to determine qualitative progress. The minimum requirement is a 70% cumulative grade average at the conclusion of each evaluation period.

MAXIMUM TIMEFRAME

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn.

Program Clock Hours	Day Shift Max in Weeks	Evening Shift Max in Weeks
376 Hours	15	29
560 Hours	21	42
1040 Hours	39	78
1200 Hours	45	90

EVALUATION PERIODS

All students (full-time/part-time), regardless of whether they receive financial aid or not, will be evaluated at the following intervals of their respective programs:

Advanced Welding Program –1040 hours:

Academic Year 1: Evaluation point: 520 scheduled hours.

Advanced Structural and Pipe Welding Program—1200 hours:

Academic Year 1:

- Evaluation point 1: 520 scheduled hours.
- Evaluation point 2: 1040 scheduled hours.

Students struggling to meet attendance and/or academic requirements may be subject to additional follow-up evaluations as determined by the institution.

At the time of each evaluation, a student who has not achieved the required cumulative grade average or who is not meeting the minimum attendance as required by the Attendance Policy, will be notified in writing of the results of an evaluation that impacts their eligibility for federal, state, and/or institutional financial assistance and academic standing with the school. Students will be placed on one of the following SAP statuses at each evaluation period.

SAP STATUSES

- Making SAP – Good Standing
- Not Making SAP – SAP Warning. If a student fails to meet the cumulative 100% attendance (10% excused absences is acceptable) and/or 70% cumulative grade average at any evaluation period, he or she will be placed on warning for the next evaluation period. Students will continue to receive Title IV student aid funds while on Financial Aid Warning status. At the end of the Financial Aid Warning period, students must meet the minimum SAP requirements, or they will lose eligibility for Title IV student aid funds and may be subject to dismissal. If the student has satisfied the required attendance and academic standards during the warning period, he or she will be removed from warning. Students will be notified in writing when they are placed on warning, and they will be advised of the steps necessary to be removed from warning status. Students will also receive attendance or academic advisement, as appropriate, when they are placed on warning. Failure to meet the academic warning terms could result in an administrative withdrawal from the program. The institution will attempt to notify a student by phone, email, and/or postal mail if he or she is being administratively withdrawn for unsatisfactory academic progress.
- Not Making SAP – Loss of Financial Aid Eligibility & Academic Dismissal (occurs after failing to make SAP for two consecutive payment periods). Students who fail to meet SAP standards for two consecutive payment periods in their program will be deemed ineligible for further financial aid and may be subject to dismissal. A student rendered ineligible for Title IV student aid funds must determine alternative methods of funding their charges.
- SAP Probation – Students who successfully appeal loss of financial aid or dismissal may be reinstated if they successfully appeal due to mitigating circumstances. Students who are approved for reinstatement are placed on probation.

TRANSFER AND READMITTED STUDENTS

Transfer Credits accepted towards a student's program will count as both attempted and completed hours for the purposes of calculating maximum timeframe. The maximum timeframe is reduced for transfer students, based upon the remaining length of the program in which they enroll. Example: If the student transfers in 376 hours, he or she must complete 824 hours at the institution for the 1200 Hour Advanced Structural and Pipe Welding Program ($824/40$ hours per week (day shift) = 20.6 weeks), and the maximum time frame is $20.6 \text{ weeks} \times 150\% = 30.9$ weeks. Transfer credits accepted by PWA from an outside institution will not be factored into a student's cumulative grade average.

INCOMPLETES, WITHDRAWALS, REPEAT COURSES, PROGRAM CHANGES AND TRANSFERS

Under Texas Education Code, Section 132.061(f), A student who is obligated for the full tuition may request a grade of “Incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status. A student who receives a grade of “Incomplete” may reenroll in the program during the 12-month period following the date the student withdraws and complete those Incomplete subjects without payment of additional tuition for that portion of the course or program.

To be eligible for a grade of “Incomplete” the student must make his request in writing to the School President. In the event the course has been discontinued by the school when the student returns, the student can be placed in a similar course or request a refund according to refund policy. A student who returns to school after receiving a grade of “Incomplete” must complete the coursework within two weeks of returning or the grade becomes a “0”. PWA does not offer remedial course work.

Course grades of “I” Incomplete, “W” Withdrew, and “T” Transfer Credit are not factored into the cumulative grade average. If a student fails a course and retakes it, both course numerical scores will be used to factor cumulative grade average. A student is not permitted to retake a course to get a higher grade if the student passes the course with a minimum of 70% numerical score.

Transfer Credit from one PWA program to another is always acceptable and a grade of “T” will be shown on the transcript. “T” is considered a passing grade; however, it is not factored into the cumulative grade average for the program. Students who switch from one program to another (i.e., change “majors”) will receive Transfer Credit for any courses they passed that are acceptable toward their new program.

REGAINING ELIGIBILITY

Students may appeal a determination they are not making SAP to the Director of Operations. Appeals may be granted to account for mitigating circumstances (i.e. family member’s death, injury, illness, or other special circumstances). Students who have lost financial aid due to failing SAP can regain eligibility by meeting the SAP standard contained in this policy if it is mathematically possible to do so and/or by filing a successful appeal due to mitigating circumstances.

APPEAL PROCESS-DISMISSAL FROM SCHOOL AND/OR REINSTATEMENT FOR FINANCIAL AID

A student who has lost aid eligibility may regain eligibility through filing a successful appeal. The student may submit a written appeal of his/her dismissal within five calendar days of his/her receipt of the dismissal notice. The appeal should be addressed to the Director of Operations or School President. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered.

The Director of Operations or School President will assess all appeals and determine whether the student may be permitted to continue in school on a warning status, despite not meeting the

satisfactory progress requirements. The student will be sent the written decision within ten days of the institution's receipt of the appeal. The decision of the Director of Operations or the School President is final.

A student reinstated upon appeal is placed on probation status for the next evaluation period, during which time s/he must meet the terms and conditions set out in the Director of Operations or School President's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the appeal for one payment period unless the student has developed an academic plan that would allow the student to gain satisfactory academic program for a specific point in time.

For Title IV students, if Title IV financial aid was suspended for failure to achieve SAP during the payment period, when the student returns in a probationary status, Title IV financial aid will be reinstated. At the end of the probation period, if the student is meeting SAP standards, the student will return to good standing.

MILITARY CONNECTED AND VETERAN STUDENTS

Students who have not completed the requirements to graduate by their scheduled graduation date will move to Incomplete status. Incomplete grades set forth by the Texas Education Code, Section 132.061 (f) apply. Students who fail to complete graduation requirements within 150% of the normal time frame of their program will be withdrawn.

Veteran Students: VA students' failure to meet the academic warning terms will result in administrative withdrawal/termination of VA Education Benefits until the next evaluation period. If SAP is not achieved by the next evaluation period, VA Education Benefits will be terminated for the remainder of the program.

VA Students: Veterans enrolled in non-college degree (NCD) programs will be interrupted for unsatisfactory attendance when accumulated absences and tardies exceed 10 percent of class contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance. A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed.

Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed 10 percent of the remaining contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance. Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

Because programs at Precision Welding Academy LLC are specially tailored to career preparation, course credits from other postsecondary schools are generally not transferable. However, college

graduates and transfer students may be given credit for courses completed at other approved colleges provided the courses are comparable to those required at Precision Welding Academy LLC and provided the grades received for the courses were "C" (70%) or better.

Transcripts of work completed should be submitted for review. Knowledge and skills gained through previous training may be evaluated through student completion of an advanced placement examination.

CREDIT TRANSFER TO ANOTHER SCHOOL

Because programs at PWA are designed specifically for career preparation, students must assume that credits for courses taken at PWA are not transferable to other institutions. The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credits. Neither PWA nor any of its employees can represent that another institution will accept any courses for credit.

If a student is interested in attempting to transfer credits to another institution, PWA will supply the necessary documentation that may aid the student in receiving credits for the completed course work.

EVALUATION OF CREDIT FOR PREVIOUS EDUCATION AND TRAINING FOR VETERANS BENEFITS

The VA requires that institutions evaluate previous education and military training for veterans utilizing education benefits. While a school may not grant credit for previous education and training, it is still required to conduct an evaluation. In order to complete the evaluation, students are required to provide institutions with transcripts for all previous post-secondary education, military education, and military training attended.

All enrolling students applying for Veteran's Educational Benefits must complete the Evaluation of Credit for Previous Education and Training Form to document prior education and training, including military education and military training. Students will not be certified for benefits past the initial certification period until this form has been completed and submitted along with appropriate military transcripts, and transcripts from all prior postsecondary institutions previously attended.

GRADUATION REQUIREMENTS

To be eligible for graduation, students in all programs must:

1. pass all courses in the program (70% cumulative grade average or higher) within 150% of the program (maximum allowed time);
2. achieve at least 90% overall attendance; and
3. Satisfy all financial obligations.

Upon fulfillment of these graduation requirements, the student will be issued the appropriate program diploma indicating satisfactory completion of all program requirements.

MAINTAINING STUDENT FILES AND CONFIDENTIALITY

STUDENT FILE STORAGE

PWA adheres to the requirements of the Family Educational Rights and Privacy Act of 1974 to ensure confidentiality of and access to students' personal records. Procedures to maintain confidentiality regarding students' records are taken seriously by all staff members.

Student records for the current school year are stored in locked cabinets or maintained in the FAME Document Management system. Student records are stored in locked cabinets at the branch location or maintained in the FAME Document Management system after the student graduates. New applications are stored in the administration office in locked cabinets. All personnel offices are locked at night and when unoccupied.

The method of destroying hard copies of all information pertinent to students' records is shredding. Every effort is made for the protection of social security numbers contained in records to prevent misuse of any personal information. All documents are destroyed in a manner to protect confidentiality of information.

Student records are maintained for at least five years after graduation or conclusion of the class. Students' academic records are maintained permanently. PWA Graduates and completers can obtain a copy of their academic records by calling 832-427-6587 and submitting a written request.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

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 at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Precision Welding Academy (PWA) receives a request for access. A student should submit to Scott Raabe, School President, or a designated representative, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. 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.

A student who wishes to ask PWA to amend a record should write Scott Raabe or a designated representative a letter clearly identifying the part of the record the student wants changed and a reason for the proposed change.

If PWA decides not to amend the record as requested, PWA will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before PWA discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

PWA discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by PWA in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of PWA who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for PWA.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by PWA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

5. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

- a. To other school officials, including teachers, within PWA 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, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- b. 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 or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- c. 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. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- d. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- e. 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. (§ 99.31(a)(6))
- f. To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- g. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- h. To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- i. To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- j. Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- k. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))

- l. To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- m. 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. (§99.31(a)(15)).

CRIME AWARENESS AND CAMPUS SECURITY ACT

The Campus Security Act of 1990 requires that all schools compile and distribute an annual campus security report on or before October 1st each year. This report provides statistics of crimes that occurred on campus for the last three years, as well as a description of our school's policies concerning campus security. PWA makes available information on the above item to all applicants for enrollment or anyone requesting such information, as well as to current students and staff. The report is produced by October 1st of each year for prior calendar years of possible crime activity on campus. It is distributed annually to all currently enrolled students and all faculty and staff. Additionally, all students who enroll after the annual distribution will be provided with a copy upon enrollment. Paper copies are available at any time and can be obtained from your Admissions Representative.

STUDENT RIGHT-TO-KNOW ACT

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. Every institution that participates in any Title IV program and is attended by students receiving athletically-related student aid is required to disclose graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity, gender and by sport, and the average completion or graduation rate for the four most recent years, to parents, coaches, and potential student athletes. To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at <http://nces.ed.gov>.

PWA publishes this notice annually, and students and the general public can access each disclosure and related consumer information online at <https://www.precisionweldingacademy.com/student-resources-regulatory-information>. Students may also request a paper version of this notice by inquiring within the administrative office.

CAMPUS SECURITY

School management is responsible for the security of students, employees, and the structures on campus. School management is responsible for checking all facilities to ensure they are secured. Campus academic buildings are locked outside of normal class hours. Campus academic buildings are opened by an administrator at approximately 6:45 a.m. and are closed at approximately 11:00 p.m., Monday through Thursday and closed at approximately 5:00 p.m. on Friday. PWA does not have any on-campus housing or off-campus facilities.

REPORTING CRIMES AND EMERGENCIES

PWA's students, employees, visitors, and community members are encouraged to immediately report all emergencies, suspicious activity, and criminal behavior to the school administration and the local police department. PWA will take appropriate action based upon the information given and will notify local law enforcement authorities when appropriate. PWA does not have any written policies or memoranda of understanding with any local or state enforcement agency for the investigation of alleged criminal offenses.

PWA does not accept anonymous reporting of crimes; however, every appropriate effort will be made to maintain confidentiality. Persons wishing to discuss a situation in strict confidentiality may do so by speaking with the corporate directors.

FIRE PREVENTION

Fire prevention is a vital objective. To this end, there are a number of restricted objects and activities within campus buildings. These include: no smoking at any time; no candles, incense or other incendiaries; no halogen lamps; no hot plates or other cooking hardware; no unapproved electrical cords; no propane or other fuels; and no covering, tampering or disabling a smoke detector.

CRIME PREVENTION POLICY

CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act of 2000, which amends The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, institutes of higher learning are required to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. Registry information provided shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers, or otherwise for the protection of the public in general and children in particular.

Information on registered sex offenders can be obtained from the Texas Department of Public Safety by

calling 512-424-2000 or on the worldwide web at <https://publicsite.dps.texas.gov/SexOffenderRegistry>

Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

THE VIOLENCE AGAINST WOMEN ACT (VAWA)

The Violence Against Women Act (VAWA) was initially passed in 1994. VAWA created the first U.S. federal legislation acknowledging domestic violence and sexual assault as crimes and provided federal resources to encourage community-coordinated responses to combating violence. Its reauthorization in 2000 improved the foundation established by VAWA 1994 by creating a much-needed legal assistance program for victims and by expanding the definition of crime to include dating violence and stalking. Its subsequent reauthorization in 2005 took a more holistic approach to addressing these crimes and created new programs to meet the emerging needs of communities working to prevent violence. Included in the 2005 reauthorization were new focus areas such as prevention, landmark housing protections for survivors, funding for rape crisis centers, and culturally- and linguistically-specific services.

Not all victims had been protected or reached through earlier iterations of the bill. *VAWA 2013 closed critical gaps in services and justice.* VAWA 2013 reauthorized and improved upon lifesaving services for **all** victims of domestic violence, sexual assault, dating violence and stalking - including Native women, immigrants, LGBT victims, college students and youth, and public housing residents. VAWA 2013 also authorized appropriate funding to provide for VAWA's vitally important programs and protections, without imposing limitations that undermine effectiveness or victim safety. For more information, please see <https://nnedv.org/policy/issues/vawa.html>.

PWA prohibits domestic violence, dating violence, sexual assault, and stalking and is committed to maintaining an academic environment free from any form of sexual assault, as defined by the VAWA. PWA will report crimes determined to be unfounded and removed from crime statistics, per VAWA requirements. Reported statistics will not identify victims of crimes or persons accused of crimes.

PWA will take disciplinary actions against students engaged in any sexual offense, regardless of whether it takes place on or off campus, and not withstanding any action taken or not taken by the police department. Victims and the accused both will be provided the opportunity to present testimony and witnesses to argue his or her case, and representation is permitted. Both parties shall be informed of the outcome of the disciplinary proceedings. Sanctions may include disciplinary measures up to and including suspension or dismissal from school.

STUDENT COMPLIANT/GRIEVANCE PROCEDURE

If a student becomes dissatisfied with some aspect of service or instruction provided by PWA, the student is requested to discuss the matter with the appropriate PWA department manager responsible for the service or instruction. If the matter is not resolved to then student's satisfaction, for resolution or understanding the student should review the matter with the Program Director, Director of Operations, Chief Financial Officer, or School President.

PURPOSE

The primary objective of this Student Complaint/Grievance Procedure is to ensure that students have the opportunity to present grievances to the PWA regarding a certain action or inaction by a member of the school. PWA has a consistent way of resolving grievances in a fair and just manner. This Student Complaint/Grievance Procedure applies to all formal grievances. The definition of a grievance is a violation of written campus policies, procedures, or arbitrary, capricious, or unequal application of written campus policies or procedures.

INFORMAL RESOLUTION

Prior to invoking the procedures described below, the student is strongly encouraged, but is not required, to discuss his or her grievance with the person alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. Additionally, or in the alternative, the student may wish to present his or her grievance in writing to the person alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student promptly, either orally or in writing.

INITIAL REVIEW

If a student decides not to present his or her grievance to the person alleged to have caused the grievance, or if the student is not satisfied with the response, he or she may present the grievance in writing to the director or designee (hereinafter “administrator”) of the department or area where the person alleged to have caused the grievance is employed. Any such written grievance must be received by the administrator not later than 15 calendar days after the student first became aware of the facts that gave rise to the grievance. (If the grievance is against the director of a department or area, the student should address his or her grievance to the next level director or appropriate authority.) The administrator should conduct an informal investigation as warranted to resolve any factual disputes. Upon the student’s request, the administrator shall appoint an impartial fact-finding panel of no more than three people to conduct an investigation. The administrator must state the terms and conditions of the investigation in a memorandum appointing the fact-finding panel. A fact-finding panel appointed hereunder shall have no authority to make recommendations or impose final action. The panel’s conclusions shall be limited to determining and presenting facts to the administrator in a written report.

Based upon the report of the fact-finding panel, if any, the administrator shall make a determination and submit his or her decision in writing to the student and to the person alleged to have caused the grievance within ten calendar days of receipt of the panel’s report. The written determination shall include the reasons for the decision, shall indicate the remedial action to be taken, if any, and shall inform the student of the right to seek review by the School President or designee.

APPEAL PROCEDURES

Within ten calendar days of receipt of the administrator’s decision, a student who is not satisfied with the response of the administrator after the initial review may seek further review by submitting the

written grievance, together with the administrator's written decision, to the School President or designee. Within 15 calendar days of receipt of the request for review, the School President or designee shall submit his or her decision in writing to the student and to the person alleged to have caused the grievance. The written disposition shall include the reasons for the decision, and it shall direct a remedy for the aggrieved student, if any.

Schools accredited by the Council on Occupational Education must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Texas Workforce Commission or the Council on Occupational Education. All complaints must be in written form and should grant permission for the agencies to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution.

Please direct all unresolved grievances to:

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
Phone: (512) 936-6959
<http://csc.twc.state.tx.us/>

The Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
(800) 917-2081
www.council.org

This school has a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S5640. The school's programs are approved by the TWC.

Students must address their concerns about the school or any of its educational programs by following the grievance process outlined above. The school is responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's catalog. If, as a student, you were not provided this information, please inform school management immediately. Students dissatisfied with this school's response to their complaint, or who are not able to file a complaint with the school, can file a formal complaint with the TWC, as well as with other relevant agencies or accreditors, if applicable.

Information on filing a complaint with the TWC can be found on the TWC's Career School and Colleges website at www.texasworkforce.org/careerschoolstudents.

PROGRAMS OF STUDY

PWA offers diploma programs designed to train students for welding careers. Relatively short, yet remarkably comprehensive, these programs are carefully planned to provide the best training possible.

PWA offers four specialized programs of study from which students may select.

- Fundamentals of Welding
- Intermediate Welding
- Advanced Welding
- Advanced Structural and Pipe Welding

FUNDAMENTALS OF WELDING PROGRAM

This program is designed to provide students with a fundamental study of welding plates in many positions. Students learn two introductory welding processes: shielded metal arc and gas metal arc on plate. This program will normally be completed in approximately 10 weeks during the day and 19 weeks in the evening. Individuals already working in the welding industry who have never had an opportunity to formalize their training by learning the fundamentals and theories of welding will also benefit from this program. Upon successful completion of this program, students will receive a diploma. Graduates are prepared for entry-level positions in the welding field as welder helpers or structural welders in a variety of locations including fabrication shops, maintenance, and repair shops.

Course Number	Course Name	Lec. Hrs.	Lab Hrs.	Ext. Hrs.	Tot. Hrs.
WLDG 1311	Introduction to GMAW	0	80	0	80
WLDG 1313	Intro. Blueprint Reading	8	0	0	8
WLDG 1323	Welding Safety	4	0	0	4
WLDG 1525	Oxy-Fuel Welding/Cutting	2	18	0	20
WLDG 1528	Introduction to SMAW	4	236	0	240
WLDG 2413	Cap: Intro. to Welding	0	24	0	24
TOTAL CREDITS REQUIRED FOR GRADUATION:		18	358	0	376

INTERMEDIATE WELDING PROGRAM

This program is designed to provide students with a comprehensive study of welding plates in many positions. Students learn three welding processes: shielded metal arc, gas metal arc, and flux cored arc on plate. This program will normally be completed in approximately 14 weeks during the day and 28 weeks in the evening. Individuals already working in the welding field who have never had an opportunity to formalize their training by learning the fundamentals and theories of welding will also benefit greatly from this program. Upon successful completion of this program, students will receive a diploma. Graduates are prepared for entry-level positions in the welding field as welder helpers or structural welders in a variety of locations including fabrication shops, maintenance, and repair shops.

Course Number	Course Name	Lec. Hrs.	Lab Hrs.	Ext. Hrs.	Tot. Hrs.
WLDG 1311	Introduction to GMAW	0	80	0	80
WLDG 1312	Intermediate GMAW/FCAW	4	156	0	160
WLDG 1313	Intro. Blueprint Reading	8	0	0	8
WLDG 1323	Welding Safety	4	0	0	4
WLDG 1525	Oxy-Fuel Welding/Cutting	2	18	0	20
WLDG 1528	Introduction to SMAW	4	236	0	240
WLDG 2413	Cap: Intro. to Welding	0	24	0	24
WLDG 2414	Cap: Intermediate Welding	0	24	0	24
TOTAL CREDITS REQUIRED FOR GRADUATION:		22	538	0	560

ADVANCED WELDING PROGRAM

This program is designed to provide students with a comprehensive study of welding plates and pipes in many positions. Students learn four welding processes: shielded metal arc, gas metal arc, gas tungsten arc, and flux cored arc on plate and pipe. This program will normally be completed in approximately 26 weeks during the day and 52 weeks in the evening. Upon successful completion of this program, students will receive a diploma and will have the opportunity to earn up to a certification through the American Welding Society. Graduates are prepared for entry-level welding positions in construction of bridges, fabrication of structural components, power plants, pipeline welding and other welding job shop settings.

Course Number	Course Name	Lec. Hrs.	Lab Hrs.	Ext. Hrs.	Tot. Hrs.
WLDG 1311	Introduction to GMAW	0	80	0	80
WLDG 1312	Intermediate GMAW/FCAW	4	156	0	160
WLDG 1313	Intro. Blueprint Reading	8	0	0	8
WLDG 1323	Welding Safety	4	0	0	4
WLDG 1525	Oxy-Fuel Welding/Cutting	2	18	0	20
WLDG 1528	Introduction to SMAW	4	236	0	240
WLDG 2313	Adv. Blueprint Reading	8	0	0	8
WLDG 2406	Intermediate Pipe Welding	4	156	0	160
WLDG 2413	Cap: Intro. to Welding	0	24	0	24
WLDG 2414	Cap: Intermediate Welding	0	24	0	24
WLDG 2415	Cap: Advanced Welding	0	48	0	48
WLDG 2416	Cap: Str. & Pipe Welding	0	24	0	24
WLDG 2451	Advanced GTAW	4	236	0	240
TOTAL CREDITS REQUIRED FOR GRADUATION:		38	1002	0	1040

ADVANCED STRUCTURAL AND PIPE WELDING PROGRAM

This program is designed to provide students with a comprehensive study of advanced welding plates and pipes in many positions. Students learn four advanced welding processes: shielded metal arc, gas metal arc, gas tungsten arc, and flux cored arc on plate and pipe. This program will normally be completed in 30 weeks during the day and 60 weeks in the evening. Upon successful completion of this program, students will receive a diploma and will have the opportunity to earn up to a certification through the American Welding Society. Graduates are prepared for entry-level welding positions in construction of bridges, fabrication of structural components, power plants, pipeline welding and other welding job shop settings.

Course Number	Course Name	Lec. Hrs.	Lab Hrs.	Ext. Hrs.	Tot. Hrs.
WLDG 1311	Introduction to GMAW	0	80	0	80
WLDG 1312	Intermediate GMAW/FCAW	4	156	0	160
WLDG 1313	Intro. Blueprint Reading	8	0	0	8
WLDG 1323	Welding Safety	4	0	0	4
WLDG 1525	Oxy-Fuel Welding/Cutting	2	18	0	20
WLDG 1528	Introduction to SMAW	4	236	0	240
WLDG 2313	Adv. Blueprint Reading	8	0	0	8
WLDG 2406	Intermediate Pipe Welding	4	156	0	160
WLDG 2413	Cap: Intro. to Welding	0	24	0	24
WLDG 2414	Cap: Intermediate Welding	0	24	0	24
WLDG 2415	Cap: Advanced Welding	0	48	0	48
WLDG 2416	Cap: Str. & Pipe Welding	0	24	0	24
WLDG 2451	Advanced GTAW	4	236	0	240
WLDG 2553	Advanced Pipe Welding	4	156	0	160
TOTAL CREDITS REQUIRED FOR GRADUATION:		42	1158	0	1200

COURSE DESCRIPTIONS

WLDG 1311 Introduction to GMAW

(Lecture 0; Lab 80; Externship 0; Total Clock Hours: 80)

This course is a study of basic topics in Gas Metal Arc Welding (GMAW). It includes welding t-joints, lap joints and open root in various positions.

(Prerequisite: None)

WLDG 1312 Intermediate GMAW/FCAW

(Lecture 4; Lab 156; Externship 0; Total Clock Hours: 160)

This course is an overview of terminology, safety procedures, and equipment set-up. It includes practice in performing T-joints, lap joints, and butt joints using Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) equipment.

(Prerequisite: None)

WLDG 1313 Intro. Blueprint Reading

(Lecture 8; Lab 0; Externship 0; Total Clock Hours: 8)

This course is a study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. It includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

(Prerequisite: None)

WLDG 1323 Welding Safety

(Lecture 4; Lab 0; Externship 0; Total Clock Hours: 4)

This course is an introduction to welding careers, equipment, and safety practices, including OSHA standards for industry.

(Prerequisite: None)

WLDG 1525 Oxy-Fuel Welding/Cutting

(Lecture 2; Lab 18; Externship 0; Total Clock Hours: 20)

This course is an introduction to oxy-fuel welding and cutting, safety, setup, and maintenance of oxy-fuel welding, and cutting equipment and supplies.

(Prerequisite: None)

WLDG 1528 Introduction to SMAW

(Lecture 4; Lab 236; Externship 0; Total Clock Hours: 240)

This course is an introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction is provided in SMAW fillet welds, t-joints, and open root in various positions.

(Prerequisite: None)

WLDG 2313 Adv. Blueprint Reading

(Lecture 8; Lab 0; Externship 0; Total Clock Hours: 8)

This course is a continuation of WDLG 1313. Students will conduct a more comprehensive study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. It includes systems of measurement and industry standards. Also, it includes interpretation of plans and drawings used by industry to facilitate field application and production.

(Prerequisite: WLDG 1313)

WLDG 2406 Intermediate Pipe Welding

(Lecture 4; Lab 156; Externship 0; Total Clock Hours: 160)

This course is a comprehensive study and hands-on practice of pipe welding using the shielded metal arc welding SMAW, GMAW, GTAW processes. Welding will be done in a variety of positions. Topics covered include electrode selection, equipment setup, and safe shop practices.

(Prerequisite: WLDG 1528 or instructor approval)

WLDG 2413 Cap: Intro. to Welding

(Lecture 0; Lab 24; Externship 0; Total Clock Hours: 24)

This capstone course teaches uses of layout tools and blueprint reading with demonstration and guided practices with various welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

(Prerequisite: WLDG 1528 or instructor approval)

WLDG 2414 Cap: Intermediate Welding

(Lecture 0; Lab 24; Externship 0; Total Clock Hours: 24)

This capstone course is a continuation of WLDG 2413 and uses layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

(Prerequisite: WLDG 1528 and WLDG 2413)

WLDG 2415 Cap: Advanced Welding

(Lecture 0; Lab 48; Externship 0; Total Clock Hours: 48)

This capstone course is a continuation of WLDG 2414 and uses layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

(Prerequisite: WLDG 1528, WLDG 2413 and WLDG 2414)

WLDG 2416 Cap: Str. & Pipe Welding

(Lecture 0; Lab 24; Externship 0; Total Clock Hours: 24)

This capstone course is a continuation of WLDG 2415 and uses layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

(Prerequisite: WLDG 1528, WLDG 2413, WLDG 2414 and WLDG 2415)

WLDG 2451 Advanced GTAW

(Lecture 4; Lab 236; Externship 0; Total Clock Hours: 240)

This course is a study of advanced topics in Gas Tungsten Arc Welding (GTAW) welding, including welding in various positions and directions.

(Prerequisite: Freshman level courses or permission of instructor.)

WLDG 2553 Advanced Pipe Welding

(Lecture 4; Lab 156; Externship 0; Total Clock Hours: 160)

This course is a study of advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis is placed on welding positions 5G and 6G using various electrodes.

(Prerequisite: Freshman level courses or permission of instructor.)

ACADEMIC CALENDAR/CLASS SCHEDULES

Day Class Schedule Monday through Friday

<u>Start</u>	<u>End</u>	<u>Activity</u>	<u>Notes</u>
7:00 AM	7:50 AM	Class-50 mins.	1 Hour
7:50 AM	8:00 AM	Break-10 mins.	
8:00 AM	8:50 AM	Class-50 mins.	1 Hour
8:50 AM	9:00 AM	Break-10 mins.	
9:00 AM	9:10 AM	Break-10 mins.	1 Hour
9:10 AM	10:00 AM	Class-50 mins.	
10:00 AM	10:50 AM	Class-50 mins.	1 Hour
10:50 AM	11:00 AM	Break-10 mins.	
11:00 AM	11:50 AM	Class-50 mins.	1 Hour
11:50 AM	12:00 PM	Break-10 mins.	
12:00 PM	12:30 PM	Lunch	30 Mins.
12:30 PM	1:20 PM	Class-50 mins.	1 Hour
1:20 PM	1:30 PM	Break-10 mins.	
1:30 PM	2:20 PM	Class-50 mins.	1 Hour
2:20 PM	2:30 PM	Break-10 mins.	
2:30 PM	3:20 PM	Class-50 mins.	1 Hour
3:20 PM	3:30 PM	Break-10 mins.	

Evening Class Schedule Monday through Thursday

<u>Start</u>	<u>End</u>	<u>Activity</u>	<u>Notes</u>
6:00 PM	6:50 PM	Class-50 mins.	1 Hour
6:50 PM	7:00 PM	Break-10 mins.	
7:00 PM	7:50 PM	Class-50 mins.	1 Hour
7:50 PM	8:00 PM	Break-10 mins.	
8:00 PM	8:10 PM	Break-10 mins.	1 Hour
8:10 PM	9:00 PM	Class-50 mins.	
9:00 PM	9:10 PM	Break-10 mins.	1 Hour
9:10 PM	10:00 PM	Class-50 mins.	
10:00 PM	10:10 PM	Break-10 mins.	1 Hour
10:10 PM	11:00 PM	Class-50 mins.	

BEGINNING AND ENDING DATES OF EACH START

NOTE: Classes usually start one Monday of each month but are subject to change. Students should call the individual school to verify class start dates.

January 1, 2023 – December 31, 2025, Day Shift				
Monday Through Friday 7:00AM – 3:30PM (12:00Noon -12:30PM lunch)				
Program (Total Program Hours)	Fundamentals of Welding (376 hours)	Intermediate Welding (560 hours)	Advanced Welding (1040 Hours)	Advanced Structural and Pipe Welding (1200 hours)
Beginning Date	Ending Date	Ending Date	Ending Date	Ending Date
1/8/24	3/12/24	4/12/24	7/10/24	8/7/24
2/5/24	4/9/24	5/10/24	8/7/24	9/5/24
3/4/24	5/7/24	6/10/24	9/5/24	10/3/24
4/1/24	6/5/24	7/10/24	10/3/24	10/31/24
5/6/24	7/12/24	8/14/24	11/7/24	12/9/24
6/3/24	8/8/24	9/11/24	12/6/24	1/8/25
7/1/24	9/6/24	10/9/24	1/8/25	2/5/25
8/5/24	10/9/24	11/11/24	2/10/25	3/10/25
9/2/24	11/5/24	12/10/24	3/7/25	4/4/25
10/7/24	12/12/24	1/17/25	4/11/25	5/9/25
11/4/24	1/14/25	2/14/25	5/9/25	6/9/25
12/2/24	2/7/24	3/12/25	6/5/25	7/3/25
1/6/25	3/11/25	4/11/25	7/9/25	8/6/25
2/3/25	4/8/25	5/9/25	8/6/25	9/4/25
3/3/25	5/6/25	6/9/25	9/4/25	10/2/25
4/7/25	6/11/25	7/16/25	10/9/25	11/6/25
5/5/25	7/11/25	8/13/25	11/6/25	12/8/25
6/2/25	8/7/25	9/10/25	12/5/25	1/7/26
7/8/25	9/11/25	10/14/25	1/13/26	2/10/26
8/4/25	10/8/25	11/10/25	2/9/26	3/9/25
9/2/25	11/5/25	12/10/25	3/9/26	4/6/26
10/6/25	12/11/25	1/16/26	4/10/26	5/8/26
11/3/25	1/13/26	2/13/26	5/8/26	6/8/26
12/1/25	2/6/26	3/11/26	6/4/26	7/2/26

LUNCH BREAKS

Day students get a half hour lunch break Monday through Friday. The school provides two refrigerators and several microwaves for students' use. The students are responsible for keeping these items clean. Students are expected to return promptly to their work areas and check in with their instructors when lunch is over.

BEGINNING AND ENDING DATES OF EACH START

NOTE: Classes usually start one Monday of each month but are subject to change. Students should call the individual school to verify class start dates.

January 1, 2023 – December 31, 2025, Evening Shift				
Monday Through Thursday 6:00PM – 11:00PM				
Program (Total Program Hours)	Fundamentals of Welding (376 hours)	Intermediate Welding (560 hours)	Advanced Welding (1040 Hours)	Advanced Structural and Pipe Welding (1200 hours)
Beginning Date	Ending Date	Ending Date	Ending Date	Ending Date
1/8/24	5/16/24	7/23/24	1/15/25	3/12/25
2/5/24	6/17/24	8/20/24	2/12/25	4/9/25
3/4/24	7/16/24	9/18/24	3/12/25	5/7/25
4/1/24	8/13/24	10/16/24	4/9/25	6/5/25
5/6/24	9/18/24	11/20/24	5/14/25	7/10/25
6/3/24	10/15/24	12/18/24	6/11/25	8/6/25
7/1/24	11/12/24	1/21/25	7/9/25	9/4/25
8/5/24	12/17/24	2/24/25	8/12/25	10/8/25
9/2/24	1/16/25	3/20/25	9/9/25	11/4/25
10/7/24	2/20/25	4/24/25	10/14/25	12/10/25
11/4/24	3/20/25	5/22/25	11/11/25	1/12/26
12/2/24	4/16/25	6/19/25	12/9/25	2/5/26
1/6/25	5/15/25	7/22/25	1/13/26	3/10/26
2/3/25	6/16/25	8/19/25	2/10/26	4/7/26
3/3/25	7/15/25	9/17/25	3/10/26	5/5/26
4/7/25	8/19/25	10/22/25	4/14/26	6/10/26
5/5/25	9/17/25	11/19/25	5/12/26	7/9/26
6/2/25	10/14/25	12/17/25	6/9/26	8/5/26
7/8/25	11/18/25	1/26/26	7/15/26	9/10/26
8/4/25	12/16/25	2/19/26	8/11/26	10/7/26
9/2/25	1/15/26	3/19/26	9/9/26	11/4/26
10/6/25	2/18/26	4/22/26	10/13/26	12/9/26
11/3/25	3/18/26	5/20/26	11/10/26	1/6/27
12/1/25	4/14/26	6/17/26	12/8/26	2/2/27

Precision Welding Academic Calendar and Holidays		
Holidays	2024	2025
New Years Day	Monday, January 1, 2024	Wednesday, 1 January, 2025
Classes Resume	Tuesday, January 2, 2024	Thursday, 2 January, 2025
Memorial Day	Monday, May 27, 2024	Monday, 26 May 2025
Independence Day	Thursday, July 4, 2024 Friday, July 5, 2024	Friday, July 4, 2025 Monday, July 7, 2025
Labor Day	Monday, September 2, 2024	Monday, 1 September 2025
Thanksgiving Day	Thursday, November 28, 2024	Thursday, 27 November 2025
Day After Thanksgiving	Friday, November 29, 2024	Friday, 28 November 2025
Christmas Day	Wednesday, December 25, 2024	Thursday, 25 December 2025
Day After Christmas	Thursday, December 26, 2024	Friday, 26 December 2025

Note that days designated as holidays or weekends may be used to make up for unplanned school closures.

ADMINISTRATION, FACULTY, AND STAFF

Scott Raabe.....	President, Welding Instructor Welding Certificate, Texas State Technical College, Waco, Texas Certificate, Welding Instructor, NCCER, 2018 Certificate, Core Curricula Instructor, NCCER, 2018 Certificate, Pipefitting Instructor, NCCER, 2018
Mark Stroeh.....	Chief Financial Officer M.A. in Organizational Management, University of Phoenix, 1998 B.S. in Vocational Education Studies, Southern Illinois University at Carbondale, 1992 Associate of Arts in Associate of Arts, Tarrant County College, 1992 Associate of Applied Science in Instructional Technology, 1990
Imran Ayub.....	Director of Operations First Professional Medical Degree: M.B.B.S, (Medicine Bachelor, Bachelor's in Surgery) Ayub Medical College, University of Peshawar
Wyatt Nations.....	Program Director Welding Certificate South Plains, Levelland, Texas
Jada Sorrels.....	Welding Instructor Welding Certificate Precision Welding Academy, Katy, Texas
Kaden Hearn.....	Welding Instructor Welding Certificate Arclabs Welding School, Houston, Texas
Antonio Castillo	Welding Instructor Welding Certificate Champions Welding Academy, Houston, Texas

TRUE AND CORRECT STATEMENT

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

Scott Raabe
School President

Approved and Regulated by the Texas Workforce Commission, Career Schools and Veterans Education Department, Austin, Texas.

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