



# Advanced Welding School

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November 2022 – November 2023

**STUDENT  
CATALOG**

10340 Florida Blvd., Walker, LA 70785

Phone: (225) 667-9797

Web: [advancedweldingschool.com](http://advancedweldingschool.com)

*Advancing the future of welding.*

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# SCHOOL INFORMATION

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## History of Advanced Welding School

There is one principal owner of Advanced Welding School. His name is Richard Hope, who has been welding since 1975.

Richard received his American Welding Society Certified Welding Inspector certificate in 1979 and utilized the education for his current employer at the time, which was Dow Chemical Company of Plaquemine, La. He has worked directly in the welding field in various forms and administrative capacities. Richard continued his formal education at Louisiana State University where he received a Bachelor of Science degree with a Major in Finance and a Minor in Communications. He has also received an additional certification from the American Welding Society as a Certified Welding Instructor.

After meeting with several of the most influential manufacturing operations managers in our area, Richard saw the tremendous gap in the current welding training formats and decided to provide a curriculum that is desperately needed in our area.

### Facility:

Main Campus  
10340 Florida Blvd.  
Walker, LA 70785  
(225) 667-9797

### Training Hours:

Mon-Thu 7:00am-9:00pm  
Fri 7:00am to 4:00pm

### **Office Hours:**

Mon-Fri 8:00am to 4:30pm

The building that houses AWS was built and operated as a pipe and structural steel manufacturing facility and is set up similarly to the working environments that some of our students will find themselves in after their training is completed at our school. We have two different office areas. One area houses our administrative personnel and school records, along with our consultation/advisement/admissions office. The two-story structure located within the main teaching area houses the school's conference room and CEO's office; it has glass panels that allow administrators an unobstructed view of the welding floor. This feature allows staff to constantly monitor for safety hazards or less than acceptable work habits of students.

Additionally, there is a large, air-conditioned lunchroom for all students to use. We also have a very large tool room that houses all welding machines, consumables, hand tools and miscellaneous welding components. We have all safety products and gear located in this one central location to ensure availability and a protected environment to maintain the equipment integrity. On the floor of our welding training facility, we have a pipe beveling machine, metal band saw, a 50-ton press for material testing, an air-compressor backup to our main air header system, an inert-gas header system and various mechanical testing apparatuses for destructive fatigue testing regiments designed to maximize student proficiency.

Our facilities are designed to teach up to 150 students at a time if demand for our offerings is that high. We strive to maintain our **one teacher to ten-student ratio**, no matter how large or small our class size is.

### **Branch Locations**

Currently, Advanced Welding School does not have branch locations. All training is provided at the main campus.

### **Licenses, Accreditation, Approvals, and Affiliations**

- ✓ Advanced Welding School is licensed by the Louisiana Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission.
- ✓ The American Welding Society has approved Advanced Welding School, LLC as a Certified Welding Teaching facility. Advanced Welding School, LLC adheres to all the rules and regulations of their governing Board of Directors.
- ✓ Richard Hope is certified by the American Welding Society as a Certified Welding Inspector and a Certified Welding Educator.
- ✓ Advanced Welding School is approved to receive LWIOA (Louisiana Workforce Investment Opportunity Act) grants/scholarships.
- ✓ Advanced Welding School is approved to receive Military Veteran Benefits.

Advanced Welding School is currently seeking initial accreditation with the *Accrediting Council for Continuing Education & Training (ACCET)*. To this end, our school has submitted an *Application for Accreditation* to ACCET and will subsequently submit a self-study and have an on-site team visit to determine whether our school meets ACCET's Standards for Accreditation. It is the mutual goal of ACCET and AWS to ensure that training programs of quality are provided.

ACCET  
1722 N Street, NW  
Washington, DC 20036  
[www.accet.org](http://www.accet.org)

*\*For information regarding Advanced Welding School's licenses, accreditation, approvals, and affiliations, please contact the Administrative Office at (225) 667-9797.*

## **Staff**

### ***Administrative & Support Staff:***

Richard Hope, CEO  
Ron Stockman, VP of Business Development  
Sam Wilson, Executive Administrator  
Vacant, Office Assistant  
Will Fletcher, Materials Coordinator

### ***Instructional Staff:***

Robert Smith, Lead Welding Instructor (Day)  
Mark Stephen, Welding Instructor (Day)  
Brian Weaver, Welding Instructor (Evening)

# **MISSION, VISION, AND VALUES**

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The mission of Advanced Welding School is to make Louisiana a better place to live and work, one world-class welder at a time; we aim to ensure the best possible experience for all our welding students.

Our vision centers on providing the best welding education available. We aspire to graduate well-rounded individuals who excel academically, professionally, socially, and personally.

The guiding principles that influence our work are:

- Growth and Continuous Improvement
- Community and Industry Stakeholder Engagement
- Ethics and Integrity
- Teamwork and Personal Responsibility

# ACADEMIC CALENDAR

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HOLIDAY	2022	2023	2024
Winter Break	N/A	N/A	1/1/2024
Martin Luther King, Jr. Day	1/17/2022	1/16/2023	1/15/2024
Good Friday	4/15/2022	4/7/2023	3/29/2024
Memorial Day	5/30/2022	5/29/2023	5/27/2024
Independence Day	7/4/2022	7/4/2023	7/4/2024
Labor Day	9/5/2022	9/4/2023	9/2/2024
Thanksgiving Break	11/24/22 & 11/25/22	11/23/23 & 11/24/23	11/28/24 & 11/29/24
Christmas Break	12/26/22 – 12/30/22	12/25/23 – 12/29/23	12/23/24 – 12/27/24

- Advanced Welding School is closed on all Saturdays and Sundays unless a special event is scheduled and announced.
- Advanced Welding School utilizes an open/rolling enrollment and operates on a 52-week term. We evaluate applications as they are received. We do not have traditional terms or semesters; students can begin as soon as they have met admissions requirements.
- At its discretion, Advanced Welding School may close on additional days due to severe weather events or other events that may jeopardize life or property of students and staff.

## AWS ADMISSION REQUIREMENTS

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**Admission Criteria:** In order for an applicant to be admitted to Advanced Welding School, certain requirements must be met. The applicant must:

- Possess a valid high school credential from a legitimate high school (including having been legally and properly home schooled), be a valid GED holder, or meet the requirements of the School's "Ability to Benefit" admission program;
- Have the ability to communicate effectively in English in both verbal and written forms;
- Be a citizen or other legal resident of the United States;
- Possess the physical abilities necessary to complete the program; and
- Be at least eighteen years of age before beginning their instruction.

**Admission Procedure and Required Documents:** Applicants will be required to perform the following tasks and provide the following documentation before beginning instruction:

- Participate in a tour of the facility and an interview with School staff;
- Provide proof of identity (driver's license, State-issued non-driver ID, U.S. passport, etc.);
- Provide a copy of their high school diploma (or final transcript), GED Transcript, or documentation of valid home-schooling - OR - complete an application for "Ability to Benefit" admission and successfully pass the assessment test (see below).
- Complete and sign a "Physical Requirements Policy Attestation";
- Complete and sign an Enrollment Agreement; and
- Make satisfactory payment arrangements for tuition, fees, tools, and supplies.

**Ability to Benefit Admissions Policy:** Individuals who do not have a high school diploma, a GED, or a degree from an institution of higher education must submit the results of their TABE 11/12 Assessment for Reading and Math.

Students whose assessment results fall below the scores listed above, will be referred to the Director of Education. The Director of Education may, at his discretion, allow a student with lower TABE scores to be admitted under a review period. During the review period, instructors must observe the student's progress. Once the review period has ended, the instructors are to report to the Director of Education, or his designee, whether the student can realistically complete the program and gain employment. If it is determined that the student can be successful in the program, the student will be admitted; if it is not determined that the student cannot successfully complete the program, the student's enrollment will be terminated without charge.

**Non-Discrimination Policy:** The Advanced Welding School is committed to compliance with Title IX of the Education Amendments of 1972 and does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, disability, genetic marker, or any other characteristic protected by state, local or federal law in the administration of any of its educational programs or activities, or with respect to admission or employment.

**Students with Disabilities and Admission:** The Advanced Welding School does not discriminate in admission based upon disability. However, applicants with disabilities must be physically able to complete their chosen program with reasonable accommodations. Further, certain physical and intellectual abilities are bona fide occupational qualifications and thus certain disabilities might disqualify a student from potential employment. Students requesting reasonable accommodations should discuss their needs with the School prior to enrollment.

**Right to Cancel:** The applicant has a right to cancel within three business days of completing an Enrollment Agreement and receive a full refund of any funds paid to the school.

**Physical Requirements Policy:** Welding is a physically demanding job that requires certain personal physical abilities in order to be successful. The physical requirements listed below are bona fide

occupational qualifications, and therefore the inability to meet these requirements will prevent a student from obtaining employment as a welder. They will also prevent a potential student from being able to enroll at AWS and successfully complete the program. An applicant to AWS must be physically able to:

- o See (including close vision, distance vision, peripheral vision, and ability to adjust focus) either with or without corrective lenses;
- o Hear (with or without assistive devices, such as a hearing aid);
- o Perform various tasks requiring manual dexterity with both hands, including:
  - o Using power, manual, and welding tools that require the full use of one or both hands,
  - o Manually filing, sanding, and wire brushing parts, metals, and weldments,
  - o Manually controlling and operating power tools, such as a 4.5" grinder,
  - o Using hands to feel in areas of poor visibility,
  - o Working for extended periods with both hands overhead, and
  - o Performing numerous other tasks;
- o Lift items weighing up to 50 lbs. off the ground up to 20" overhead,
- o Perform the following physical activities for up to 8 hours or more – standing, bending, kneeling, reaching, pushing, pulling, lifting, etc.;
- o Work over, under, and around parts assemblies, including crawling, climbing, lying on the ground, moving through tight spaces, etc.;
- o Navigate ladders, scaffolds, and catwalks; and
- o Wear heavy and restrictive clothing and personal safety equipment for up to 8 hours per day (or more), often in difficult temperature and weather conditions.

Some industry welding jobs could also have additional requirements, such as working in confined spaces, hazardous locations, high elevations, and/or working in close proximity to potentially dangerous substances. While unwillingness to work in these difficult environments does not prevent employment, it may limit a welder's opportunities.

## STUDENTS TRANSFERRING INTO AWS

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Advanced Welding School will evaluate all potential students by giving them a non-destructive visual test and a destructive bend test. We use American Welding Society standards for the specific discipline that the student desires to enroll in. We are only interested in whether a potential student can pass a specific weld test, and our goal is to ensure all our students are able to pass any test they are trying to pass.

- Potential students will be asked to provide any and all documentation, as to their current skill level in all the various disciplines, so that we can evaluate where to place them within our curriculum. Acceptance into any of our welding programs will be strictly adhered to for the purpose of maximizing both the student's potential to achieve gainful employment after their training is complete and to establish Advanced Welding School as the premiere welding training



facility in our area. We can only achieve both goals by correctly aligning all our students in the proper curriculum so as not to waste time and resources.

- The Lead Instructor, along with management staff, will determine eligibility on a case- by-case basis. Incoming students that request a transfer of credit will be required to meet with faculty to have previous education assessed. Students may be required to test and pass those tests in any education not received at AWS. Based on this assessment, the CEO will grant credit accordingly and notify the student in writing. Advanced Welding School is not required to accept transfer of credits.

### **Evaluation of Credit for Previous Education and Training for Veterans Benefits**

The VA requires that schools 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. Students will not be certified for benefits past the initial certification period until this documentation has been submitted.

## **READMISSION**

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Students who have been suspended, dropped, or withdrawn from Advanced Welding School, LLC may seek re-admission by submitting a new application, as well as, by submitting a written statement describing the circumstances for his/her separation from Advanced Welding School, LLC and to explain why he/she feels re-admittance is appropriate. The CEO must approve readmission. Previous coursework taken at Advanced Welding School; LLC will be evaluated for decisions concerning placement in classes. Advanced Welding School, LLC may require additional documentation and is not obligated to readmit a student. All re-entering students will enter at the prevailing tuition and fee rates and under all policies and program requirements current at the time of readmission. Any student returning after any period of non-attendance greater than six-months must meet with a consulting advisor before starting classes.

## **PROGRAM AND COURSE INFORMATION**

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### **PROGRAM DELIVERY:**

All AWS welding programs are delivered in a lab/shop, or hands-on setting (kinesthetic learning).

### **COURSE NUMBERING:**

Each AWS program consists of one or more courses. These courses have been assigned numbers which reflect course discipline. 100 courses include Shielded Metal Arc Welding, 200 courses include Gas Tungsten Arc Welding, and 300 courses include Gas Metal Arc and Flux Core Arc Welding.

Course No.	Course Name
100 or 101	SMAW Structural 6010/7018 -or- SMAW Structural 7018
110	SMAW Pipe 6010/7018
200	GTAW Structural 70S-6
210	GTAW Pipe 70S-6
211	GTAW Pipe 70S-6/7018
220	GTAW Pipe Exotic 308
300	GMAW/FCAW Structural 70S-6-035/71T-1-045
310	GMAW/FCAW Pipe 70S-6-035/71T-1-045

### **SHIELDED METAL ARC WELDING (Stick)**

Shielded Metal Arc Welding (SMAW) is an arc welding process that produces an arc between a consumable, coated electrode and the work piece, creating a weld pool. Shielding gas produced by the electrode coating protects the arc and molten weld pool. The electrode coating also contains flux that forms a protective slag over the weld. Alloying elements can also be added to the electrode coating to produce a weld bead with different chemical and mechanical properties to suit a variety of applications, making SMAW a versatile process.

#### **SMAW Structural (100 or 101):**

Students will learn arc welding safety and the fundamentals of SMAW welding process. During training the student is to perform bridge code welds and other related structural work. This course prepares students for the pipe-welding program. Other areas of study include safety and equipment maintenance, oxy-acetylene and plasma cutting training.

Upon successful completion of the course the student should be:

- Able to perform bridge code welds and other related structural work.
- Equipped with the skills to perform the 3G & 4G Limited with backing and without backing weld qualification test to the AWS D1.1/D1.1M 2015 standards.
- Diversified in the SMAW welding process with a variety of different electrodes.

- Able to understand the different electrode F-groups associated with SMAW.
- Able to perform fillet and groove welds in all positions.
- Able to produce a quality cut with the oxy acetylene & plasma torch.

**\*SMAW Pipe (110):**

Pipe is used for transporting fluids under low pressure, such as with cross-country pipelines, and for transporting fluids under high pressure, such as in refineries and power plants. The welding discipline covered in this course instructs students in welding safety of the SMAW process, proper techniques, and electrode selection for welding pipe to meet ASME (vertical-up) welding code. Students will be welding with both E6010 and E7018 electrodes. This course includes welding symbol instruction and pipe layout for pipe fitters and welders. Completion of this course prepares the student with the skills for taking the 6G-weld test to ASME and AWS standards.

Upon successful completion of the course the student should be:

- Diversified in the SMAW Pipe welding process on mild steel
- Equipped with the skills for the 2" Sch. 80 6G weld test to ASME & AWS standards
- Able to read pipe layouts and understand the different welding symbols

*\*It is recommended that students must have 3G or 4G certification with E6010 and E7018 electrodes.*

**GAS TUNGSTEN ARC WELDING (Tig)**

Gas Tungsten Arc Welding (GTAW) is an arc welding process that produces an arc between a non-consumable tungsten electrode and the work piece, creating a weld pool. The electrode, the arc, and the weld pool are protected from the atmosphere by a shielding gas.

**GTAW Structural (200):**

Students learn welding safety and the fundamentals of GTAW welding process. Students will also learn welding positions on lap, t-joints and groove welds. Training teaches the student to perform production and maintenance welding on mild steel. Other areas of study include safety and equipment maintenance, oxy-acetylene and plasma cutting training.

Upon successful completion of the course the student should be:

- Diversified in the GTAW welding process.
- Proficient at performing fillet, and groove welds in all positions.
- Equipped with the skills to perform the 3G & 4G Limited with backing and without backing weld qualification test to the AWS D1.1/D1.1M 2015 standards.
- Able to produce a quality cut with the oxy acetylene & plasma torch.
- Able to perform lap, t-joint, and groove welds in all positions.

### **\*GTAW Pipe (210 or 211):**

This course instructs students in welding safety of the GTAW process, proper techniques, filler metal and shielding gas selection for welding carbon steel pipe to meet ASME (vertical-up) welding code. It includes welding symbol instruction and pipe layout for pipe fitters and welders. Completion of this course prepares the student with the skills for the 6G weld test to ASME and AWS standards.

Upon successful completion of the course the student should be:

- Diversified in the Pipe welding process.
- Equipped with the skills for the 1G, 2G, 5G and 6G weld test in the AWS, ASME and API standards.
- Able to read pipe layouts and understand the different welding symbols.

*\*It is **recommended** that potential students have 3G or 4G certification on carbon steel and 6G pipe certification (course# 210) on carbon steel all to AWS, ASME, and API weld code standards.*

### **\*GTAW Pipe Exotic Alloys (220):**

This program is designed to introduce and upgrade skilled trades persons, technicians, supervisors, production personnel and others in the industry, to the proper techniques and theory-based knowledge using the GTAW welding process on Aluminum and Stainless. At the conclusion of this course trainees will demonstrate new and or improved skills using the GTAW process in various positions on Aluminum and or Stainless.

Upon successful completion of the course the student should be:

- Diversified in the Pipe welding process.
- Equipped with the skills for the 1G, 2G, 5G and 6G weld test in the AWS, ASME and API standards.
- Able to read pipe layouts and understand the different welding symbols.

*\* It is **recommended** that potential students have 3G and 4G structural certification on carbon steel, and 6G pipe certification on carbon steel all to AWS, ASME and API weld code standards. It is **required** that potential students have 6G pipe certification on carbon steel to AWS, ASME, and API weld code standards.*

## **GAS METAL ARC WELDING AND FLUX-CORE ARC WELDING (MIG & FC)**

The Gas Metal Arc and Flux-Core Arc processes are dominant today as joining processes among the world's leading welding fabricators. Despite its sixty years of history, research and development continue to provide improvements to these processes, and the efforts have been rewarded with high quality results. Gas Metal Arc Welding (GMAW), and Flux-Core Arc Welding (FCAW) by definition, are arc welding processes which produces the coalescence of metals by heating them with an arc between a continuously fed filler metal electrode and the work.

### **GMAW/FCAW Structural (300):**

Students learn welding safety and instruction on all transfer modes. Training of the student will show them how to perform production quality welds. Other areas of study include safety and equipment maintenance, welding terms/symbols, and oxy-acetylene and plasma cutting training.

Upon successful completion of the course the student should be:

- Diversified in the GMAW and FCAW processes.
- Equipped with the skills to perform the 1G & 2G Limited w/backing weld qualification test to the AWS D1.1/D1.1M 2015 standards.
- Able to interpret welding symbols.
- Knowledgeable and understand the different wire and shielding gas combinations associated with GMAW and FCAW.
- Proficient at performing fillet welds in all positions.
- Able to perform groove welds in the flat and horizontal positions.
- Able to produce a quality cut with the oxy acetylene & plasma torch.

### **\*GMAW/FCAW Pipe (310):**

Upon successful completion of this course the student should be:

- Diversified in the GMAW & FCAW Pipe processes.
- Equipped with the skills to perform the 1G, 2G, 5G, and 6G unlimited qualification tests to the AWS & ASME standards.
- Able to interpret welding symbols.
- Knowledgeable and understand the different wire and shielding gas combinations associated with GMAW & FCAW.
- Proficient at performing pipe welds in all positions.
- Able to produce a quality cut with the oxy acetylene & plasma torch.

*\*It is recommended that potential students have 3G and 4G, with backing and without backing strips, structural certification test to the AWS & ASME standards.*

## **PROGRAMS**

<b>Program Name</b>	<b>Courses Included</b>	<b>Clock Hours</b>	<b>FT School Days</b>	<b>3/4 School Days</b>	<b>PT School Days</b>	<b>1/2 School Days</b>
SMAW Structural Welder I	100	320	40	54	64	80
SMAW Structural Welder II	101	320	40	54	64	80
SMAW Pipe Welder	110	320	40	54	64	80
SMAW Welder	100 & 110	640	80	107	128	160
GTAW Structural Welder	200	320	40	54	64	80
GTAW Pipe Welder I	210	320	40	54	64	80
GTAW Pipe Welder II	211	320	40	54	64	80
GTAW Pipe Exotic Welder	220	320	40	54	64	80
Tacker	200 & 210	640	80	107	128	160

GMAW/FCAW Shop Welder I	300	320	40	54	64	80
GMAW/FCAW Pipe Welder	310	320	40	54	64	80
GMAW/FCAW Shop Welder II	300 & 310	640	80	107	128	160
Combo Welder I	101, 200, & 211	960	120	160	192	240
Combo Welder I with Alloy	101, 200, 211, & 220	1280	160	214	256	320
Combo Welder II	100, 110, 200, & 210	1280	160	214	256	320
Combo Welder II with Alloy	100, 110, 200, 210, & 220	1600	200	267	320	400
Combo Welder III	101, 200, 211, & 310	1280	160	214	256	320
Combo Welder III with Alloy	101, 200, 211, 210, & 220	1600	200	267	320	400

\*AWS operates on the basis of clock hours. A clock hour is defined as supervised instruction of not less than 50 minutes in length within a 60-minute period.

## TUITION AND FEES

Program Name	Tuition	VA Student Tuition
SMAW Structural Welder I	\$8,000.00	\$7,200.00
SMAW Structural Welder II	\$8,000.00	\$7,200.00
SMAW Pipe Welder	\$8,000.00	\$7,200.00
SMAW Welder	\$15,600.00	\$14,400.00
GTAW Structural Welder	\$9,000.00	\$8,100.00
GTAW Pipe Welder I	\$9,000.00	\$8,100.00
GTAW Pipe Welder II	\$9,000.00	\$8,100.00
GTAW Pipe Exotic Welder	\$12,000.00	\$10,800.00
Tacker	\$15,600.00	\$14,400.00
GMAW/FCAW Shop Welder I	\$8,000.00	\$7,200.00
GMAW/FCAW Pipe Welder	\$8,000.00	\$7,200.00
GMAW/FCAW Shop Welder II	\$15,600.00	\$14,400.00
Combo Welder I	\$23,700.00	\$23,400.00
Combo Welder I with Alloy	\$31,350.00	\$31,350.00
Combo Welder II	\$31,350.00	\$30,600.00
Combo Welder II with Alloy	\$37,750.00	\$37,750.00
Combo Welder III	\$31,350.00	\$30,600.00
Combo Welder III with Alloy	\$37,750.00	\$37,750.00

### **DEPOSIT AND PROBATION**

Students paying with student loans through Meritize, Climb, or Leif are required to pay a \$250.00 deposit and attend a one-week probation period. This allows student the opportunity to attend for one week without incurring a financial obligation beyond the required deposit. If a student successfully passes their probation period, they will be permitted to continue in their program of choice; their \$250.00 is applied to the total tuition due. However, if they do not wish to continue, they may withdraw immediately following their probation, with no further tuition or fees due. This is done to prevent

students from acquiring a large student loan debt without first making sure that our welding program(s) are right for them.

### **LAB FEES**

AWS does not charge lab fees.

### **REGISTRATION FEE**

A \$100.00 registration fee is built into the tuition for each program.

### **SUPPLIES**

Prior to the start of school, students must purchase the following supplies from an outside retailer; these items are not sold by the school and are not covered by tuition:

- Welding gloves (SMAW gloves for SMAW courses; GTAW for GTAW courses; GMAW/FCAW gloves for GMAW/FCAW courses)
- Clear Safety Glasses
- Leather Steel Toe Boots
- FRC Welding Shirts
- Welding Hood (Auto-darkening lens not required)
- Side Grinder (4.5 inch, 110 volt with guard)
- Chipping Hammer
- Wire Brush
- Welding Cap

## **GENERAL POLICIES AND PROCEDURES**

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### **DRUG FREE SCHOOL/WORKPLACE POLICY**

Advanced Welding School 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 posted in plain sight for students and employees. Employers of our graduates will/do require drug screenings.

Advanced Welding School is committed to a campus free of illegal drug use, misuse and abuse of prescription drugs, underage drinking, and alcohol abuse. The school has no tolerance for illegal activity, or any other harmful conduct influenced by drugs or alcohol. Unlawful possession as well as the distribution of illegal drugs or alcohol is prohibited on school property or as part of

its activities. The school will cooperate fully with law enforcement agencies and will apply appropriate internal disciplinary processes should a student or an employee violate criminal statutes pertaining to illegal drugs or possession or sale of alcohol.

## **SEXUAL HARRASSMENT**

Sexual harassment is illegal and will not be tolerated. Advanced Welding School, LLC is committed to providing a learning environment that is free from unlawful harassment. Our sexual harassment policy focuses on prevention and encourages individuals to report prohibited behavior while ensuring a commitment on the part of the school to take prompt and effective disciplinary action against any individual who violates it. While a consensual sexual relationship between an employee and student of appropriate age is not considered sexual harassment, it is prohibited. All employees and students are required to comply with this policy.

## **STUDENT PRIVACY**

General Privacy Policy: Advanced Welding School is committed to the concern for and protection of students' rights and the privacy of information, and carefully protects all personally identifiable information (PII) in our possession regarding students and their families, in accordance with this policy. The school has a single Privacy Policy that complies with both the Federal Family Rights and Privacy Act (FERPA), and the Gramm-Leach-Bliley Act. The Executive Administrator is responsible for the privacy of student records and information, and for maintaining institutional compliance with this policy school-wide.

The Family Educational Rights and Privacy Act of 1974 (FERPA): FERPA provides current and former students with the right to inspect and review educational records, the right to seek to amend those records, the right to limit disclosure of information from the records and the right to file a complaint with the U.S. Department of Education. Students may also waive their rights under FERPA voluntarily under certain circumstances. The parent(s) of a dependent student also has this right to inspect certain records that are maintained by the school on behalf of the student. An applicant becomes a "student" for the purposes of FERPA upon the earlier of the date the student begins instruction at the School or the date of the expiration of the 72-hour cancellation period prescribed in Louisiana Board of Regents regulations.

**Students' Rights:** Each student has the following rights under FERPA:

- o Right to Be Informed: Students have the right to be informed about their rights under FERPA and GLB. This policy details those rights and is published through the School's website.
- o Right to Review Educational Records: Students have certain rights with respect to their educational records. Students have the right to review their educational records within 45 days of the day the School receives a request for access. Students should submit to the School Executive Administrator written requests that identify the record(s) they wish to inspect, and the student will be notified of



the time and place where the records may be inspected. If the records are not maintained in the office of the School Executive Administrator, the Executive Administrator will arrange for the documents to be available for inspection at the appropriate time.

- o Right to Request an Amendment: Students have the right to request an amendment to the educational records that are believed to be inaccurate. They should submit a written request to the Executive Administrator, clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the student of his or her 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.
- o Right to Consent to Disclosures: Students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that this policy authorizes disclosure without consent.
  - o Right to File a Complaint: Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures of the school to comply with the requirements of FERPA. The office that administers FERPA can be contacted at Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605 or at the website:  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

The Gramm-Leach-Bliley Act (GLB) provides consumers the right to the protection of their nonpublic Personally Identifiable Information (PII) in order to prevent identity theft and other related crimes. All individuals who provide PII to the school are protected under the Act. The Act also requires publication of this "Privacy Policy".

In general, the School will never release personal information provided by any student or prospective student (including information gathered through websites and web-applications) to any third party for marketing or advertising purposes, or for any other reason beyond those specifically addressed in this policy.

**Information Security Practices:** The School employs additional office procedures and password-protected computer systems to ensure the security of paper and electronic records. The School does not disclose all of its security procedures to students or the general public to protect the effectiveness of those procedures. Access to social security numbers is strictly limited to those School Officials (see definition below) with a need-to-know, as determined by the Executive Administrator.

**Protection of Personally Identifiable Information:** School Officials may not disclose personally identifiable information about a student nor permit inspection of their records without the student's

## **STUDENT SAFETY**

The safety and health of students and employees is high priority. School management accepts responsibility for providing a safe working environment; students and staff are expected to take responsibility for performing work in accordance with safe standards and practices. Everyone must work together to promote safety and take every reasonable measure to assure safe working conditions. This includes all students doing their part by wearing their Personal Protective Equipment (PPE). As part of a proactive safety program, remember to report any safety issues/concerns you may have and/or identify immediately to the instructors or other school staff. Students and staff are to become familiar with Advanced Welding School's Emergency Operations Policy and Plan and stay abreast of changes in the plan.

## **TRANSFERS FROM AWS TO ANOTHER SCHOOL**

Students or graduates who wish to transfer to another school should arrange to have their AWS transcript reflecting completed programs and/or tasks, clock hours attended, and grades to the school they wish to attend. It is the sole discretion of the other school regarding acceptance of AWS training. No school can guarantee that course/program from their school will be transferable to another. This is always at the discretion of the receiving school and depends on comparability of curricula.

## **ACADEMIC TERM AND CLOCK HOUR**

An academic term is measured in weeks and may contain any number of courses whose grade is entered at the end of the academic term. Academic standing is measured at the end of each term. Courses are measured in clock hours; a clock hour represents 60 minutes of possible training time with an allowance of up to 10 minutes of every hour available for breaks. The remaining 50 minutes of each hour is dedicated to training.

## **FULL TIME, ¾ TIME, PART TIME, AND ½ TIME STATUS**

Students are required to maintain a schedule of at least 20 hours per week (1/2 time).

Full Time:	8 hours a day, 5 days per week	40 hours per week
¾ Time:	6 hours a day, 5 days per week	30 hours per week
Part Time:	5 hours a day, 5 days per week	25 hours per week
½ Time:	4 hours a day, 5 days per week	20 hours per week

## **ATTENDANCE**

Research has shown that there is a direct link between attendance and achievement, no matter what type of training a student is enrolled in. This is particularly true for students who attend schools that provide experiential, hands-on training. AWS wants all students to be successful; therefore, the following requirements will be strictly enforced:

1. Students are expected to attend regularly and punctually, in accordance with their chosen schedule. Because of this, establishing a schedule that you can manage is vital to your success here at AWS.
2. Students are required to notify the Administrative Office if they are going to be absent from school for any reason. In the case of a medical emergency, students are expected to notify the Administrative Office as soon as they are able.
3. If a student has an absence, supported by documentation, for any of the following reasons, the absence will be excused, and the school will work with the student to make up work missed.
  - Medical illness/treatment for the student, spouse, or child (medical slip required).
  - Death of an immediate family member (funeral homes will provide documentation, along with a copy of the obituary). Immediate family includes spouse, children, parents, grandparents, sister, brother, legal guardians, & in-laws.
  - Loss incurred as the result of a natural disaster (documentation of flood, storm, fire, etc. and documentation of loss).
  - Military drills, etc. (copy of orders)
  - Jury Duty / Witness Summons (copy of summons)
  - A Leave of Absence approved by the CEO prior to the student's absence.
4. A Leave of Absence, for extended amounts of time, must be approved by the school's CEO in accordance with the school's Leave of Absence policy. Note: Approval is at the discretion of the CEO after meeting with the student and gathering input from the student's instructor(s) and administrative staff.
5. It is extremely important that students put thought into their schedules and make changes (through the proper process), if needed. Especially those students who will be attending school and working.
6. Students are required to maintain an attendance rate of at least 87.5%.
  - If a student attends full-time (40 hours a week): The student will have 40 days to complete one program module (i.e. SMAW-S, GTAW-P, etc.). In order to comply with the 87.5% attendance requirement, the student must attend at least 35 of the 40 days.
  - If a student attends  $\frac{3}{4}$  time (30 hours a week): The student will have 54 days to complete one program module (i.e. SMAW-S, GTAW-P, etc.). In order to comply with the 87.5% attendance requirement, the student must attend at least 48 of the 54 days.

- If a student attends part-time (25 hours a week): The student will have 64 days to complete one program module (i.e. SMAW-S, GTAW-P, etc.). In order to comply with the 87.5% attendance requirement, the student must attend at least 56 of the 64 days.
  - If a student attends ½ time (20 hours a week): The student will have 80 days to complete one program module (i.e. SMAW-S, GTAW-P, etc.). In order to comply with the 87.5% attendance requirement, the student must attend at least 70 of the 80 days.
  - ISA students are required to attend at least 25 hours per week: ISA students have 160 days to complete their entire program. In order to comply with the 87.5% attendance requirement, the student must attend at least 140 of 160 days
  - VA students are required to attend at least 22 hours a week: VA students have 72 days to complete one program module (i.e. SMAW-S, GTAW-P, etc.). In order to comply with the 87.5% attendance requirement, VA students must attend at least 63 of the 72 days.
7. Once a student has reached an unexcused absence rate of 6.5%, instructors are to counsel the student regarding their attendance.
    - Full-time students missing 3 days.
    - ¾ time student missing 4 days.
    - Part-time students missing 4 days.
    - ½ time students missing 5 days.
    - ISA students missing 10 days.
    - VA students (22 hrs./wk.) missing 5 days.
  8. Once a student has reached an unexcused absence rate of 12.5% (maximum), they will be required to meet with an attendance committee, which consists of the CEO, Executive Administrator, Lead Instructor, & Career Services staff to discuss excessive absences and determine whether the student will be placed on Academic Probation.
    - Full-time students missing 5 days.
    - ¾ time students missing 6 days
    - Part-time students missing 8 days.
    - ½ time students missing 10 days.
    - ISA students missing 20 days.
    - VA students (22 hrs./wk.) missing 9 days.
  9. No student, regardless of whether their absences are excused, is allowed to exceed 1.5 times the number of days to complete their program(s), based on their chosen schedule. A student who does not complete within this time frame will be administratively dropped.
    - Example: A full-time student taking SMAW-S only has a maximum of 60 days, regardless of whether absences are excused.

10. Students who do not complete their program in the allowed time may re-enroll after being administratively dropped. Students who re-enroll are financially responsible for any remaining tuition upon re-enrollment. Tuition will be calculated and charged based on the number of hours the student has left to complete.
11. Students who are administratively dropped, due to violation of the attendance policy and the terms of their academic probation, will be notified via Certified Mail. Students are eligible to receive their certification card for any program completed prior to being dropped, provided that they have submitted all required paperwork to the administrative office. Refunds will be issued, when applicable, in accordance with the AWS refund policy.
12. Failing to attend school does NOT constitute a student withdrawal. AWS staff will not administratively drop a student for absences until they have reached 12.5% maximum unexcused absences, plus 1 day. Students who wish to appeal an administrative drop may submit a written appeal to the CEO.
13. Students wishing to voluntarily withdraw should notify the administrative office, in writing, as soon as possible. Please be advised that instructors cannot withdraw students.
14. In order for students to receive credit for attendance the following actions are required:
  - Sign-in on the Daily Sign-In Sheet located at the instructors' desk.
  - Sign-in using the timeclock located near the instructors' desk.
  - Correctly record time of work and tasks worked on in the student's Task Notebook.All three of these requirements are used to record the number of student hours and tasks worked on or completed.

## **LEAVE OF ABSENCE**

Students may be considered for a LOA for health-related needs, change of family circumstance, financial hardship and/or work changes, or other significant events that would negatively impact the student's progress toward completion of their training.

Examples of extenuating circumstances that may qualify for LOA include:

- Military duty;
- Serious injury or illness that prevents the student from attending school;
- Serious injury or illness of a family member that prevents the student from attending school;
- Death in the immediate family;
- Maternity (see the AWS Welding Physical Requirements policy)
- Jury duty; or
- Other extenuating circumstances as approved by the CEO.

The CEO will consider each Leave of Absence on a case-by-case basis and will take into consideration all relevant information including the student's training performance to date. It is Advanced Welding School's expectation that students will not exceed:

- 60 school days of leave over the course of their time as a student enrolled in a program consisting of 1600 clock hours of instruction.
- 50 school days of leave over the course of their time as a student enrolled in a program consisting of 1280 clock hours of instruction.
- 40 school days of leave over the course of their time as a student enrolled in a program consisting of 960 clock hours of instruction.
- 20 school days of leave over the course of their time as a student enrolled in a program consisting of 640 clock hours of instruction.
- 10 school days of leave over the course of their time as a student enrolled in a program consisting of 320 clock hours of instruction.

Leave of Absence requests which exceed the parameters above will not be granted.

Students who are granted an approved Leave of Absence are considered "enrolled" during the period of their approved leave and will not be administratively dropped or required to re-enroll upon return.

Students returning from an approved Leave of Absence within the approved timeframe will not be charged any additional tuition or fees because of the leave and will be placed back into their program at a point equivalent to the instruction they had completed as of the beginning of the leave.

Students who are denied a Leave of Absence or fail to return at the end of the approved leave will be administratively withdrawn and required to re-enroll upon return to the School.

### **MAKE UP HOURS**

Students must make arrangements to make up hours missed. Students may come in during hours that fall outside of their regularly scheduled hours to make up for time missed.

### **GRADES & GRADING SYSTEM**

Students must earn a passing grade to continue to the next level of their course; they must also earn a passing grade in the overall course to move to the next course within their chosen program. Advanced Welding School has specific criteria for promoting students and for determining whether a student's welding product is satisfactory, in accordance with American Welding Society standards. All grades are pass/fail, and all are determined using non-destructive and/or destructive testing of student work product in accordance with school policy.

## **SATISFACTORY ACADEMIC PROGRESS**

Satisfactory academic progress standards ensure that students are successfully completing their training at an acceptable rate.

- Students, regardless of their program, are required to maintain at least a 67% task completion rate. Students shall be reviewed every 30 days to ensure they are meeting this requirement. Students who fail to meet this requirement will be placed on academic probation for the remainder of their current program course/module.
- To determine satisfactory academic progress, AWS multiplies the number of review days (30, 60, 90, 120, 180) by 0.67. The number calculated is then compared to the curriculum to determine the day and task that the student should have completed.
- Example - Combo Welder I program 67% task completion rate:
  - o First 30-day review, a FT student should have completed, at least, the SMAW 4F Lap Joint Task.
  - o Second 30-day review, a FT student should have completed, at least, the SMAW Structural program entirely.
  - o Third 30-day review, a FT student should have completed, at least, the GTAW 4F Lap Joint Task.
  - o Fourth 30-day review, a FT student should have completed, at least, the GTAW Structural program entirely.
  - o Fifth 30-day review, a FT student should have completed, at least, the 2nd day of 6G SMAW-GTAW tasks.
  - o Sixth 30-day review, a FT student should have completed the Combo Welder I program

## **ACADEMIC PROBATION**

Advanced Welding School has specific criteria for students including regular attendance, appropriate conduct, and satisfactory academic progress. Students who do not meet these criteria may be placed on academic probation. Academic probation is to allow a student time to show improvement in areas where they are deficient, prior to being administratively dropped from school.

## **MAXIMUM TIME FRAME TO COMPLETE**

Students must complete their educational program within the maximum time limits. For all programs, the maximum time frame will be no longer than 150% of the published length of the educational program. For example, a student enrolled, ½ time, in a program that takes 320 hours to complete should complete their program at the end of 80 school days; however, the maximum time frame for this program is 120 school days. Students who are making satisfactory academic progress are not in jeopardy of going over the maximum time frame for any of the programs offered at Advanced Welding School.

## **INCOMPLETES**

An incomplete is a student who has not completed the full curriculum for a course of training in their program. An incomplete grade is the equivalent of a failing grade. Incomplete grades earned by students remain on record as hours attempted.

## **ADVISING**

The consulting advisor and instructors are available to advise students prior to enrollment and at all times during the student's enrollment at AWS.

## **COPYRIGHTED INFRINGEMENT**

The concept of private property is one of the building blocks of our society. To take the property of another without permission is theft. This concept is also applicable to intellectual property, including music and video entertainment.

Students and employees at Advanced Welding School are prohibited from using school computers, networks, wi-fi, or other electronic devices/services for the purpose of illegally duplicating or sharing copyrighted material. This not only includes text material, but downloaded or shared music, video, or other media files.

All persons are advised that the School's computer network is monitored, and all network activity can be observed and traced by school officials.

## **ONLINE COURSES**

Advanced Welding School does not offer online courses at this time.

## **GRADUATION ELIGIBILITY AND CERTIFICATES**

Students who satisfactorily complete all specified courses within their chosen program, have submitted all documents required for their student record, and have satisfied all financial obligations to AWS will be awarded an AWS Certificate of Completion and a certification card that includes all programs completed.

All candidates must meet the course completion requirements of the catalog in effect at the time of completion. Advanced Welding School, LLC reserves the right to make changes in curriculum and/or completion requirements. However, any time a change is made either in course or program offerings, appendices will be available reflecting alternatives to programs or courses, which have undergone significant changes. Students are ultimately responsible for meeting the catalog requirements for which they are eligible.

## **AWS TRANSCRIPTS**

Students are entitled to receive official transcripts upon their request. The first 2 transcript requests are complimentary. Each subsequent request will be charged \$5 per transcript. A transcript request will not be processed for a student who is financially delinquent to the



school. Any student who has any unmet financial obligation to the institution will not be eligible for a transcript until the financial obligation has been paid in full.

### **CERTIFICATE REQUESTS**

Current or past students who have completed a course may request, in writing, the result of their course completion to be sent to any party or institution. Advanced Welding School, LLC provides two completion certificates at no cost to each student who has completed a course or multiple courses. All subsequent certificates will be sent at a cost of \$10.00 each. Certificates will not be provided for persons with outstanding financial obligations to Advanced Welding School, LLC. Upon receipt of a properly authorized request and payment of certificate fee, certificates will be sent by mail within thirty workdays.

### **MAXIMUM STUDENT / INSTRUCTOR RATIO**

The maximum student/instructor ratio is 10 students to 1 instructor.

### **PREREQUISITES**

The only course/program that requires a prerequisite is GTAW Pipe Exotic. In order to schedule this program/course, students must have taken GTAW Pipe 210 or 211. Applicants with previous GTAW Pipe work experience may request an exception, in writing, to this prerequisite. The request will be reviewed by the CEO and the applicant may be assessed to ensure proficiency in GTAW Pipe Welding.

### **FINANCIAL**

- **Financial Standing:** No student will be issued a Certificate, receive job placement assistance, or take advantage of any AWS student services unless all student financial obligations to Advanced Welding School, LLC have been satisfied.
- **Financial Aid:** Advanced Welding School is not yet eligible to receive Title IV Financial Aid Benefits; however, the school has other aid options. AWS also has relationships with various lenders who specialize in educational lending. Interested applicants and/or students are to contact a consulting advisor to schedule a one-on-one appointment to learn more about all financial options available to every student.
- **Refunds:** Official withdrawals are the responsibility of the student. Students who wish to withdraw must visit the administrative office and complete an AWS Withdrawal Form. Students who stop attending and fail to communicate with the School, but do not officially withdraw, will be administratively dropped in accordance with the AWS attendance policy (page 20-22).
  - Students who withdraw prior to a class start will be refunded any tuition paid within 15 days of notice of intent to withdraw, less a \$100.00 registration fee.
  - Students who fail to begin training in classes they registered for, but who do not submit a withdrawal form, will be administratively dropped and refunded any tuition paid within 15 days of the expected start date, less a \$100.00 registration fee.

- Students who withdraw after a class start, but before the 5th scheduled class day, will be refunded 90% of the tuition paid, less a \$100.00 registration fee.
- Students who withdraw after a class start, but before the 20th scheduled class day, will be refunded 75% of the tuition paid, less a \$100.00 registration fee.
- Students who withdraw after a class start, but before completing 25% of their total scheduled hours, will be refunded 55% of the tuition paid, less a \$100.00 registration fee.
- Students who withdraw after a class start, but before completing 50% of their total scheduled hours, will be refunded 30% of the tuition paid, less a \$100.00 registration fee.
- Students who withdraw after a class start and after completing at least 50% of their total scheduled hours will not receive a refund of tuition paid.
- Students who fail to attend and are administratively dropped may receive a refund; the refund will be based on their official drop date.
- Percentages of program completion are calculated based on clock hours available for the student to train and the student's schedule (FT,  $\frac{3}{4}$ T,  $\frac{1}{2}$ T, PT, etc.).
- For programs longer than 12 calendar months, 100% of the stated program price attributable to the period beyond the 12th month will be refunded when the student withdraws during the first 12 months.

### **VA PENDING PAYMENT COMPLIANCE STATEMENT**

While payment to the school is pending from the VA:

In accordance with Title 38 US Code 3679 Subsection (e), for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, Advanced Welding School, LLC will not (1) prevent the student's enrollment, (2) assess a late penalty to the student, (3) require the student to secure alternative funding, and/or (4) deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their financial obligation to the school. To qualify, the student will be required to produce the VA Certificate of Eligibility (COE) by the first day of class

### **GRIEVANCE POLICY**

Issues may arise about which reasonable people will disagree. Advanced Welding School, LLC has developed a systematic and equitable process to resolve student complaints and grievances. A grievance is defined as a difference or dispute between a student and the Advanced Welding School or its employees with respect to the application of rules, policies, procedures, and regulations. Students with a grievance need to raise their concerns within ten calendar days of the event, which gave rise to the grievance to assure that a settlement is made in a timely fashion.

Students with course progression complaints or grievances related to course instruction, or shop floor matters must first discuss their concerns with the Lead Instructor. If the matter is not resolved, students may bring the complaint to the attention of the Director of Education, who will meet with all parties involved for resolution.

Students with grievances concerning course policies, procedures, or regulations unrelated to the shop floor should discuss their concerns with the Director of Education. Students with grievances concerning non-academic matters, should direct the matter to the appropriate Administrative Office.

Should the grievance remain unresolved, the student will be advised to submit the matter in writing to the Chief Executive Officer (CEO) at the address below. The CEO may review the matter with all the parties concerned. A decision will be returned within ten calendar days of receipt of the written grievance.

Advanced Welding School  
Mr. Richard Hope, Chief Executive Officer  
10340 Florida Blvd.  
Walker, La. 70785

If the student has unsuccessfully attempted to resolve the matter with the school after having filed a written and signed complaint with the Chief Executive Officer, the student may refer a complaint relative to the actions of school officials with the Louisiana Board of Regents (no later than one year from the date of the last alleged grievance) at the following address:

Louisiana Board of Regents  
Proprietary Schools Section  
Program Administrator  
P.O. Box 3677  
Baton Rouge, LA 70821-3677  
Phone - 225-342- 4253

Such complaint must be in writing and addressed to the Louisiana Board of Regents as shown above. Any student who wishes to review the student complaint procedure may make a request for a copy of the procedure, in writing, to the Louisiana Board of Regents.

## **STUDENT SERVICES**

- **Career Services / Graduate Job Placement Assistance:** Graduates in good standing are provided assistance with resume writing, completing employment applications, and job search preparation as well as ongoing access to employer job openings. The Career Services Department maintains a network with multiple employers and receives constant

contacts from employers to hire our graduates. Please contact staff in the department at any time to obtain updates on recent graduate success and opportunities. Due to individual differences and personal attributes, Advanced Welding School, LLC cannot guarantee graduate employment; however, we can guarantee that every effort will be made to help our graduates with job placement. Graduates remain in good standing provided they do not default on repayment of student loans or school financial obligations.

- **Part-Time Employment:** Most students elect to work a part-time job while attending school to assist with living and school expenses. Students are encouraged to obtain a part-time job as soon as they begin school in order to build their financial resources while attending school. Our Career Services staff can provide assistance with part-time employment, by providing job opening leads for students to pursue. However, the individual student has the responsibility to interview and obtain a job. Further, part-time jobs should be scheduled around the student's school schedule.
- **Housing:** Advanced Welding School, LLC does not currently have housing options for students. We are considered a "commuter" school, meaning students do not live on campus.
- **Dining:** Advanced Welding School, LLC does not have dining services. There is a student breakroom with vending machines and a refrigerator.
- **Library:** There is a small library available to students in the student breakroom. The library contains periodicals and other information to enhance the learning experience. Students who would like to see specific materials in the library should submit a request to the administrative office.
- **Field Trips:** Current students, who are in compliance with Advanced Welding School's Satisfactory Academic Progress policy, are eligible to attend field trips. Field trips are comprised of visiting local companies, that have a history of employing our graduates, to get a glimpse into the student's chosen career field. These trips also serve as valuable networking opportunities for students.
- **Graduate Practice:** Students who have graduated, and are in good standing with the school, are eligible for free brush-up time, provided that space and instructors are available. Completing students who would like to brush-up on skills they learned at Advanced Welding School, because they are practicing for an employer required welding test, must contact the office to set up the date and time they would like to practice.
- **Student Parking:** Students may only park in designated parking locations. No parking decal or hang tag is required at this time.

# STUDENT CODE OF CONDUCT

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Students are expected to comply with the Student Code of Conduct, be prepared for each day's training, and to always behave in a respectful and professional manner while attending Advanced Welding School.

AWS is built to prepare students to meet employers' expectations and to succeed in the work environment. Students are expected to conduct themselves in a job-like manner. Students are responsible for their actions and are subject to disciplinary action for violations of school policies, breaches of safety procedures, actions that interfere with the ability of other students to learn, violent/unlawful behavior, and/or failure to fulfill financial obligations to the School.

Violations of this policy or the Student Code of Conduct are punishable by Disciplinary Probation or Disciplinary Dismissal (termination of a student's registration and enrollment), based upon the severity of the offense, as determined on a case-by-case basis by the Director of Education or the Executive Administrator. A second offense while on Disciplinary Suspension will result in automatic Disciplinary Dismissal, regardless of severity. A decision of Disciplinary Dismissal may be appealed in writing to the CEO.

## **Student Code of Conduct**

### Dress Code

- o Denim long sleeved shirt or a weld jacket is required to be worn when welding.
- o Welding hood, safety glasses, and approved welding gloves are required to be worn when welding.
- o Leather upper boots with steel or composite toe and a defined heel must be worn at all times.
- o Denim jeans with no holes are required to be worn at all times.
- o No loose or exposed threads (i.e., tattered apparel).
- o Pants must be worn properly and tight at the waist.

### Drug and Alcohol Policy

- o Students may not be on the premises while under the influence of any intoxicating substance.
- o The possession or use of alcohol, marijuana, illegal drugs, or drug paraphernalia is not allowed on the premises, including inside personal vehicles.
- o Students who are under legal medical treatment with prescription drugs that might impair judgement, movement, and/or the ability to operate machinery must discuss their situation with the Director of Education so a determination can be made about reasonable accommodations.

- o AWS has the right to conduct random drug testing.

#### General Rules

- o Students are always expected to behave in a responsible and respectful manner toward fellow students, instructors, and staff. Any behavior that has the effect of interfering with another student's ability to learn is strictly prohibited.
- o Students are required to adhere to all safety standards.
- o All machines must be operated with guards and safety devices in place.
- o Fighting, horseplay, or other violent/dangerous behavior is prohibited.
- o Mishandling, breaking, destruction or removal of equipment (or other school property) is strictly prohibited.
- o Students may not carry weapons (concealed or open) on the premises.
- o Pets are not allowed on the premises.
- o Smoking is not allowed inside the building. All cigarette butts must be disposed of properly.
- o Cell phone use is prohibited on the shop floor. Emergency calls should be taken outside.
- o Students will not loiter unnecessarily on the shop floor.
- o Personal property is the responsibility of the student. The School is not responsible for any missing or damaged personal property.
- o Parking is permitted only in designated areas.
- o Students are responsible for cleaning their work area upon completion of a class session.

