

# Tulsa Welding School

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Renewal Application & Fee

Tulsa, OK & Jacksonville, FL

TWS Acquisition Corporation  
To: State of Iowa

STATE OF IOWA

Check Number: 003948  
Date: 05/01/2014

Invoice Number	Invoice Date	Description	Amount	Paid Amount
04162014	04/16/2014	Renewal Fee	\$1,000.00	\$1,000.00

TOTALS: \$1,000.00

THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES. SEE BACK FOR DETAILS.

**TWS Acquisition Corporation**  
120 N. 44th St, Suite 230  
Phoenix, AZ 85034  
(602) 490-3450

JPMorgan Chase Bank, N.A.  
91-2/1221

003948

Pay One Thousand Dollars and 00 Cents

DATE: May 1, 2014  
AMOUNT: \$1,000.00

to the Order of: State of Iowa

Postsecondary Registration Coordinator  
Iowa College Student Aid Commission  
430 E. Grand Ave., FL 3  
Des Moines, IA 50309

VOID AFTER 120 DAYS

*Ali Gajjar*  
AUTHORIZED SIGNATURE



MEMO:

⑈003948⑈ 122100024⑈

862090669⑈

(1) Provide the name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141: [(261B.4(2))] and [(261B.4(1))]

Name of School: Suite: Street:  
 Tulsa Welding School 2545 E. 11th Street  
 City: State: Zip: Country:  
 Tulsa OK 74104 USA

Telephone Number for the schools' primary state authorization contact (including country or area code):  
 OK - Nora House (405) 528-3370; FL - Brandon Eldridge (850) 245-3200

E-mail address for the schools' primary authorization contact:  
 OK - nhouse@obpvs.ok.gov; FL - Brandon.Eldridge@fldoe.org

(2) Type of school:  For-profit  Non-profit  Public

(3) If applicable, provide the address of all locations in Iowa where instruction will occur. For a school that is applying for registration to offer distance education programs and who has established, or plans to establish a permanent Iowa site(s) at which students will participate in a structured field experience, the school may record below the location of that Iowa field experience site(s). N/A; Recruitment and advertising only.

Suite: Street:  
 City: State: Zip:  
 Telephone:

(4) Provide the total estimated tuition charges, fees and other costs payable to the school by a student over the course of each entire program. [(261B.4(3))] If the school is applying to offer both residential programs that require some face-to-face interaction between student and faculty at an Iowa location, in addition to programs that are offered fully "at a distance," please separately list distance education programs, as illustrated below.

Residential Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Estimated Total Program Charges
Professional Welder	15,288	1,815	850	252	18,205
Pipefitting*	11,508	950	1,150	200	13,808
AOS in Welding Technology*	15,980	1,205	2,115	252	19,552
Shipfitting & Steel Fabrication	15,525	765	765	252	17,307
Electro-Mechanical Technologies**	16,500	50	1,442	75	18,067
Refrigeration Technologies**	10,000	50	1,350	75	11,475
Electronic Systems Technician**	15,200	450	1,025	75	17,250

\*Available at the Tulsa, OK campus only

\*\*Available at the Jacksonville, FL campus only

Distance Education Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Estimated Total Program Charges
N/A					

(5) Please list all distance education programs that include a structured field experience that the school will permit an Iowa resident to participate in at an Iowa location. For each program that includes a field experience, please attach documentation that describes the expectations of the student, school faculty, and a site supervisor.

N/A

(6) Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa and the school's contact person at the agency. Attach documentation of the school's approval.

State of Iowa Agency Name:

N/A

Contact Person:

Telephone Number:

E-mail address:

(7) Does the school plan to offer in Iowa a program that prepares a student for first-time, licensed professional employment?

No

Yes

List the program and the Iowa professional licensure board that licenses persons to practice the profession for which the school's program prepares a student. For each program, attach documentation demonstrating that the school's program either meets the requirements of a programmatic accrediting agency approved by the Iowa professional licensure board, or that the school's program meets the Iowa professional licensure board's curriculum requirements such that a student who completes the school's program is not required to complete additional coursework or practicum hours that the school did not offer in its program.

(8) Provide a copy, a link to the school's Internet site, or a description of the school's refund policy for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))] For a for-profit school with at least one program of more than four months in length that leads to a recognized educational credential, the school's tuition refund for Iowa students must comply with Iowa Code Section 714.23. For more information about Iowa Code Section 714.23, contact the Postsecondary Registration Administrator or see the *Postsecondary Registration* tab on the Commission's main web page at [www.iowacollegeaid.gov](http://www.iowacollegeaid.gov).

See Enrollment Agreement Amendment in Tab 1, and School Catalog pages 40-41 in Tab 2.

(9) Provide the name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

Name:	Suite:	Street:		
Mary Kelly	230	120 N. 44th Street		
City:	State:	Zip:	Country:	Telephone Number:
Phoenix	AZ	85034	USA	(602) 490-3452

(10) Provide a copy, a link to the school's Internet site, or describe below the means by which the school intends to comply with 261B.9 [(261B.4(8))]:

### 261B.9 DISCLOSURE TO STUDENTS.

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of their fundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

Please see attached School Catalog in Tab 2.

1. School Catalog Pages 7-20
2. School Catalog Pages 7-20
3. School Catalog Pages 21-22
4. School Catalog Pages 40-41 (Iowa) or 37-38 (Institutional)
5. School Catalog Page 17
6. School Catalog Page 4

(11) Provide the name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]. If the school is applying for distance education and has registered with the Iowa Secretary of State as a for-profit or non-profit corporation transacting business in Iowa, please list the corporation's Iowa registered resident agent.

Name:	Suite:		
NCR, LTD	222		
Street:	City:	State:	Zip:
604 Locust Street	Des Moines	IA	50309
Country:	Telephone Number (including country or area code):		
USA	1-800-483-1140		

(12) Provide the name, address, and title of the other officers and members of the legal governing body of the school: [(261B.4(6))]

Officer Number 1

Name:	Suite:
-------	--------

See Tab 3 for Officer and Ownership Information.

Street:	City:	State:	Zip:
---------	-------	--------	------

Country:

Telephone Number (including country or area code):

For officers 2 or more, add pages as needed.

(13) For a for-profit institution, provide the names and business addresses of persons owning more than 10% of the school: [(261B.4(6))]

See Tab 3 for Officer and Ownership Information.

Name:

Suite:

Street:

City:

State:

Zip:

Country:

Telephone Number (including country or area code):

For owners 2 or more, add pages as needed.

(14) Name all agencies accrediting the institution or programs offered in Iowa **that are recognized by the U.S. Department of Education.** [(261B.4(9))] Attach a copy of the school's accreditation status for each agency. Provide all documentation in the school's records about any pending or final accrediting agency sanction.

If the school is applying to initiate in-person instruction at an Iowa location and the school's accrediting agency has not approved the Iowa location, provide documentation from the accrediting agency that its approval is not required or the school's request for approval of an Iowa location will be considered by the accrediting agency upon approval by the Commission.

Accrediting Agency 1

Name:

Suite:

Accrediting Commission of Career Schools and Colleges (ACCSC)

302

Street:

City:

State:

Zip:

2101 Wilson Boulevard

Arlington

VA

22201

Country:

Telephone Number (including country or area code):

USA

(703) 247-4212

Contact Person:

Juanita Gurubatham

Accrediting Agency 2

Name:

Suite:

Street:

City:

State:

Zip:

Country:

Telephone Number (including country or area code):

Contact Person:

Accrediting Agency 3

Name:

Suite:

Street:

City:

State:

Zip:

Country:

Telephone Number (including country or area code):

Contact Person:

For additional accrediting agencies, add additional pages.

(15) Describe the procedures followed by the school for safeguarding (e.g., storage, security and back-up processes) and preservation of student records. [(261B.4(12))]

All records of enrolled students are maintained in the student's electronic files via ImageNow and CampusVue, our electronic filing systems. Additional electronic records, including attendance and grades, are entered in to the CampusVue computer system, backed up daily, and stored indefinitely.

(16) Provide the contact information to be used by students and graduates who seek to obtain transcript information.

Name:

Suite:

Temple Owens (OK); Patti Baker (FL)

Street:

City:

State:

Zip:

2545 E. 11th St.; 3500 Southside Blvd. Tulsa; Jacksonville OK; FL 74104; 32216

Country:

Telephone Number (including country or area code):

USA

(918) 587-6789 (OK); (904) 646-9353 (FL)

E-mail address and/or web site:

Compliance@twsweld.com; www.weldingschool.com

(17) List the states and licensure/authorization agencies for all states that require the school to obtain authorization to operate, maintain a presence, or offer distance education in that state. Attach documentation of the school's licensure/authorization status in each state. Do not list states in which the school's status is "exempt."

State: See Tab 5 for State License/Authorization List. Agency Name:

(18) Has a state ever revoked the school's approval to operate in that state?

No  Yes. If yes, attach documentation from the state of its revocation action.

(19) Has a state sanctioned the school within the year prior to the date of this application?

No  Yes. If yes, attach documentation from the state of its sanction action.

(20) Is the school presently under investigation by or bound to the terms of a judgment issued by a state's attorney general or other enforcement authority?

No  Yes. If yes, attach documentation of the investigation or judgment from the enforcement authority.

(21) Will the school certify that it will immediately notify the Commission of any pending or final sanction issued by the school's accrediting agency, another state agency that registers or licenses the school during its Iowa registration term, or a state attorney general's office or other enforcement authority?

Yes  No

(22) Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used,, including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]

Instruction for each of our Tulsa Welding School campuses is completed through a combination of lab work, class work, and outside preparation for certain courses.

(23) Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

Yes  No

Please attach a copy of the school's current federal student aid Program Participation Agreement with the U.S. Department of Education.

See Tab 6 for Program Participation Agreement.

(24) Do you currently:

Enroll students in Iowa?  No  Yes. How many? 1/1/13 to 12/31/13 = 14; 11 for OK and 3 for FL

Employ Iowa faculty  No  Yes. How many full-time? How many part-time?

Provide the name(s) of and business contact information for any Iowa resident that the school compensates to provide instruction or academic supervision in the programs its offers in Iowa.

N/A

(25) Do you compensate Iowa residents to perform other operational activities for the school besides teaching (e.g., program or Iowa site coordinator, call-taker, admissions representative)?  No  Yes

Provide the names, titles, and business contact information for all Iowa residents that the school compensates to provide operational support other than teaching. Attach a resume, other documentation, or provide a link to the school's Internet site that provides a curriculum vitae summary for each Iowa resident employee who is a *full-time program or Iowa site coordinator*.

We have Agents that are available to recruit in Iowa, but they are not residents of Iowa. Roger Claxton (Tulsa, OK), James Krier (Tulsa, OK), Gabriel Zambrano (Tulsa, OK), and David Cahill (Jacksonville, FL).

(26) Of the total number of faculty (including those that may not be Iowa residents) who will provide instruction in programs offered to Iowa residents, how many are full-time? 29 (OK); 29 (FL) How many are part-time? 1 (FL)

Attach resumes, other documentation, or links to your Internet site that describe 1) the educational and experiential qualifications of all faculty or instructors who teach the courses offered to Iowans, and 2) the general subject matter in which they teach.

See Faculty Addendum enclosed in Tab 2.

(27) How will your school comply with *Iowa Code* section 261B.7, which requires the school to disclose that it is registered by the Commission, including and provide the Commission's contact information for student questions or complaints?

See School Catalog (page 4) and Catalog Addendum (page 1) in Tab 2.

(28) Will your school comply with the requirements of Iowa Code Section 261.9(1)"e" to "h"?

Yes       No

Note: Schools that apply for registration to offer distance education programs and who have no compensated parties working remotely for the school from an Iowa location are not required to comply with Iowa Code Section 261.9(1)"h". For more information about Iowa Code Section 261.9(1), please contact the Postsecondary Registration Coordinator or see the Postsecondary Registration/Authorization tab on the Commission's main web page at [www.iowacollegeaid.gov](http://www.iowacollegeaid.gov).

You must attach policies that are ready for implementation upon registration approval and that comply with these requirements.

Applicable policies can be found in Tab 7 (Student Right-to-Know) and Tab 8 (Additional Policies).

(29) Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities? (Note: at this time the Commission does not require annual reports for out-of-state distance education program providers.)

Yes       No

(30) Attach a copy of the applicant school's most recent independent audit report prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

Note: A school may submit to the Postsecondary Registration Coordinator financial statements associated with an independent audit in a separate electronic file that is marked confidential. The Commission will not treat as public records financial statements that a school identifies as confidential.

See Tab 9 for Audited Financial Statements.

(31) Describe how your school provides students with learning resources, including appropriate library and other support services requisite for the school's programs.

Please refer to the Facilities section in the School Catalog (page 5) in Tab 2 for each campus location.

(32) Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

See Tab 10 for a letter from the Campus President at each campus location as evidence of faculty involvement in curriculum.

(33) If applicable, please provide evidence that the school has adequate physical facilities appropriate for the program(s) and students services to be offered and are located in the state. For a school that applies for registration to open a fixed instructional site, include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease.

See Tab 11 for copies of the floor plan of each campus.

(34) For a for-profit institution, provide an organizational plan that shows the physical address and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.

Refer to Catalog and School Catalog Addendum in Tab 2.

(35) Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

Refer to School Catalog page 35 and Catalog Addendum page 1 in Tab 2.

(36) Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.

See Tab 12 for Cohort Default Rates.

37) Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization,

See Tab 8 for Student Right-to-Know Information which contains the median debt upon graduation.

(38) Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.

See Tab 13 for Cohort Graduation Rates as reported for IPEDS.

**SIGNATURE**

**Applicant School Chief Executive Officer**

**Mary Kelly**

Name

Signature

**President & CEO**

Title

Date

**By my signature above, I commit to the delivery of programs this school offers in Iowa, and agree to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.**

**Additional Instructions:**

- If any information in this application changes between the time the Commission of application Commission action, the school must inform the Commission in writing.
- A registration fee of \$1000 is due and payable to the State of Iowa upon registration approval.
- Registrations must be renewed every two years. During a registration term, a school must submit a written request for amendment and remit an additional \$1000 amendment fee upon any substantive change in program offerings, location, or accreditation.
- During a registration term, changes that occur to the information provided in this application must be submitted in writing (e-mail is acceptable) to the Postsecondary Registration Coordinator within 90 days of the change (e.g., a new program that does not required the approval of an agency of the state of Iowa).
- During a registration term, a school that offers distance education programs that include a mandatory structured field experience must notify the Commission of the Iowa field experience location within 90 days of establishing the Iowa field experience site.

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# Tab 1

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## Enrollment Agreement Amendment (Refund Policy)

# Iowa Amendment to Tulsa Welding School

## *Enrollment Agreement*

### Refund Policy

A full refund will be made to any student who cancels the Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the Enrollment Agreement is signed by the prospective student. The Registration Fee paid to TWS by the student may be retained as an Enrollment or Application Fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of the Registration Fee shall be refundable in accordance with the following refund schedule.

There shall be no refund made for books and welding gear, once received by a student unless these items are returned in reusable/resalable condition. The refund calculation below applies only to tuition, lab fees, and accident insurance.

If a student attends > 60% of the program, no tuition refund is required unless the student meets either of the following exceptions:

- Physical Incapacity
- Spouse's employment transfers to another city resulting in the student's need to withdraw from school

If a student meets either of the above exceptions, a tuition refund of up to 100% of the program charges may be provided. The pro-rated formula to use is: the remaining # of scheduled school days divided by the total # of scheduled school days and then multiplied by the tuition.

A refund of ninety percent (90%) of the tuition for a terminating student shall be paid to the appropriate agency based upon the ratio of completed number of school days to the total school days of the school term or course. The minimum tuition refund will equal the number of scheduled school days remaining in the period for which the student is charged, divided by the number of total scheduled school days in the period for which the student was charged, multiplied by tuition charges for that period, then multiplied by ninety percent (90%).

### Military Students

Tulsa Welding School's tuition refund policy has the following options available to a student who is a member, or the spouse of a member (if the member has a dependent child), of the Iowa national guard or reserve forces of the United States and who must withdraw because the member is ordered to Iowa state military service or federal service/duty:

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
2. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
3. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

### Print:

Student Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Address: \_\_\_\_\_ Town/City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_

### Signature:

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Parent or Guardian (if required) Date

# Tab 2

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School Catalog with  
Catalog & Faculty Addendums



To Catalog Number 40, Effective August 1, 2013  
 Addendum Effective August 1, 2013

**"A Smart Investment"**

To Catalog Number 13, Effective August 1, 2013  
 Addendum Effective August 1, 2013  
 Branch Campus of Tulsa Welding School, Tulsa, OK 74104

## STUDENT SAFETY

The safety and health of every Tulsa Welding School (TWS) student and employee is a high priority. Management accepts responsibility for providing a safe working environment and both students and employees are expected to take responsibility for performing work in accordance with safe standards and practices. Safety and health will only be achieved through teamwork. Everyone must join together in promoting safety and health and taking every reasonable measure to assure safe working conditions here at TWS. As part of the proactive safety program here at TWS, remember to report any safety issue/concerns you may have and/or identify immediately to the Director of Facilities for Tulsa at 918-587-6789 Ext. 291, or for Jacksonville at 904-646-9353 Ext. 227.

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## NOTICE: SHIPFITTING AND STEEL FABRICATION

The program listed in the CD version of the School Catalog as Shipfitting is our Shipfitting and Steel Fabrication program.

### STUDENT HOLIDAY SCHEDULE REVISED

In addition to the holidays listed on page 24 of the School Catalog, the Christmas Holiday for the Refrigeration Technologies and Electro-Mechanical Technologies programs is listed below.

Christmas Holiday (12/24/13 – 1/1/14)  
 Thanksgiving Holiday (11/27/14 – 11/28/14)

## COURSE NUMBERING SYSTEM

The course codes have been assigned based on each program and may contain letters and/or numbers to identify the sequential order. The letters may represent the program offered, while the numbers that follow represent the sequence of courses taken in each particular program.

## ELECTRONIC SYSTEMS TECHNICIAN PROGRAM – COURSE LISTING

The course listing on page 14 of the School Catalog should read as follows:

EST101	EST Fundamentals
EST105	Basic Construction Methods
EST110	Basic Electricity
EST115	Low Voltage Devices and Processes
EST120	Audio/Visual Systems
EST125	Telecommunications and Media Management
EST130	Security, Surveillance, and Access Control Systems
EST135	Emergency & Life Safety Systems
EST140	System Planning and Performance

## STUDENT COMPLAINT / GRIEVANCE POLICY - Update

Please note the addition of Iowa's contact information for complaints as well as the additional contact information for the New Mexico Higher Education Department and the AZ State Board for Private Postsecondary Education procedure on page 36 of the School Catalog.

### Iowa Students

Iowa Student Aid Commission  
 430 E. Grand Ave., FL 3  
 Des Moines, IA 50309

### Kentucky Students

To file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to Capital Plaza Tower, Room 302, 500 Mero Street, Frankfort, Kentucky 40601. This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

### New Mexico Students

New Mexico Higher Education Department  
 2048 Galisteo  
 Santa Fe, NM 87505  
 (505) 476-8400

### Arizona Students

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is:

1400 W. Washington, Room 260  
 Phoenix, AZ 85007  
 Phone: (602) 542-5709  
[www.azppse.gov](http://www.azppse.gov)

## TWS HEADQUARTERS

StrataTech Education Group, 100% owners of Tulsa Welding School, Inc., is located at:

120 N. 44<sup>th</sup> Street, Suite 230  
 Phoenix, AZ 85034  
 Phone: (602) 490-3450 | Fax: (602) 490-3465  
[www.StrataTech.com](http://www.StrataTech.com)

### GED PREPARATION COURSE

The GED Preparation course is not licensed by any Federal, State, or local agency. This includes the Florida Commission for Independent Education and Oklahoma Board of Private Vocational Schools.

### SCHOLARSHIP ELIGIBILITY

The scholarship information listed on page 21 of the School Catalog is subject to change. The eligibility criteria for all of the scholarships we currently have available are listed in the chart below. Scholarships are no longer available if they are listed in the catalog but are not listed below.

Scholarship	Amount	Eligibility
Amity Scholarship	\$1,500	Must have been enrolled/currently enrolled at Amity Circle Tree Ranch with successful program participation for a minimum of 7 months prior to enrollment into TWS. Enrollment and Scholarships are subject to positive letter of recommendation/referral from Amity Circle Tree Ranch. One paragraph essay also required.
Imagine America	\$1,000	Must be a high school senior; have demonstrated scholastic achievement in high school with a maintained 2.5 or higher GPA on a 4.0 scale; demonstrate financial need as determined by the financial aid application process; demonstrated voluntary community service during senior year.
Imagine America Adult Skills Education Program	\$1,000	Must be enrolled in an eligible program prior to the last date of enrollment for the prospective start date; U.S. Citizen/Permanent Resident; At least 19 years of age with HS Diploma/GED/ATB; Not the recipient of any previous Imagine America scholarship; and complete NCCT Assessment.
Native American Scholarship	\$2,500	Must provide proof of Native American, Alaskan Native, or Native Hawaiian.
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, Welding Fabrication, and HVAC.
STEG Foundation	\$500 & up	Must be enrolled in an eligible program prior to the last date of enrollment for the prospective start date; U.S. Citizen/Permanent Resident; apply for all applicable state/agency/federal aid (including FAFSA); be declared independent on FAFSA, or parents denied for Plus if dependent; demonstrate financial need; complete Request Form.
TWS Welding Competition	100% Tuition (1st); 50% Tuition (2nd); 25% Tuition (3rd); \$500 All Participants	Must be a high school senior; complete the application form; hands-on welding portion judged at the campus during the competition.
StrataTech Scholarship (Most Deserving of an Opportunity)	\$1,500	Must demonstrate leadership, excellence of character, integrity, and respect for others; must be a US Citizen or permanent resident; demonstrate financial need as determined by the financial aid application process; write a brief essay.
StrataTech Scholarship (High School Senior of Distinction)	\$1,500	Must be a 2013 high school graduate; demonstrated scholastic achievement in high school with a maintained 2.0 or higher GPA on a 4.0 scale; be a US Citizen or permanent resident; demonstrate financial need as determined by the financial aid application process; write a brief essay.

\* Amount is determined by need

Candidates need to refer to the scholarship information page to determine topic of essay (where applicable) and must 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 transferrable and cannot be used in conjunction with any other scholarship TWS offers. Only one award will be given per student. If a student is eligible for multiple scholarships, the scholarship that is most beneficial to the student will be awarded. Scholarships will be distributed incrementally over the 2nd half of the program. Scholarship eligibility requires continuous enrollment.

Failure to maintain Satisfactory Academic Progress, or minimum 90% attendance rate and "B" average or higher per course, may result in the probation and possible loss of scholarship. Termination from training may also result in the loss of this scholarship, which may increase your tuition obligation to TWS. Tuition charges will be based on the amount reflected on your Enrollment Agreement. See the reverse side of your enrollment agreement for the school's refund policy.

### GRADES & GRADING SYSTEM- Revised

The system listed on page 25 of the School Catalog is no longer valid. The new Grades & Grading System is listed below.

Grades			
Letter	Numeric Range	Grade Point Value	Description
A	90-100	4.0	Excellent to very good, demonstrating a comprehensive knowledge and understanding of subject matter.
B	80-89	3.0	Good, demonstrating a moderately broad knowledge and understanding of subject matter.
C	70-79	2.0	Satisfactory, demonstrating a reasonable knowledge and understanding of subject matter.
D	60-69	1.0	Marginal, demonstrating a minimum of knowledge and understanding of subject matter.
F	0-59	0	Failing, demonstrating an unacceptably low level of knowledge and understanding of subject matter.
Symbols Used in Lieu of Grades			
Letters	Term	Grade Point Value	Description
AU	Audit	N/A	This is used when a graduate takes a previously passed course to brush-up or refresh skills, for interest only and not for credit.
INC	Incomplete	0	This is used when a student has not taken the final exam for a course of training in their educational program. It will revert to a failing grade if testing is not successfully completed within one week after the end of the course.
LOA	Leave of Absence	N/A	This is used when a student is granted an approved Leave of Absence after the course has begun.
PC	Proficiency Credit	N/A	This indicates credit awarded on the basis of a written examination, hands-on demonstration of skills proficiency, and/or high school articulation agreement.
TC	Transfer Credit	N/A	This is used for work credited from other colleges and postsecondary institutions and is based on an evaluation of educational transcripts.
W/D	Withdrawal	0	This is used when a student officially or unofficially withdraws from a course after the Trial Enrollment Period has ended.

### SAP POLICY- Revised

Satisfactory Academic Progress (SAP) is the standard by which we will measure students' progress toward completion of their educational program and will be applied consistently to all educational programs and to all students within specific categories. It is the standard our institutions will use for all students enrolled in the same educational program whether they are receiving federal student aid (FSA) funds or not.

To assess quality of academic work, our institutions will utilize standards measurable against the traditional 4.0 grading scale. All new students in

all programs are considered to be making satisfactory progress through their first phase. For programs that are one academic year or less in length, our institutions will evaluate SAP at the halfway point of the program, which is also at the end of each payment period. For programs that are longer than one academic year, our institutions will evaluate progress both at the halfway point and at the end of each academic year, which coincides with the end of each payment period.

Students attending any of the diploma programs must achieve at least a minimum grade point average (GPA) requirement according to a graduated standard of 1.5 by the end of the first evaluation increment, 1.8 by the end of the subsequent evaluation increment, and 2.0 to meet the requirements for graduation. Students attending any of the degree programs must achieve at least a minimum GPA requirement according to a fixed standard of 2.0 by the end of the first phase. These minimum GPA requirements are based upon a cumulative average and must be maintained throughout the remainder of the student's educational program.

In addition to achieving and maintaining the minimum GPA standards, students must achieve a passing grade in approximately two-thirds of the courses or credit hours attempted in order to maintain progress towards program completion 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. Maximum time frame is cumulative and includes all periods attempted, whether a student received federal student aid funds or not. For credit hour programs, the maximum time frame will be measured in credit hours or courses attempted if the credit values differ. Additionally, for students attending credit hour programs, an exception to these standards may be made when lengthy periods exist between withdrawal from and reentry into school necessitates a review of previously completed course material.

Pace towards completion is measured at each evaluation period. It is calculated by dividing the cumulative credit hours the student successfully completed (credits earned) by the cumulative credit hours the student has attempted. Attempted credits include grades or symbols of A, B, C, D, F, INC, PC, TC, and W/D. Earned (successfully completed) credits include grades or symbols of A, B, C, D, PC and TC. Students will receive zero earned credit for grades or symbols of F, INC, and W/D.

Transfer and consortium credits accepted will be included when calculating the credit completion ratio and maximum time frame, but not the student's GPA, as well as LOA and W/D grades.

Students are required to complete their educational program within the maximum time frame and may receive federal student aid funds (if applicable) up through that time. However, if a SAP review shows that the student, who may not be at 150%, cannot complete his program within the maximum time frame, he becomes ineligible for federal student aid and may be terminated at that time.

A review of SAP is not complete until both the qualitative and quantitative measures have been reviewed. Students who fail to meet these minimum requirements at the end of the evaluation period will be placed on Academic Warning status for the next evaluation period if it is has been determined that they will be able to meet the minimum requirements at the end of the next evaluation period, otherwise the student may be terminated unless upon successful appeal, the student is eligible to be placed on an Academic Plan. Students not making SAP after the Academic Warning period has elapsed will be terminated unless a successful appeal indicates that Academic Probation is appropriate. After this probationary period expires at the end of the next evaluation increment, students failing to make SAP will be terminated unless they can demonstrate that an Academic Plan designed to ensure they will be able to meet the SAP requirements by a specific point in time can be administered and followed.

Students will be notified of the results from the incremental SAP reviews that impact their academic standing or their eligibility for federal student aid. Students not making SAP at the end of the evaluation period will be informed of what steps they must take to meet the minimum SAP requirements by the end of the next evaluation period. They will also be informed of the institution's appeal process that allows for a

reconsideration of their academic standing or eligibility for federal student aid.

These qualitative and quantitative standards may be set aside through the appeals process if certain circumstances exist that affect a student's ability to maintain progress, such as death of a relative, injury or illness of the student or immediate family member, or other special circumstances. Such requests for reconsideration of academic standing or eligibility for federal student aid must be properly documented.

Records of students' grades, attendance, and completion rates are maintained in the Student Services or Registrar's Office and are available for review upon request by the student, federal, state, or local agencies, and other agencies for audit purposes.

#### ACADEMIC WARNING

Academic Warning status will be automatically assigned to those students who fail to make SAP at the end of the evaluation and/or payment period. No appeal is necessary for this status, as it will be consequentially assigned until the end of the next evaluation and/or payment period. Students receiving federal student aid may continue to receive funds while on Academic Warning. At the end of the warning period, students must meet the appropriate minimum SAP requirements or may lose eligibility for federal student aid funds. Students who fail to make SAP at the end of the warning period, may be placed on Academic Probation after a successful appeal, otherwise they may be terminated or rendered ineligible for further federal student aid disbursements. However, if it is determined that a student is not able to make SAP by the end of the next evaluation and/or payment period following the warning period, the student may be placed on an Academic Plan designed to ensure he/she will be able to meet SAP standards by a specific point in time.

#### ACADEMIC PROBATION

Academic Probation status will be assigned to those students who fail to make SAP at the end of the warning period and have successfully gone through the appeals process. Once the appeal is approved, this status will be assigned until the end of the next evaluation and/or payment period and the student will have his eligibility for federal student aid reinstated (if applicable). Students on probation will be informed of the conditions imposed in order to continue eligibility and participation in the federal student aid programs and may receive aid during the next payment period. At the end of the probationary period, students must meet the appropriate minimum SAP requirements or may lose eligibility for federal student aid funds. Students who fail to make SAP at the end of the probationary period may be placed on an Academic Plan designed to ensure they will be able to meet SAP by a specific point in time; otherwise, they may be terminated or rendered ineligible for further federal student aid disbursements.

#### ACADEMIC PLAN

Students may be placed on an Academic Plan designed to ensure they will be able to meet SAP by a specific point in time. This plan will be student-specific and will be monitored at the end of each evaluation point. If at any time, it is determined that the student is no longer following the academic plan, he/she will be terminated from school and will no longer be eligible for federal student aid.

#### SAP APPEALS

SAP Appeals is the process by which a student who is not meeting the institution's SAP requirements upon evaluation petitions for reconsideration of academic standing or eligibility for FSA funds. Students who fail to meet the institution's minimum qualitative and/or quantitative standards, or who is not pacing appropriately to complete their educational program within 150% of the maximum length of the program may submit an appeal if certain circumstances apply. Circumstances for appeal include, but are not limited to death of a relative, injury or illness of the student or immediate family member, accident, natural disaster, or other special circumstances, all of which must be supported by medical records or other evidence to support the appeal.

All appeals must be in writing and must include why the student failed to make SAP and what has changed that will allow the student to make SAP by the end of next evaluation period. The appeal is unacceptable if these

elements are missing. If the institution has determined that the student will be able to meet the appropriate minimum SAP standards by the end of the next evaluation and/or payment period, the appeal will be approved and the student will be placed on Academic Probation for one evaluation and/or payment period.

If it is determined that the student will require more than one evaluation and/or payment period to meet progress standards, the appeal may be approved, and the student may be placed on Academic Probation and an Academic Plan designed to ensure he/she will be able to meet SAP standards by a specific point in time must be developed.

Upon receipt of appeal, the institution's Appeal Review Board will determine the status of the appeal and will render a decision as soon as practical, but no longer than 30 days from the date of receipt. Once a decision is reached, the student will be notified of the decision and if approved, a plan for continuance will be provided to the student along with the decision. Otherwise, if the appeal is denied, the student will be terminated.

#### ACADEMIC DISMISSAL

Students on Academic Probation must meet the minimum SAP requirements stated above by the end that the subsequent evaluation and/or payment period elapses. Satisfying SAP requirements includes attaining a grade point average that meets graduation requirements for their program, as well as progressing towards graduation within 150% of the length of the program. Students not making SAP at the end of the probationary period will be dismissed from school unless they can demonstrate through a successful appeal process that an academic plan designed to ensure they will be able to meet the SAP requirements by a specific point in time can be administered and followed.

#### RE-ESTABLISHING ELIGIBILITY

Students who were dismissed due to a lack of satisfactory academic progress may apply for reinstatement after remaining out of school for two or more phases. When applying for reinstatement, students must indicate how their circumstances have changed and why they feel they will be successful if readmitted, thus allowing them to make SAP by the end of the next evaluation period. With the approval of the Executive Director, students terminated for unsatisfactory progress may be readmitted and will be placed on academic probation, during which time they are ineligible for federal student aid. This new probationary period will be equal to the length of two course phases as determined by the student's educational program. At the conclusion of the readmission probationary period, if the requirements for satisfactory academic progress have been met, the Executive Director will return the student to normal active status. Students who fail to make SAP at the end of the probationary period may be placed on an academic plan designed to ensure they will be able to meet SAP by a specific point in time, at which time they will become eligible for federal student aid, otherwise they will be terminated.

#### COURSE REPEATS

Students are expected to earn passing grades and make satisfactory progress while attending school. Students will be required to repeat a course if a failing grade is earned. Students repeating courses due to earning a failing grade may be subject to course availability. When a student repeats a failed course, the institution will count the higher grade in the qualitative component/GPA of the SAP evaluation. However, both courses will be included in the quantitative component of the SAP evaluation and will be included in the maximum time frame calculation. Students will only be allowed to repeat any individual course phase a total of two times. Failure to achieve a passing grade after two rephases or three total attempts may result in termination.

#### COURSE INCOMPLETES

An incomplete is defined as a student who has not taken the final exam for a course of training in their educational program. An incomplete grade will revert to a failing grade if testing is not successfully completed within one week after the end of the course unless the instructor has approved an exception for unusual circumstances. Course incompletes or withdrawals may result in a failing grade for the course. Incomplete grades earned by students who fail to withdraw prior to the end of any established drop/add period will not be excluded from the SAP

evaluation, nor will the institution routinely exclude certain hours attempted, such as those taken prior to the student withdrawing from school.

#### WITHDRAWALS

With the approval of the Academic Dean, Director of Training, Director of Education, or Campus President, students who were dismissed due to lack of satisfactory academic progress may be readmitted upon successful appeal and will be placed on Academic Probation. This new probationary period will be equal to the length of two courses. The returning student must include in their appeal how their circumstances have changed and why they feel they will be successful if readmitted. At the conclusion of the readmission probation period, if the requirements for satisfactory academic progress have been met, the student will return to normal active status. Students who reenter into the same program within 180 days from their last date of attendance will remain in the same payment period from which they withdrew. Any federal student aid funds canceled and/or returned will be restored by the Financial Aid Department.

### **FINANCIAL INFORMATION**

The tuition for each of the programs listed below has been revised. The correct tuition for each program is listed below. All other fees remain the same. For a listing of the fees, please refer to page 21-22 of the School Catalog.

Program	Tuition	Total Program Cost
Professional Welder	\$15,288	\$18,205
Pipefitting	\$11,508	\$13,808
AOSWT (2 <sup>nd</sup> AY)	\$15,980	\$19,552
Shipfitting & Steel Fabrication	\$15,525	\$17,307
Electro-Mechanical Technologies	\$16,500	\$18,067
Refrigeration Technologies	\$10,000	\$11,475

The Military Tuition Pricing has also been revised and the correct tuition for each program is listed below.

Program	Military Tuition Pricing	Total Program Cost
Professional Welder	\$12,995	\$15,912
Pipefitting	\$9,782	\$12,82
AOSWT (2 <sup>nd</sup> AY)	\$13,583	\$17,155
Shipfitting & Steel Fabrication	\$13,196	\$14,978
Electro-Mechanical Technologies	\$14,025	\$15,592
Refrigeration Technologies	\$8,500	\$9,975

### **ADMISSIONS REQUIREMENTS**

The 2.8 CGPA or higher requirement to be accepted into the AOSWT program listed on School Catalog page 6 is incorrect. The correct requirement is a 2.0 CGPA or higher out of 4.0 after graduating from the Professional Welder program.

### **TRIAL ENROLLMENT PERIOD – REVISED**

Beginning May 12, 2014, students who enroll and attend our school for the first time will be offered an opportunity to attend our programs for a relatively short period of time without incurring a financial obligation beyond the application fee. The school will ensure that students have the necessary books and other materials needed to succeed during this trial period. This trial period can play a valuable role by allowing a student to attend classes for a brief period before deciding to continue attending their educational program as a regular student, at which time the student would be responsible for program charges.

Any student who officially or unofficially withdraws from school prior to attending the first 3 days of scheduled classes after the official start date of the program will not be considered to have started school, no credits will be earned, and their tuition obligation and cost of course materials

will be waived. In any event, any student still attending school after completing the first 3 days of scheduled classes after the official start date of the program will be considered to have confirmed their intention to continue the program as a regular student and thus will be classified as a start.

To be officially accepted as a regular student, a student must meet the below requirements before the end of the conditional admittance period:

- Satisfy the attendance requirements as stated in the institution’s catalog and addenda;
- Satisfy all remaining admissions requirements as stated in the institution’s catalog and addenda; and
- Complete the financial aid process and submit all of the required documentation.

Any student who attends the trial period and who wishes to receive federal student aid funds after becoming a regular student must meet the other student eligibility criteria as provided in the federal regulations. Once determined to be a regular student, an otherwise ineligible student becomes eligible for federal student aid funds back to the beginning of the enrollment period, as applicable, which includes the trial period.

**HOLIDAY MAKE-UP SCHEDULE - Revised**

Please note the following update to the Holiday Make-Up Schedule listed on page 24 of the School Catalog.

Holiday	Date	Training Date
Independence Day	7/4/2014	7/12/2014

**ACADEMIC CALENDAR**

The Academic Calendar listed on page 22 of the School Catalog has been revised to include the start and graduation dates listed below for the Refrigeration Technologies program.

Start Date	Graduation Date	
	Day	Evening
12/10/2013	7/7/2014	
1/14/2014		11/20/2014
1/16/2014	8/4/2014	
2/14/2014	9/2/2014	
2/27/2014		1/15/2015
3/14/2014	9/30/2014	
4/11/2014	10/28/2014	
4/14/2014		3/3/2015
5/9/2014	11/26/2014	
5/28/2014		4/15/2015
6/9/2014	1/6/2015	
7/8/2014	2/4/2015	
7/10/2014		6/1/2015
8/5/2014	3/4/2015	
8/25/2014		7/14/2015
9/3/2014	4/1/2015	
10/1/2014	4/29/2015	
10/8/2014		8/26/2015
10/29/2014	5/28/2015	
11/24/2014		10/12/2015
12/1/2014	6/25/2015	

Another revision made was to the Pipefitting Program. The additional start is listed below, along with its graduation date.

Start Date	Graduation Date
4/28/2014	10/31/2014

Also, please note the revised graduation dates for the Associate of Occupational Studies in Welding Technology program.

Start Date	Graduation Date
7/15/2013	4/3/2014
8/5/2013	4/24/2014
8/26/2013	5/15/2014
9/16/2013	6/5/2014
10/7/2013	6/26/2014
10/28/2013	7/17/2014
11/18/2013	8/7/2014
12/16/2013	8/28/2014
1/13/2014	9/18/2014
2/3/2014	10/9/2014
2/24/2014	10/30/2014
3/17/2014	11/20/2014
4/7/2014	12/18/2014
4/28/2014	1/15/2015
5/19/2014	2/5/2015
6/9/2014	2/26/2015
6/30/2014	3/19/2015
7/21/2014	4/9/2015
8/11/2014	4/30/2015
9/2/2014	5/21/2015
9/22/2014	6/11/2015
10/13/2014	7/1/2015
11/3/2014	7/23/2015
12/1/2014	8/13/2015
12/29/2014	9/3/2015

**ACCREDITATION, APPROVALS, LICENSES & MEMBERSHIPS**

The name of our governing board in Kentucky listed on page 4 of the School Catalog has changed. The correct name is Kentucky Commission on Proprietary Education.

**KENTUCKY STUDENT PROTECTION FUND**

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed “Form for Claims Against the Student Protection Fund”. This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

**BRUSH-UP AND MAKE-UP TIME**

Effective May 19<sup>th</sup>, 2014 the Saturday Brush-Up and Make-Up time is no longer available. Brush-Up and Make-Up time will be available Monday through Friday during normal class hours for Morning, Afternoon, and Evening sessions. Session times are listed on page 23 of the School Catalog. The Holiday Make-Up schedule will proceed on applicable Saturdays as listed on page 24 of the School Catalog.

**TULSA CAMPUS**  
2545 E. 11<sup>th</sup> Street  
Tulsa, OK 74104  
**FACULTY ADDENDUM**



**JACKSONVILLE CAMPUS**  
3500 Southside Blvd.  
Jacksonville, FL 32216  
**FACULTY ADDENDUM**

**#1D**

To Catalog Number 40, Effective August 1, 2013  
Faculty Addendum Effective August 1, 2013



**#1D**

To Catalog Number 13, Effective August 1, 2013  
Faculty Addendum Effective August 1, 2013  
Branch Campus of Tulsa Welding School, Tulsa, OK 74104

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## TULSA FACULTY

**Jamie Pearson, Welding Program Manager (Since 1994)** – Has earned a BA degree from The University of Oklahoma. He is a certified welder in MIG, TIG, SMAW, Fluxcore, and Sub-arc, with experience in refineries and pressure vessels as well as heat exchanges. He is a member of American Welding Society and The American Society for nondestructive Testing.

**Leslie ‘Bud’ McEntire, Director of Program Training- Pipefitting (Since 2012)** – With over 10 years in the Pipefitting industry, he has been responsible for layout, fabrication, assembly, and installation of pipefitting systems. He has also served as a shop foreman and is a licensed mechanical journeyman, plumbing contractor, and has an OSHA 30 certification.

**Charles Baker, Professional Welder Instructor (Since 2011)** – He was a combination pipe welder with 21 years of experience in pipeline and plant piping applications. He is also a member of American Welding Society.

**John Colley, Professional Welder Instructor (Since 2010)** – Over 6 years of experience in the field, including welding on carbon and stainless pipe, rig welding, pipe and various shutdowns. He is also a member of American Welding Society.

**Gary Crawford, Senior Professional Welder Instructor (Since 1988)** – TWS graduate with over 14 years of experience in the field as a certified pipe welder through Pipefitters Union. He has worked on projects across the country including nuclear power plants. He is also a member of American Welding Society.

**Donald Gibbs, Senior Professional Welder Instructor (Since 2001)** – Over 23 years of experience in the field, including Pipe welding involving SMAW and TIG processes. He is also a member of American Welding Society.

**Zoe Hocker, Professional Welder Instructor (Since 2011)** – Combination pipe welder with 6 years field experience and 2 years shop experience, including refineries and other industrial settings. Graduate of Northeastern Oklahoma Technology Center studying Welding Technology. He is also a member of American Welding Society.

**Brad Houltzhouser, Professional Welder Instructor (2013)** - TWS graduate with over 6 years experience in the field including fabrication work. He is also a member of American Welding Society.

**Tracy Jones, Professional Welder Instructor (Since 2012)** – Over 20 years of code welding pipe heat exchanger heater & vessels, MIG, TIG, Stick, flux core and sub-arc, and carbon arc. He is also a member of American Welding Society.

**Bo Kyle, Professional Welder Instructor (Since 2013)** – TWS graduate with over 6 years of experience in the field, including welding and fitting. He is also a member of American Welding Society.

**Thomas Moffitt, AOS Instructor (Since 2005)** – Over 35 years of experience in the field, including Nondestructive Testing (NDT), over 25 years in the quality control field and 10 years instructing certified welding inspector preparation programs. He is also a member of American Welding Society, ASNT, ASQ, AIS, and ASM.

**Thomas Moore, Professional Welder Instructor (Since 2008)** – TWS graduate with over 15 years experience in the field including fabrication work. He is also a member of American Welding Society.

**Mussati, Miles, Professional Welder Instructor** – Graduate of Northeast Technology Center with a diploma in Welding Technology. He has over 14 years experience in the field as a welder and a fabricator including carbon and stainless steel plate and pipes.

**Eddie Petch, Professional Welder Instructor (Since 2011)** – Has 10 years welding experience. He traveled most of his career working pipelines, Ethanol plants, and building compressor stations. He is also a member of American Welding Society.

**Glen Rich, Senior Professional Welder Instructor (Since 2000)** – Over 26 years of experience in the field including welding pressure vessels, heat exchangers, piping, reboilers and tanks. Processes include MIG, TIG, SMAW, FCAW, and submerged arc. He is also a member of American Welding Society.

**Jason Robison, Professional Welder Instructor (Since 2012)** –Over 16 years of experience in welding and welding management, and several certifications in stainless pipeline welding and structural tank welding, as well as NCCER pipeline operator certifications. Jason has managed his own crews and has welded in areas from oil field tanks to pressure vessels to pipelines. He is also a member of American Welding Society.

**Cornell Scarborough, Professional Welder Instructor (Since 2012)** - TWS graduate with 8 years of welding experience. He is also a member of American Welding Society.

**Chris Schuler, Professional Welder Instructor (Since 2013)** – Has over 6 years experience as a professional welder. He attended Central Technical College in Drumright, OK and majored in Welding.

**Leonard “Dean” Shepherd, Professional Welder Instructor (Since 1989)** – TWS graduate and certified welder with over 6 years of experience in the field, including radiography. He is also a member of American Welding Society and ASNT.

**Brian Vanzant, Professional Welder Instructor (Since 2012)** – Over 10 years of experience in welding, including Tig, Stick, Mig, fluxcore and submerged arc. He has experience in the field ranging from aircraft welding to fabrication of pressure vessels and work in power plants. He is also a member of American Welding Society.

**Gregory Vaughn, Senior Professional Welder Instructor (Since 2006)** – Over 12 years of experience in the field with certifications in SMAW, GTAW, and specifically carbon and stainless piping. He is also a member of American Welding Society.

**Richard Warnock, Senior Professional Welder Instructor/Evening Supervisor (Since 2006)** – Over 35 years of experience in the field as a pipefitter and welder. He has worked in power plants, nuclear plants, refineries, piping and vessel shops. He is also a member of American Welding Society and Plumbers and Pipefitters Local 430.

**William Warnock, Professional Welder Instructor (Since 2010)** – Received his Welding Certificate and has over 5 years of experience in the field, including tube welder, MIG, TIG, and stick. He is also a member of American Welding Society.

**Timothy Weatherford, Professional Welder Instructor (Since 2010)** – TWS graduate with over 5 years of experience in the field, including Pipe Welder, TIG, carbon and stick. He is also a member of American Welding Society.

**David Wilkins, Senior Professional Welder Instructor (Since 1997)** - TWS graduate with over 5 years of experience in the field, including pipe welder, fitter, structural welder, and welding supervisor. Oklahoma certified welder and member of American Welding Society.

**Steve Woodard, Lead/Senior Professional Welder Instructor (Since 1990)** - Over 11 years of experience in the field as a certified pipe welder. He is also a member of American Welding Society.

**Penny Petree, Pipefitting Instructor (Since 2013)** – Over 8 years of experience in the field of pipefitting. She is also NCCER certified.

**Michael Smith, Pipefitting Instructor (Since 2013)** – Over 10 years of experience in the field. He is also NCCER certified.

**Harry Swift, Pipefitting Instructor (Since 2012)** – TWS graduate with over 21 years of experience in the field of pipefitting with roles such as Lead Pipefitter and Piping Foreman. He also holds a Mechanical Journeyman License.

**Daniel Bondoc, Pipefitting Instructor (Since 2013)** – Over 9 years experience in the field of pipefitting. He also is NCCER certified.

# JACKSONVILLE FACULTY

**Jack Dulls, Director of Program Training (Since 2005)** – He is a TWS graduate with over 4 years of experience in the field as a pipe welder and fitter. He is also a member of American Welding Society.

**Brian Akers, Senior Professional Welder Instructor (Since 2007)** – He has over 10 years of experience in the field, including GMAW and FCAW processes, as well as working with stainless steel for the Stellar Group. He is also a member of American Welding Society.

**Larry Banks, Professional Welder Instructor (Since 2011)** – He has over 20 years of experience in the field. He has welded pipe and structural jobs in numerous states in shipyards, chemical plants, power plants, trash burners and coal mines. He has worked as an iron worker, boiler maker and as a precision millwright. He is also a member of American Welding Society.

**Curtis Blanton, Senior Professional Welder Instructor (Since 2002)** – Over 26 years of experience in the field and is a Certified Pipe Welder. He is also a member of American Welding Society.

**Terry Hauser, Professional Welder Instructor (Since 2007)** – He has over 14 years of experience in the field, including welding, fitting, and fabrication. He has specialized in MIG and Fluxcore processes. He is also a member of American Welding Society.

**James Howard, Professional Welder Instructor (Since 2009)** – He has over 33 years of experience in the field, including fitting and fabrication. He specialized in thin wall stainless pipe with High Frequency, TIG processes, stainless and carbon, and Fluxcore welding on pipe structures. He has welded with SMAW, GTAW, FCAW, and MIG. He is also a member of American Welding Society.

**Jonathan Latimer, Professional Welder Instructor (2013)** - TWS graduate with over 5 years experience in the field including fabrication work. He is also a member of American Welding Society.

**Sean Lawler, Lead/Senior Professional Welder Instructor (Since 2007)** – He is a TWS graduate with over 4 years of experience in the field, including alloys of aluminum, stainless, bronze and NiBra. He is also a member of American Welding Society.

**David Masiello, Professional Welder Instructor (Since 2013)** – He has almost 5 years of experience in the field, working in welding, fitting, and installation. He is also a member of American Welding Society.

**Mike Merrilees, Senior Professional Welder Instructor (Since 2007)** – He has over 8 years of experience in the field, working with various welding employers using GTAW and SMAW processes. He has also welded for the Stellar Group. He is also a member of American Welding Society.

**George Moeller, Professional Welder Instructor (Since 2012)** – He has an Associate in Technical Arts degree for Marine Welding and more than 30 years of experience in the field including pipe, structural and nuclear welding, fabrication and fitting. He is also a member of American Welding Society.

**Joey O'Neill, Professional Welder Instructor (Since 2004)** – He is a TWS graduate with over 10 years of experience in the field as a structural and pipe welder. He has worked in shipyards and fabrication shops and owns his own welding business. He is also a member of American Welding Society.

**Andric Rasher, Professional Welder Instructor (Since 2012)** – He is a TWS graduate with over 3 years of experience in the field as a pipe, TIG and structural steel welder. He is also a member of American Welding Society.

**William Stumbo, Professional Welder Instructor (Since 2008)** – He has 4 years of field experience welding structural and pipe. He has welded with the MIG, Fluxcore, Stick and High Frequency processes. He worked as a welder fabricator and is also a TWS graduate. He is also a member of American Welding Society.

**Zack Verts, Professional Welder Instructor (Since 2008)** – He has over 5 years of experience in the field using MIG, TIG, and stick processes as a welder, fitter, and fabricator in both structural and pipe applications. He is also a member of American Welding Society.

**Freddie Westbrook, Professional Welder Instructor (Since 2008)** – He has over 24 years of experience in the field, including welding stick, TIG, MIG, Fluxcore, as well as fitting and fabrication. He is also a member of American Welding Society.

**Richard Christopherson, Electro-Mechanical Technologies Instructor (Since 2012)** – He is a Journeyman Electrician with over 13 years of experience. He has worked in all facets of electrical work including residential and commercial wiring, industrial wiring, motor controls, and communications and networking wiring.

**Allen Eimers – PT Electro-Mechanical Technologies Instructor (Since 2014)** – Graduate of a 4 year ECF Electrical Apprenticeship Program, Manatee Technical Institute in Bradenton, FL. Additionally, he has over 19 years experience in field and is licensed in Electrical EC.

**Samuel Gray, Electro-Mechanical Technologies Instructor (Since 2011)** – He is a Journeyman Electrician with over 35 years in the trade. He is experienced in construction, installation, and servicing in commercial, residential, and industrial wiring, motor and traffic control systems, and architectural lighting design.

**Wayne Greene, Electro-Mechanical Technologies Instructor (Since 2011)** – Has 47 years of experience, with 10 years as an instructor. He holds a Master HVAC license, is a member of RSES, and has a LP gas license.

**Douglas Johnson, Electro-Mechanical Technologies Instructor (Since 2013)** – Has over 19 years of experience in the field. He also has over 3 years experience as an HVAC/R Instructor.

**Terry McWhorter, Electro-Mechanical Technologies Instructor (Since 2011)** – He is a Master Electrician, Qualifying Agent/Manager for the City of Jacksonville Public Works, and a graduate of NEFBA with 36 years in the Electrical trade, including residential/commercial/industrial, motors/controls, HVAC/R, and Energy Management.

**Nestor Moscoso, Electro-Mechanical Technologies Instructor (Since 2011)** – He has over 40 years of experience in the field. He specialized in marine, commercial/residential a/c and refrigeration units, low temperature warehouses, walk-in coolers and freezers, ice machines, overhaul compressors and troubleshooting control system.

**James ‘Patrick’ Murphy, Electro-Mechanical Technologies Instructor (Since 2012)** - He has a certificate in Heating, Air Conditioning and Refrigeration with 23+ years of experience in the field.

**Robert Padgett, Electro-Mechanical Technologies Instructor (Since 2011)** – He has over 43 years of experience in the field. He is a licensed Master Electrician, Certified Electrical Contractor, and has a 3 year certificate in Industrial Electricity from Technical High School. He is a member of the Duval County/Jacksonville Master Electricians’ Association and the International Association of Electrical Inspectors.

**Anthony Reid, Electro-Mechanical Technologies Instructor (Since 2013)** – He has an Associate of Science Degree in Mechanical Engineering from State Technical Institute of Memphis (TN). Additionally, he has over 30 years of increasing responsibilities in the training of senior and junior personnel in HVAC/R.

**John Wheeler, Electro-Mechanical Technologies Instructor (Since 2011)** – Over 25 years of experience in the field, including residential, commercial, and industrial applications. Florida certified unlimited Electrical Contractor. Former Master Trainer and Core/Electrical Instructor with NCCER. Received an AA degree from FSCJ.

**Michael Bryant, Shipfitting and Steel Fabrication Instructor (Since 2013)** – Has 28 years of experience in the field, and 8 years of experience as a welding instructor. He has also earned a Certificate from B & K Wheels of Learning in Welding, and two Certificates from FCCJ for Auto Body Repair and Welding.

**Ralph Coulson, Shipfitting and Steel Fabrication Instructor (Since 2013)** - He has over 19 years experience in the field, including residential, commercial, and industrial applications.

**Thomas Gaughenbaugh, Shipfitting and Steel Fabrication Instructor (Since 2013)** – Has over 30 years in the field as a shipfitter building bridges, skyscrapers, nuclear power plants, oil rigs, barges and ships.

**Anthony Mollica, Shipfitting and Steel Fabrication Instructor (Since 2013)** – He has over 24 years experience in the field, including residential, commercial, and industrial applications. He also has Certification in Tig and Mig Welding.

**James Naro, Shipfitting and Steel Fabrication Instructor (Since 2014)** – He has over 27 years experience in the field, including Shipfitting, steel fitting, pipefitting, welding, and rigging experience. He is a certified welder and rigger.



2013-2014  
School Catalog



## **Mission Statement**

The mission of Tulsa Welding School is to assist learners in the development of the skills and knowledge necessary for employment and professional growth.



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Note: This School Catalog is not complete unless all applicable Addendums are enclosed.

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# INTRODUCTION

Tulsa Welding School (TWS) has locations in Tulsa, Oklahoma and Jacksonville, Florida. TWS in Tulsa, Oklahoma has trained individuals for professional, entry-level careers since January 1949. TWS-Jacksonville in Jacksonville, Florida, which is a branch campus of Tulsa Welding School in Tulsa, started training students in November 2001. Our training programs have been designed to meet employers' needs by providing our students with the technical competencies as required and are based on industry feedback. Our instructors are industry experienced professionals who instruct their students in the techniques and skills needed by employers.

TWS promotes a student-centric learning environment to support the learner in achieving his/her desired professional goals. TWS students are expected to demonstrate a positive attitude and professional character, maintain excellent attendance, and apply their instructional time effectively in the lab, the classroom, and during outside preparation. At TWS, we want to ensure that your educational experience is a rewarding one. We wish you the best in achieving your educational and professional goals.

## Welcome to TWS!

The information contained in this Catalog is true and correct to the best of my knowledge.



Mary Kelly, President & CEO

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# VISION STATEMENT

TWS has as its vision the addition of campus training locations to facilitate student access and employer access to graduates. Being recognized as one of the highest quality providers of career education resulting in an outstanding return on investment for our students is our purpose.

## SCHOOL HISTORY

Tulsa Welding School (TWS) in Tulsa, Oklahoma was established by two pipeline welders who recognized a need for trained pipe welders and the first class began in January 1949. In 1961 TWS was acquired by welding professional Dan Derrick. Five years later the school moved into a new facility located at 3038 Southwest Boulevard in Tulsa. In 1972, TWS was acquired by Noel Adams who operated the institution until he retired in October 1990. TWS was then acquired by T.H.E., Inc. and lead by owners Michael Harter and Roger Hess for the next nineteen years. With their commitment to delivering quality career education and training for the welding industry, they developed an Associate of Occupational Studies in Welding Technology degree program in November 1997. In January 1999, TWS moved to its current location of 2545 East 11th Street, which is near The University of Tulsa. In November 2001, TWS opened a branch campus in Jacksonville, Florida to address the needs of employers and students along the Eastern sector of the United States.

In September 2008, 100% of T.H.E., Inc. stock was purchased by TWS Acquisition Corporation (d/b/a StrataTech Education Group). The TWS Acquisition Corporation, or StrataTech Education Group, is owned by Summer Street Capital II, L.P. and HSBC Private Equity Partners II USA LP. Tulsa Welding School (TWS) is an Oklahoma corporation and is registered as Tulsa Welding School, Inc. TWS is a 100% owned subsidiary of T.H.E., Inc., a Delaware corporation. The Jacksonville Campus is a Florida corporation and is registered as Tulsa Welding School/Jacksonville Campus, Inc. and is a 100% owned subsidiary of Tulsa Welding School, Inc. in Tulsa, Oklahoma. Officers for both campuses are Mary Kelly, President & CEO, Michael McQueeney, Vice President-Secretary and Treasurer, Alison Zajacek, CFO, Baris Civelek, Vice President, and John Burgess, Director.

In August 2010, Tulsa Welding School in Tulsa, Oklahoma added a branch/expansion site located at 2233 East 11th Street in Tulsa. Additionally, in May 2011, Tulsa Welding School in Jacksonville, Florida added a satellite/auxiliary facility located at 1750 Southside Boulevard in Jacksonville.

# ACCREDITATION, APPROVALS, LICENSES & MEMBERSHIPS

## BOTH TWS CAMPUSES

Accredited Schools by the Accrediting Commission of Career Schools and Colleges (ACCSC)

Accredited in Indiana by SWIC

Licensed by:

Alabama Department of Postsecondary Education

Louisiana Board of Regents

Minnesota Office of Higher Education

Mississippi Commission on Proprietary School and  
College Registration, License No. C-668.

Approved and Regulated by the Colorado  
Department of Higher Education, Private  
Occupational School Board. Agents licensed by  
the Colorado Department of Higher Education,  
Private Occupational School Board.

Registered with:

Iowa Secretary of State and Iowa College Student  
Aid Commission

New Mexico Commission on Higher Education

Ohio State Board of Career Colleges and Schools

Virginia State Council of Higher Education

Approved:

By Kansas Board of Regents

To operate by the Missouri Department of Higher  
Education

To solicit students by West Virginia Council for  
Community and Technical College Education

To do Business in Wisconsin by State of Wisconsin  
Educational Approval Board

By Georgia Nonpublic Postsecondary Education  
Commission

To Solicit Students by Michigan Department of Labor  
& Economic Growth

For Veterans Educational Benefits

For Bureau of Indian Affairs

For Vocational Rehabilitation Agencies

Members of:

American Welding Society

Association of Private Schools, Colleges, and  
Universities

Better Business Bureau

## TULSA CAMPUS

Licensed by:

Oklahoma Board of Private Vocational Schools

Arkansas State Board of Private Career Education

Registered with:

Nebraska Department of Education

State of Wyoming Department of Education

Approved and regulated by the:

Texas Workforce Commission

Career Schools and Colleges Section

101 E. 15th Street

Austin, Texas 78778-0001

Member of:

The American Society for Nondestructive Testing

Oklahoma Private School Association

Tulsa Chamber of Commerce

## JACKSONVILLE CAMPUS

Licensed by the:

Florida Commission for Independent Education,

Florida Department of Education, License #2331

Additional information regarding this institution may  
be obtained by contacting the Commission at:

325 West Gaines St., Suite 1414,

Tallahassee, Florida 32399-0400

Toll-free telephone number (888) 224-6684

Website: [http://www.fldoe.org/cie/nsa\\_app1.asp](http://www.fldoe.org/cie/nsa_app1.asp)

Kentucky State Board of Proprietary Education

Member of:

Jacksonville Chamber of Commerce

Florida Association of Postsecondary Schools and  
Colleges

The Tulsa Welding School is authorized by the  
Tennessee Higher Education Commission. This  
authorization must be renewed each year and is  
based on an evaluation by minimum standards  
concerning quality of education, ethical business  
practices, health and safety, and fiscal responsibility.

This school is authorized under Federal law to enroll  
nonimmigrant students.

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# FACILITIES

## TULSA CAMPUS

The Tulsa Campus located at 2545 East 11th Street is situated in the University of Tulsa area, which is just east of central downtown Tulsa. This campus, which was completed in January 1999, contains a training facility of approximately 41,000 square feet and parking for over 250 vehicles. The facility includes welding lab booths and equipment, five classrooms, student commons, and offices for Admissions, Training, Financial Aid, Career Services, Accounting, Registrar, Student Services, Business Office, Maintenance, Technical Resource Center, and Administration. Within the welding lab, there are 170 welding booths complete with welding equipment, 20 plate or pipe bevellers, 32 metal grinding preparation booths, 8 metal cutting stations, and a mobile pipeline welding rig.

The Tulsa Campus has an additional site that is an extension of the main campus and is located at 2233 East 11th Street. This facility offers over 30,000 square feet of additional classroom and lab space for a total of more than 71,000 square feet. Restroom and vending facilities are provided for students and staff at both locations. Bus transportation is available on 11th Street which is adjacent to both facilities. Additionally, Tulsa International Airport is located within ten minutes driving time of either campus location.

## JACKSONVILLE CAMPUS

The Jacksonville Campus is a branch campus of the Tulsa Campus. It is located in the newly developed southeastern sector of Jacksonville at 3500 Southside Boulevard between Beach and J. T. Butler Boulevards. This campus, which was completed in November 2001, contains a training facility of approximately 41,000 square feet and parking for 284 vehicles. The facility includes welding lab booths and equipment, three classrooms, student commons, and offices for Admissions, Training, Financial Aid, Career Services, Accounting, Registrar, Student Services, Business Office, Maintenance, Technical Resource Center, and Administration. Within the welding lab, there are 190 welding booths with expansion capacity to 220, 29 plate or pipe bevellers, 20 metal grinding preparation booths, and 16 metal cutting stations along with a plasma cutting and carbon arc room.

The Jacksonville Campus has an auxiliary/satellite location that is an extension of the branch campus and is located two miles north of the main facility at 1750 Southside Boulevard and is where 100% of our Electro-Mechanical Technologies program is taught. This facility has over 25,000 additional square feet with three labs, Technical Resource Center, nine classrooms, Learning Center, an Administration building, and parking for up to 277 cars for staff and students. Restroom and vending facilities are provided for students and staff at both locations and public bus transportation is also available in front of each campus location.

# CAMPUS LEADERSHIP

## TULSA CAMPUS

Campus President.....	Aleco Babikian	Director of Student Services and the	
Academic Dean.....	Steve Jordan	Business Office.....	Mike Smith
Welding Program Manager.....	Jamie Pearson	Director of Business Development and	
Director of Program Training- Pipefitting.....	Leslie McEntire	Career Services.....	Tiffany Jordan
Director of Adult Admissions.....	Gabe Zambrano	Regional Director of Financial Aid.....	Teresa Franklin
Director of HS Admissions.....	Roger Claxton	Assistant Director of Financial Aid.....	Carol Phillips
Director of Accounting.....	Debra Rogers	Director of Maintenance.....	Mike Sadler

## JACKSONVILLE CAMPUS

Campus President.....	James Vernon	Director of Student Services and the	
Academic Dean.....	Ian Keogh	Business Office.....	Dawn Schaub
Director of Welding Training.....	Jack Dulls	Director of Career Services.....	Debra Johns
Director of Admissions.....	Eric Goodson	Director of Financial Aid.....	Andrew Raymond
Director of HS Admissions.....	David Starnes	Associate Financial Aid Director.....	Robin Polydore
Asst Director of Adult Admissions.....	Shelly Adams	Regional Director of Maintenance.....	Phil Bennett
Director of Accounting.....	Steve Beckler		

NOTE: Administrative Staff and Faculty are subject to change. A copy of the school's organizational chart, as well as an updated list (if applicable) is available in the Campus President's Office. The Faculty Addendum is enclosed and is updated quarterly if necessary.

## ADMISSION REQUIREMENTS

Applicants are required to be a high school graduate with a standard or higher level diploma or possess a General Equivalency Diploma (GED). Applicants who do not have a high school diploma or GED must pass a nationally standardized entrance exam (Wonderlic Ability to Benefit test), which is independently administered. Minimum scores of 200 on the Verbal Skills section of the test and 210 on the Quantitative Skills must be achieved to pass the test and thus meet a qualification for enrollment. Applicants who must pass the entrance exam requirement must also be 18 years of age or older. Additionally, applicants with prior attendance who desire to participate in the Federal Student Aid (Title IV) Program and do not have a high school diploma or GED, must have previously passed the Ability-to-Benefit Test and established eligibility prior to July 1, 2012.

All applicants under 18 years of age must sign the Enrollment Agreement jointly with parent, guardian, or guarantor. In addition, applicants must have good eyesight with corrective lenses, if needed, and be capable of dealing with the physical requirements in the welding profession such as lifting and necessary body motions. Certain applicants with learning and/or physical disabilities may not be accepted for enrollment at TWS due to the technical and physical rigor of the welding programs.

The applicant must also successfully complete an entrance interview with a TWS official during a new student orientation program in order to be admitted to class. If any of the above conditions are not satisfied, the applicant will not be considered as an enrolled student in training at TWS and all payments made to TWS will be refunded to the student or responsible agency as applicable. Applicants are required to pay a registration fee. The registration fee is not credited toward tuition. A student who does not begin training on the scheduled start date and desires to start at a later date shall be required to sign another Enrollment Agreement and pay an additional registration fee. Neither of the registration fees will be credited toward tuition.

Additionally, students pursuing the Associate of Occupational Studies in Welding Technology (AOSWT) must have a high school diploma or GED, and will need to have a Cumulative Grade Point Average (CGPA) of 2.80 or higher out of 4.0 after graduating from the Professional Welder program. For Professional Welder graduates who left TWS after this program and later return to earn an AOSWT, the graduate must be in good standing with TWS in terms of financial obligations and must not have defaulted on a federal student loan. In addition, all applicants are required to take and pass an ability to benefit exam to measure math and communication competencies. A minimum score of 200 on the Verbal Skills and 210 on the Quantitative Skills must be achieved to pass the test and meet eligibility for the AOSWT program. A student questionnaire and successful entrance interview are also required prior to enrollment acceptance.

Applicants are considered enrolled once it is determined that all admission requirements are met, documentation is on file to demonstrate the requirements have been met, and the Enrollment Agreement is signed by the Authorized School Official.

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# PROGRAMS

## PROFESSIONAL WELDER

The Professional Welder program prepares a graduate for entry level positions in structural, pipe, and thin alloy and/or pipeline welding. Key welding processes include SMAW, MIG, TIG, high frequency TIG, and Fluxcore. The program consists of 10 three-week phase courses for a total of 30 weeks, 25 semester credit hours, and 750 contact hours of instruction. Many of all new students elect the Professional Welder program because of its large number of specialty phases and expanded welding competencies. The Professional Welder graduate acquires many skills and can branch off into various career and employment opportunities. Upon successful completion of this program, students will receive a Diploma.

Phase 101	Introduction to Welding
Phase 102	Structural Welding I
Phase 103	MIG & Fluxcore Welding
Phase 104	Structural Welding II
Phase 105	Basic Pipe Welding
Phase 106	Pipe Welding I
Phase 107	Pipe Welding II
Phase 108	Advanced Pipe Welding
Phase 109	H.F.TIG &/or Pipeline Welding
Phase 110	Career Preparation

Each phase course in the Professional Welder program is listed as follows and contains a total of 15 lecture hours and 60 lab hours of instruction, yielding 2.5 Semester credit hours.

### **Phase 101-Introduction to Welding**

Overview of welder career responsibilities, work safety practices, career success skills, importance of job attitudes and work ethics, maintenance of equipment, beginning review of welding symbols and corresponding welds, cutting torch operations, stick welding procedures, procedures to clean and evaluate welds, cut and prepare metal plate, perform overlap beads in various plate positions, and begin fillet welds for plate T-joints.

### **Phase 102-Structural Welding I**

Students will learn SMAW welding process, welding codes, rod selection, reading basic blueprints, calculating dimensions and completing layouts. Introductions to Technical Resource Center, research project instruction, and career success skills as well as safety and operational procedures of Plasma and Carbon Arc cutting. Perform plate welding in various positions using 7018 electrodes and perform Plasma and Carbon Arc cutting.

### **Phase 103-MIG & Fluxcore Welding**

Interpretation of pipe and fitting markings, metal color codes, pipe welding symbols, pipe diagrams and welds, sketch isometric drawings, completion of research project, MIG and Fluxcore welding procedures, perform plate welding in various positions (2F, 2G, 3G) using MIG and Fluxcore.

### **Phase 104-Structural Welding II**

Advanced projects beyond phase 102 in blueprint and layout, perform plate welding in various positions (2G, 3G, 4G) using 6010 electrodes for stringer and 7018 electrodes for remainder. Also discussed is pipe bevel preparation.

### **Phase 105-Basic Pipe Welding**

Techniques of basic pipe fitting, use of 90's, T's, flanges, valves, take offs, use of pipe blueprints, sketches, templates, and uphill welding techniques on pipe. Perform SMAW pipe welding with 6010 electrode stringer and 7018 electrode remainder in pipe positions of 2G and 5G.

### **Phase 106-Pipe Welding I**

Students will receive an overview of TIG equipment and procedure setup, metals identification, tungsten safety and preparation. Perform 6010 electrode root and 7018 electrode fill and cap in 6G position. Perform TIG stringer and hot pass on T-plate. Perform TIG root and 7018 fill and cap on 2G and 6G pipe positions.

### **Phase 107-Pipe Welding II**

Operation requirements for portable equipment, weld test lab procedures and testing approaches, perform mild steel TIG welding on pipe in various positions (2G, 5G, 6G) using TIG stringer, fill, and cap.

### **Phase 108-Advanced Pipe Welding**

Advanced pipe welding projects and industrial applications, concentration on performing stainless steel TIG welding on mild steel and using multiple pipe sizes and schedules in various pipe positions (2G, 5G, 6G).

### **Phase 109-H.F. TIG &/or Pipeline Welding**

Thin alloy selection of tungsten types for aluminum and stainless steel, methods to maintain clean work environment, procedures for heat settings on thin gauge applications, purging stainless steel plate, weld cleaning on aluminum and stainless steel, perform aluminum and stainless steel welding on plate using TIG in various positions with different rod sizes. Pipeline selection of rod size, layout procedures for pipeline fitting, coating types and electrolysis prevention with anode protection, perform SMAW downhill stringer, fill, and cap in 5 and 6G positions and inverted T. Also, a student may elect to specialize in only H.F. TIG or pipeline welding or a combination of both specialties.

### **Phase 110-Career Preparation**

This is the student's final phase prior to introduction into the employment market with options for shop or field welding. Included are instruction in application for employment, preparing a resume, weld testing rigors, proper appearance, and job attitude. Lab competencies are directed toward 5G and 6G pipe welding using 6010 and 7018 electrodes including TIG in various combinations with bend tests. Additional lab welding competencies are individually specified for each student by the instructor to prepare the graduate for employer weld tests in the graduate's selected specialty of welding.

## **PIPEFITTING**

The Pipefitting program is available at the Tulsa campus only and was designed to train students for entry-level positions as Plumbers, Pipefitters, and Steamfitters. The program consists of nine (9) three-week courses for a total of 27 weeks, 25 semester credit hours, and 675 contact hours of instruction. Upon successful completion of this program, students will receive a Diploma.

Phase 101	Basic Construction Skills
Phase 102	Introduction to Pipefitting
Phase 103	Piping Systems, Drawings, Trade Mathematics and Threaded Pipe Fabrication
Phase 104	Socket Welds, Butt Welds, and Shoring
Phase 105	Rigging, Underground Pipe Installation, Advanced Trade Math, Motorized Equipment, and Standards
Phase 106	Lifts, Aboveground Pipe Installation, Vessel Trim, Hanging Pipe, and Testing
Phase 107	Plans, Drawings, and Piping Offsets
Phase 108	Advanced Pipe Fabrication, Stress-Relieving, Steam Traps, and In-Line Specialties
Phase 109	Copper Tubing, Hot Taps, Flanges, and Supervisory Skills

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Each phase course in the Pipefitting program is listed as follows:

#### **Phase 101-Basic Construction Skills**

This phase introduces essential safety topics and areas such as personal protective equipment (PPE), HazCom, job-site hazards, and the roles of employees and companies and their obligations to maintain safe work environments. It discusses mathematics pertinent to the construction industry, the proper use and maintenance of various hand and power tools, and gives an overview of blueprints and drawing interpretation. This phase introduces rigging practices and safety, as well as materials handling, and finally it provides two complete sections on important communication and employability skills. This course consists of 53 lecture hours and 22 lab hours. Semester credit hours = 3.0

#### **Phase 102-Introduction to Pipefitting**

This phase provides an overview of the pipefitting trade and career opportunities. It introduces pipefitting safety, hand and power tools relevant to the trade, as well as oxyfuel cutting and safety. Finally, this phase will discuss hazards and general safety procedures regarding the use of stepladders, straight and extension ladders, fixed scaffolds, and rolling scaffolds. This course consists of 19 lecture hours and 56 lab hours. Semester credit hours = 2.5

#### **Phase 103-Piping Systems, Drawings, Trade Mathematics, and Threaded Pipe Fabrication**

This phase introduces motorized equipment used in the pipefitting trade. It discusses pipefitting drawings and detail sheets, and it explains mathematics relevant to the trade. This phase provides an overview of piping systems, valves, and threaded pipe fabrication. This course consists of 72 lecture hours and 3 lab hours. Semester credit hours = 3.0

#### **Phase 104-Socket Welds, Butt Welds, and Shoring**

This phase continues the discussion of pipe fabrication with a look at socket-weld and butt-weld methods. In addition, this phase explains excavations for piping systems, to include OSHA standards and shoring systems, installing a hydraulic vertical shore, determining the overall fall of a sewer line, setting the grade and elevation of a trench, and backfilling. This course consists of 27 lecture hours and 48 lab hours. Semester credit hours = 2.5

#### **Phase 105-Rigging, Underground Pipe Installation, Advanced Trade Math, Motorized Equipment, and Standards**

This phase introduces rigging equipment, practices, and safety. It discusses underground pipe installation, pipefitting standards, and codes. This phase continues the discussion of motorized equipment used in the trade, with an introduction to manlifts. This course consists of 49 lecture hours and 26 lab hours. Semester credit hours = 3.0

#### **Phase 106-Lifts, Aboveground Pipe Installation, Vessel Trim, Hanging Pipe, and Testing**

This phase continues the discussion of motorized equipment relevant to the pipefitting trade, with an introduction to cable lifts and drain cleaners. It explains above-ground pipe installation, field routing and vessel trim, and also looks at pipe hangers and supports. Finally, this phase will look at the procedures for conducting tests on piping systems. This course consists of 47 lecture hours and 28 lab hours. Semester credit hours = 3.0

#### **Phase 107-Plans, Drawings, and Piping Offsets**

This phase continues our discussion of blueprint reading. It explains how to use plan views to draw isometrics and use isometrics to put together spools. The drawings supplied fit together to design a main steam line for a power plant. Finally, this phase will look at various piping offsets: three-line, 45-degree, equal spread offsets around a vessel, and three-line, 45-degree, unequal offsets. This course consists of 65 lecture hours and 10 lab hours. Semester credit hours = 3.0

### **Phase 108-Advanced Pipe Fabrication, Stress-Relieving Steam Traps, and In-Line Specialties**

This phase continues the discussion of advanced pipe fabrication that began in Phase 107, with a look the fabrication of tank coils; three, four, and five-piece mitered turns; 45-degree laterals using both references; the use of contour markers, as well as how to make dummy legs out of both pipe and structural steel, and mitering procedures. This phase explains thermal expansion methods of stress-relieving, as well as stress-relief and dry washing weld procedures. This phase looks at the types of steam traps, as well as their installation and testing procedures. Finally, this phase identifies a variety of in-line specialties and their uses. It explains how to store and handle them, and discusses potential hazards that pipefitters must be aware of. This course consists of 32.5 lecture hours and 42.5 lab hours. Semester credit hours = 2.5

### **Phase 109-Copper Tubing, Hot Taps, Flanges, and Supervisory Skills**

This phase explains how to join, braze, and bend copper tubing. It also provides a discussion of glass-lined pipe, hydraulic fitted compression joints, and grooved pipe couplings. It explains hot taps and stopples, and hot tap machines and safety. This phase discusses valve maintenance, how to remove threaded and flanged valves, and how to replace valve stem O-ring and bonnet gaskets. It also discusses the purpose of valve packing. Finally, this phase will look at the role of supervisors and the basic skills required of supervisors, to include project organization, problem solving, and safety. This course consists of 42.5 lecture hours and 32.5 lab hours. Semester credit hours = 2.5

## **ELECTRO-MECHANICAL TECHNOLOGIES**

The Electro-Mechanical Technologies program, available at the Jacksonville campus only, contains nine (9) phase term courses, 38 weeks for day students or 58 weeks for evening students, 35 semester credit hours, and 900 contact hours. The objective of the Electro-Mechanical Technologies program is to train and prepare students for entry as service and maintenance technicians in jobs that utilize technologies employed in the fields of air conditioning (both heating and cooling), and refrigeration. Students completing this program should have an understanding of mechanical and electrical principles and will have practical exposure to diagnosing, servicing and repairing common types of problems in related equipment. Upon successful completion of this program, students will receive a Diploma.

- HVE100 Fundamentals of Electricity
- HVE110 Fundamentals of Solar
- HVE120 Electrical Wiring – Residential
- HVE130 Electrical Wiring – Commercial
- HVR100 Fundamentals of Refrigeration
- HVR110 Comfort Systems – Residential
- HVR120 Comfort Systems – Commercial
- HVR130 Refrigeration Systems & Practices
- HVR200 Advanced Trouble-Shooting Techniques

### **HVE100-Fundamentals of Electricity**

This class provides students with basic electrical understanding from an elemental stage through trouble shooting. Trainers are used to teach schematic wiring as well as test meter usage along with all the safety processes associated with handling electrical systems such as grounding and energized circuits. Students will work with dual voltage systems commonly found in HVAC/R equipment. The foundation for control circuit wiring and High voltage wiring are discussed and students will put their knowledge to use while working with the trainers. The training material in this class includes information on multiple types of test meters and their proper use, electrical devices, control devices, and troubleshooting. A study of single phase and three phase motors round out the students understanding of basic electrical principles. This course consists of 90 lecture hours and 10 lab hours. Semester credit hours = 4.0

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### **HVE110-Fundamentals of Solar**

This module provides an overview of photovoltaic (PV) science and an introduction to the fundamentals of solar energy. Through a combination of lecture, problem solving and hands-on lab exercises, students will learn the concepts and processes of photovoltaic systems, including their design and installation. The module covers the scope of solar energy systems' conceptual, mechanical and electrical design, with an emphasis on wiring and electrical issues. This course consists of 60 lecture hours and 40 lab hours. Semester credit hours = 4.0

### **HVE120-Electrical Wiring – Residential**

This course introduces the most current version of the National Electrical Code Book to the students as a guide throughout the class. The primary goal of the program is to teach basic techniques of Residential wiring from the standpoint of interpreting all code book requirements. Students will put into practice all that they have learned by wiring a scaled down three bedroom home. A study of electrical safety is provided to ensure a complete understanding of hand tools, ladders, shock hazards, and the personal protective equipment required to work in this field. They will be required to safely place all wiring, circuits, switches, receptacles, lighting fixtures, and GFCI devices in the trainer according to the electrical code. This course consists of 30 lecture hours and 70 lab hours. Semester credit hours = 3.5

### **HVE130-Electrical Wiring – Commercial**

The Commercial wiring course follows through with concepts learned in the Residential wiring course of training delving deeper into the National Electrical Code book. Students will be tasked with code book interpretation through the study of load calculations, blue print reading, cost estimating, three phase motor wiring, and conduit manipulation. Students will wire commercial lighting and three phase motors as they research the required applications. A mock commercial building will be wired by students in accordance with applicable code using conduit to protect their wiring. This course consists of 25 lecture hours and 75 lab hours. Semester credit hours = 3.5

### **HVR100-Fundamentals of Refrigeration**

In this class students are introduced to the refrigeration cycle through class lecture and observing operating equipment. The material in this class is mechanical in nature and is limited to the mechanical and physical properties of refrigerants and the refrigeration cycle. The equipment in this class is used to safely demonstrate the varied states of refrigerant as it cycles through the system. The student will be introduced to many of the tools associated with the refrigeration industry such as: manifold gauge set, vacuum pumps, service wrenches, charging, and recovery equipment. The safety programs in this class will provide students with details on being in close proximity to rotating machinery and refrigerant handling. The class is also designed to familiarize the student with details on the mechanical trouble shooting process. This course consists of 90 lecture hours and 10 lab hours. Semester credit hours = 4.0

### **HVR110-Comfort Systems – Residential**

This class offers experience with residential split systems, packaged heat pump systems, air conditioners, gas furnaces, and evaporative coolers. Students are tasked with building schematics for air conditioning/heating systems and wiring the same systems having only the components of the system as reference. A further study of mechanical and electrical troubleshooting turns more hands-on in this class as students see the equipment come to life by their own hand. Gas piping, sizing, and installation are studied as it applies to furnace operation. This course consists of 60 lecture hours and 40 lab hours. Semester credit hours = 4.0

### **HVR120-Comfort Systems – Commercial**

This class offers a more technical approach to studying the concepts of indoor climate control. Students are tasked with safely removing and replacing components within residential and commercial HVAC systems such as fan motors, fans, electrical components, and compressors. Recovery and charging of refrigerants are an integral aspect of this class and students will apply their lessons to real equipment to round out the experience. Students will study brazing techniques using oxy/acetylene equipment and are required to put their knowledge to use on multiple tasks designed to enhance understanding of working within the confines of an HVAC unit. Refrigerant piping manipulation is introduced for study using hands-on techniques as students gain on overall familiarization of HVAC equipment. The opportunity to study and test on R410a and automotive air conditioning is provided in this class; Successful students will achieve an R410a safety certification and EPA section 609 certification. An introduction to air balance and the associated equipment are also included for this class. This course consists of 60 lecture hours and 40 lab hours. Semester Credit Hours = 4.0

### **HVR130-Refrigeration Systems & Practices**

Students will learn to maintain, monitor, and manage residential and commercial grade walk-in refrigerators and freezers. A study of commercial grade ice makers such as: a flaker, cuber, and nugget type units provide an intense look at low temperature refrigeration equipment. Students will be required to change out a compressor, service and/or repair critically charged systems to enhance their overall understanding of mechanical and electrical troubleshooting. A variety of specialty tools related to equipment studied in this class will be introduced to round out the total experience. This course consists of 60 lecture hours and 40 lab hours. Semester Credit Hours = 4.0

### **HVR200-Advanced Trouble-Shooting Techniques**

The class introduces the operation and maintenance of reciprocating liquid chillers and stands as a review of the knowledge students have attained through previous courses. Electrical troubleshooting takes on a new intensity in this class as students are exposed to the E-STAR Trainer. The E-STAR Trainer is equipment developed by RSI to teach and hone electrical troubleshooting skills. A thorough study of mechanical troubleshooting and schematic wiring will raise the student to the level of technician. The opportunity to qualify for EPA section 608 certification is provided during this class. The overall goal of this class is to ensure students have attained the required skills to be successful entry level HVAC/R technicians. This course consists of 70 lecture hours and 30 lab hours. Semester Credit Hours = 4.0

## **REFRIGERATION TECHNOLOGIES**

The Refrigeration Technologies (RT) program, available at the Jacksonville campus only, contains seven (7) phase term courses, 28 weeks for day students or 42 weeks for evening students, and 28.0 semester credit hours. Each course is a total of 4 Semester credit hours. The objective of the RT program is to train and prepare students for entry as service and maintenance technicians in jobs that utilize technologies employed in the fields of air conditioning (both heating and cooling), and refrigeration. Students completing this program should have an understanding of mechanical and electrical principles and will have practical exposure to diagnosing, servicing and repairing common types of problems in related equipment. Upon successful completion of this program, students will receive a Diploma.

HVE100	Fundamentals of Electricity
HVE110	Fundamentals of Solar
HVR100	Fundamentals of Refrigeration
HVR110	Comfort Systems – Residential
HVR120	Comfort Systems – Commercial
HVR130	Refrigeration Systems & Practices
HVR200	Advanced Trouble-Shooting Techniques

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This class provides students with basic electrical understanding from an elemental stage through trouble shooting. Trainers are used to teach schematic wiring as well as test meter usage along with all the safety processes associated with handling electrical systems such as grounding and energized circuits. Students will work with dual voltage systems commonly found in HVAC/R equipment. The foundation for control circuit wiring and High voltage wiring are discussed and students will put their knowledge to use while working with the trainers. The training material in this class includes information on multiple types of test meters and their proper use, electrical devices, control devices, and troubleshooting. A study of single phase and three phase motors round out the students understanding of basic electrical principles. This course consists of 90 lecture hours and 10 lab hours.

### **HVE110-Fundamentals of Solar**

This module provides an overview of photovoltaic (PV) science and an introduction to the fundamentals of solar energy. Through a combination of lecture, problem solving and hands-on lab exercises, students will learn the concepts and processes of photovoltaic systems, including their design and installation. The module covers the scope of solar energy systems' conceptual, mechanical and electrical design, with an emphasis on wiring and electrical issues. This course consists of 60 lecture hours and 40 lab hours.

### **HVR100-Fundamentals of Refrigeration**

In this class students are introduced to the refrigeration cycle through class lecture and observing operating equipment. The material in this class is mechanical in nature and is limited to the mechanical and physical properties of refrigerants and the refrigeration cycle. The equipment in this class is used to safely demonstrate the varied states of refrigerant as it cycles through the system. The student will be introduced to many of the tools associated with the refrigeration industry such as: manifold gauge set, vacuum pumps, service wrenches, charging, and recovery equipment. The safety programs in this class will provide students with details on being in close proximity to rotating machinery and refrigerant handling. The class is also designed to familiarize the student with details on the mechanical trouble shooting process. This course consists of 90 lecture hours and 10 lab hours.

### **HVR110-Comfort Systems – Residential**

This class offers experience with residential split systems, packaged heat pump systems, air conditioners, gas furnaces, and evaporative coolers. Students are tasked with building schematics for air conditioning/heating systems and wiring the same systems having only the components of the system as reference. A further study of mechanical and electrical troubleshooting turns more hands-on in this class as students see the equipment come to life by their own hand. Gas piping, sizing, and installation are studied as it applies to furnace operation. This course consists of 60 lecture hours and 40 lab hours.

### **HVR120-Comfort Systems – Commercial**

This class offers a more technical approach to studying the concepts of indoor climate control. Students are tasked with safely removing and replacing components within residential and commercial HVAC systems such as fan motors, fans, electrical components, and compressors. Recovery and charging of refrigerants are an integral aspect of this class and students will apply their lessons to real equipment to round out the experience. Students will study brazing techniques using oxy/acetylene equipment and are required to put their knowledge to use on multiple tasks designed to enhance understanding of working within the confines of an HVAC unit. Refrigerant piping manipulation is introduced for study using hands-on techniques as students gain on overall familiarization of HVAC equipment. The opportunity to study and test on R410a and automotive air conditioning is provided in this class; Successful students will achieve an R410a safety certification and EPA section 609 certification. An introduction to air balance and the associated equipment are also included for this class. This course consists of 60 lecture hours and 40 lab hours.

### **HVR130-Refrigeration Systems & Practices**

Students will learn to maintain, monitor, and manage residential and commercial grade walk-in refrigerators and freezers. A study of commercial grade ice makers such as: a flaker, cuber, and nugget type units provide an intense look at low temperature refrigeration equipment. Students will be required to change out a compressor, service and/or repair critically charged systems to enhance their overall understanding of mechanical and electrical troubleshooting. A variety of specialty tools related to equipment studied in this class will be introduced to round out the total experience. This course consists of 60 lecture hours and 40 lab hours.

### **HVR200-Advanced Trouble-Shooting Techniques**

The class introduces the operation and maintenance of reciprocating liquid chillers and stands as a review of the knowledge students have attained through previous courses. Electrical troubleshooting takes on a new intensity in this class as students are exposed to the E-STAR Trainer. The E-STAR Trainer is equipment developed by RSI to teach and hone electrical troubleshooting skills. A thorough study of mechanical troubleshooting and schematic wiring will raise the student to the level of technician. The opportunity to qualify for EPA section 608 certification is provided during this class. The overall goal of this class is to ensure students have attained the required skills to be successful entry level HVAC/R technicians. This course consists of 70 lecture hours and 30 lab hours.

## **ELECTRONIC SYSTEMS TECHNICIAN PROGRAM**

The Electronic Systems Technician (EST) program is basically a low voltage electrical program that cuts across several industry market verticals that rely on low voltage systems. The market verticals include: entertainment and presentation applications, telecommunications and data transfer, security and access control, and emergency and life safety systems. These are all tied together in a system assembly and management course. For each market vertical students learn the unique types of equipment and controllers for each. They learn how these individual devices operate, what their function is in the system, how each device is tied together in a system, and how that system is controlled, maintained, and managed.

Upon successful completion of all components of this program, the graduate should possess the working knowledge and skills to qualify as an entry level Electronic Systems Technician in all market verticals and will receive a diploma. Students should be able to successfully perform essential tasks expected at this level, with minimal supervision. Third party certifications are available in each of the market verticals, but some require field experience before the student can complete this process. There are a total of 9 phase courses. Each phase course is 100 instructional hours and 4 weeks in length, for a total of 36 weeks, or approximately 9 months, and 33 Semester Credit Hours.

EST101	EST Fundamentals 6.0
EST105	Basic Construction Methods 5.0
EST110	Basic Electricity 6.0
EST115	Low Voltage Devices and Processes 5.0
EST120	Audio/Visual Systems 5.0
EST125	Telecommunications and Media Management 4.5
EST130	Security, Surveillance, and Access Control Systems 4.5
EST 135	Emergency & Life Safety Systems 5.0
EST140	System Planning and Performance 5.0

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### **EST101-EST Fundamentals**

The EST Fundamentals course contains several related topics and is designed to provide the essential foundation for the following courses. Students begin by learning more about the career they have chosen, especially the choices of market verticals they may want to specialize. In any of the Skilled Trades, safety is always a concern and requires learning about possible hazards, procedures for minimizing risks, and the types of equipment designed to protect the individual. All that students learn in the introductory course will be reinforced throughout their education and training experience. A review of basic math skills will be conducted as well as introducing the fundamentals of construction drawings and the type of information these documents provide. An introduction to the hand and power tools commonly used by EST technicians will also be provided. Continued instruction and practical exercises in succeeding courses will reinforce information given in this initial course. Students possess some knowledge about the Green environment issues that are currently in the forefront of economic development. A portion of this course will be devoted to explaining what a green environment involves and as technicians, what their role is in contributing to and maintaining that environment. This course consists of 80 lecture hours and 20 lab hours. Semester credit hours = 4.0

### **EST105-Basic Construction Methods**

Although this course does not provide in-depth information about construction processes and materials, it does provide an overview about the types of materials used in construction and the processes and procedures for attaching and running low voltage systems to various construction materials and through provided pathways and spaces. In addition, fundamental information about the National Electrical Code and how this applies to low voltage electrical installations will be provided. Building on the basic math skills, more advanced levels of math to include basic algebra and geometry will be introduced. These critical skills are applied to electrical and material layout calculations. The math concepts are presented in trade related applications, so students see the link between the concept and how it is applied to their chosen career. Conduit and wireway systems and fittings used in hard wire low voltage applications. Lab exercises are provided to learn the techniques for hand bending and shaping electrical conduit. Students learn to measure to length, shape, cut, ream, and thread conduit. In addition, an introduction to the types of cabling that are applied to low voltage systems and installed in conduit will be discussed and demonstrated. This course consists of 50 lecture hours and 50 lab hours. Semester credit hours = 3.5

### **EST110-Basic Electricity**

This course introduces the scope and content of various major codes and standards that apply to each of the low voltage market verticals. Additional time is devoted to learning to navigate the latest version of the National Electrical Code. Following a review of Codes and Standards, students learn what electricity is, how it is generated and transmitted, and the difference between Direct Current and Alternating Current. These concepts are then applied to various electrical circuits and devices including motors. As an extension of DC and AC electricity, students learn about electrical drawings and schematics and the symbols used to show the connection of devices in a circuit and the relationship of devices in the same circuit. Students trace circuits from electrical sources to electrical devices. Also, students will continue to learn about low voltage cabling and how to select cabling for specific applications. Electrical test equipment is used to measure current, voltage, and resistance for particular circuits. Both analog and digital instruments are used to measure the three elements of electrical circuits. This course consists of 85 lecture hours and 15 lab hours. Semester credit hours = 4.0

### **EST115-Low Voltage Devices and Processes**

This course is designed to introduce various electrical and electronic devices and installation processes. With a solid foundation about low voltage cabling, students learn about various types of connectors used to terminate different size and types of wire and cable. Switching devices and timers are used to control the devices to be activated and determine when they are to be activated. The principle of operation of these devices and how they are applied to various low voltage systems will be presented and demonstrated. Proper electrical grounding is essential for safety and operational effectiveness of low voltage systems and devices. Students learn to properly install grounding electrical systems and devices and understand the effects of poor power grounding. And as an introduction to basic electronics, students learn semiconductor theory, components, and applications. This course consists of 60 lecture hours and 40 lab hours. Semester credit hours =4.0

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### **EST120-Audio/Visual Systems**

Audio/Visual systems have a number of applications including home theater systems, commercial theater systems, auditorium systems, and conference room communication systems. Students learn the various components of both systems and how they interact to provide high performance methods of communication and entertainment. Emphasis will be given to Installation, troubleshooting, and maintenance of these systems. In addition, various broadband systems are introduced to include cable television (CATV), satellite master antenna television (SMATV) and master antenna television (MATV) systems. Students will learn the different assemblies and components used in their systems and understand their function in each system. The application to audio/visual systems is also explained and demonstrated. This course consists of 50 lecture hours and 50 lab hours Semester credit hours = 3.5

### **EST125-Telecommunications and Media Management**

Fiber optic cabling is used to improve the signal to hardwired audio/visual and telecommunications systems. Students are introduced to fiber optic technology and learn the design, operation, and performance of various types of transmitters and receivers. A portion of instruction focuses on installation, splicing/termination, and testing procedures. Telecommunication systems continue to evolve into sophisticated electronic low voltage systems that allow a broader range of applications, convenience, and are readily available to a larger portion of the general population. Students will learn about both analog and digital communication systems, but will focus primarily on emerging related technologies. Two important components of emerging technologies in telecommunications are the use of computer networks and wireless systems. The operating principles and equipment used in common types of radio frequency (RF) and infrared (IR) wireless communications systems are introduced. In addition, methods for connecting computers to form a network used for data transfer is provided. In addition, students learn the basic principles behind shared media resources and their access via a computer network or through hardware applications. The media management systems will use both digital and analog platforms. This course consists of 40 lecture hours and 60 lab hours. Semester credit hours = 3.5

### **EST130-Security, Surveillance, and Access Control Systems**

The reduction of property theft and damage depends on sophisticated systems that detect intruders, control access, and monitor activities in and around residential, commercial, and industrial facilities. The function and design of individual devices for these systems are introduced. The use of these devices in an overall system design and strategy is presented with an emphasis on installation guidelines, wiring, testing and troubleshooting these systems. As part of the system configuration, closed circuit television systems and equipment are included for small, medium, and large facilities. This course consists of 35 lecture hours and 65 lab hours. Semester credit hours = 3.5

### **EST135-Emergency and Life Safety Systems**

This course focuses on two critical emergency and life saving systems: fire alarm systems and nurse call and signaling systems. The first covers the basics of fire alarm systems, including devices, circuits, system design and installation guidelines, power requirements, control panel programming, testing, and troubleshooting. The second provides an overview of nurse call and signaling systems typically found in hospitals and health care facilities. Installation requirements based on UL and other building code specifications are presented. Other information provided in this course presents installation of electronic system enclosures and in a departure from technical information, provides an opportunity to develop crew leadership skills. Graduates will be expected at times to work either unsupervised or supervise others with less training and/or experience. This portion of the course emphasizes skills in leadership, communication, delegating, and problem solving. This course consists of 55 lecture hours and 45 lab hours. Semester credit hours = 3.5

### **EST140-System Planning and Performance**

This course is divided into several key components to show proper planning techniques, methods to insure that customer satisfaction and expectations are being met, integration of several systems into a high performance building management system, and a systematic approach to service and maintain any low voltage electrical system. Many residential and all commercial building structures contain several low voltage systems that separately control a number of functions related to comfort,

safety, and security. High performance buildings use central management controllers to manage all of these individual systems from one source. This course describes how such systems are integrated into one system for optimum operation and efficiency. Site surveys are conducted to determine factors that will affect and influence the design of low voltage systems. This course provides a systematic approach to project planning and the documents commonly used to perform site surveys. Once the installation of a project is complete, it is important to transfer operation and servicing information to the user. Included within the scope of this course are the final testing and closeout activities to be performed, as well as providing adequate user training. At some point all low voltage systems will require servicing and maintenance. A systematic approach to system and component level troubleshooting and the methods of identifying common types of repairs are presented within the scope of this course. This course consists of 55 lecture hours and 45 lab hours. Semester credit hours = 3.5

## ASSOCIATE OF OCCUPATIONAL STUDIES IN WELDING TECHNOLOGY

The Associate of Occupational Studies in Welding Technology (AOSWT) degree, available at the Tulsa campus only, consists of two academic years containing a total of 66 weeks and 60.5 semester credit hours. The first academic year of this program is the Tulsa Welding School (TWS) Professional Welder program (25 semester credit hours) which prepares a graduate for entry level positions in structural, pipe, and thin alloy and/or pipeline welding. The second academic year is directed toward course material for job entry as a Welding Quality Assurance/Quality Control Inspector (WQA/QCI) containing 35.5 semester credit hours. After a student's initial phase term of three weeks in the second academic year, which meets five days each scheduled week, all remaining phase terms shall be four days a week and each remaining phase term will consist of three weeks.

Phase 201	Applied Math & Symbols
Phase 202	Codes & Specifications Radiographic Film Interpretation
Phase 203	Communications & Records
Phase 204	Drawings & Fabrication Processes
Phase 205	Visual & Leak Testing
Phase 206	Liquid Penetrant & Magnetic Particle Testing
Phase 207	Radiographic Testing Radiation Safety
Phase 208	Eddy Current Testing
Phase 209	Ultrasonic Testing
Phase 210	Basic Metallurgy & Destructive Testing
Phase 211	Quality Management Techniques
Phase 212	Basic Math
Phase 213	Introduction to Microsoft Office Suite

All new students in the second academic year must take the Phase 201 Applied Math & Symbols phase course which is one day a week. Further, new students also take one of the listed phase courses scheduled by TWS, which meets four days a week. Total semester credit hours in the second academic year are 35.5. Phase courses may be taken in any order. Each morning class begins at 7:30 AM and concludes at 12:30 PM. Afternoon class begins at 1 PM and concludes at 6 PM. On occasion, the student holiday schedule may impact the number of instructional days per week.

### Phase 201-Applied Math & Symbols

Math utilized for weld testing and inspection processes. Learn the symbols on welding drawings and acronyms used for identifications and organizations. This course is taken initially by all students who start the second academic year. This course consists of 30 lecture hours. Semester credit hours = 1.5

### Phase 202-Codes & Specifications Radiographic Film Interpretation

Student will learn coverage and applications of codes and specifications from various professional societies, institutes, and associations that issue standards for metal fabrication. Lab activities are associated with the utilization of these standards and radiographic film interpretation. This course consists of 50 lecture hours and 10 lab hours. Semester credit hours = 2.5

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### **Phase 203-Communications & Records**

Students will learn the techniques and approaches to effectively communicate with various personalities in the workplace. Students will also learn the documentation of inspection results, filing systems, and maintenance of activity reports. This course consists of 60 lecture hours. Semester credit hours = 3.0

### **Phase 204-Drawings & Fabrication Processes**

Students will learn to analyze fabrication drawings, bill of materials, product dimensional tolerance standards, and specified fabrication processes. Lab activities reinforce the lecture information. This course consists of 55 lecture hours and 5 lab hours. Semester credit hours = 3.0

### **Phase 205-Visual & Leak Testing**

Presentation of the oldest and most widely used method of Nondestructive Testing (NDT) which is visual inspection of welds and other specifications. Perform leak testing procedures according to ANSI and ASME specifications. Lab provides practice on these NDT competencies. This course consists of 50 lecture hours and 10 lab hours. Semester credit hours = 3.0

### **Phase 206-Liquid Penetrant & Magnetic Particle Testing**

Students will learn the methods of PT testing to detect surface defects on non-porous solid material. Techniques and methods such as penetrant techniques, safety, and environmental considerations, along with the magnetic particle test method and its value for inspecting ferromagnetic materials will be discussed. Wet fluorescent magnetic particle testing method is included. Lab applications will reinforce associated theory. This course consists of 50 lecture hours and 10 lab hours. Semester credit hours = 2.5

### **Phase 207-Radiographic Testing Radiation Safety**

Students will learn the theory and applications for the use of radiographic testing. In addition, students will learn the safety requirements for radiation environments. This course consists of 50 lecture hours and 10 lab hours. Semester credit hours = 2.5

### **Phase 208-Eddy Current Testing**

Students will learn the NDT theory and techniques of eddy current testing processes. Lab assignments implement these various testing methods. This course consists of 50 lecture hours and 10 lab hours. Semester credit hours = 2.5

### **Phase 209 Ultrasonic Testing**

Students will learn the acoustic relationships and physical principles associated with ultrasonic testing techniques. Lab applications reinforce the theory supporting this important process. This course consists of 50 lecture hours and 10 lab hours. Semester credit hours = 3.0

### **Phase 210-Basic Metallurgy & Destructive Testing**

Students will learn the fundamentals of metal structure and properties. Students will learn how to test through destructive methods of cutting weld straps and checking tensile strength as well as any defects. Lab focus is on destructive testing applications. This course consists of 50 lecture hours and 10 lab hours. Semester credit hours = 3.0

### **Phase 211- Quality Management Techniques**

Students will learn the roles of the welding quality assurance/quality control inspector. Basics of total quality managements and statistical control will also be discussed. This course consists of 60 lecture hours. Semester credit hours = 3.0

### **Phase 212- Basic Math**

This course presents the fundamental concepts of a pre-algebra course. Students will be introduced to whole numbers, fractions and decimals, integers, order of operations, percents, signed numbers, measurements, geometry, probability, and basic algebra concepts. This course consists of 60 lecture hours. Semester credit hours = 3.0

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### **Phase 213- Introduction to Microsoft Office Suite**

This course provides an overview of the popular components of Microsoft office suite. Students will be introduced to the basics of PowerPoint, Word, Excel and Access. This course consists of 60 lecture hours. Semester credit hours = 3.0

## **SHIPFITTING AND STEEL FABRICATION**

The Shipfitting and Steel Fabrication program, available at the Jacksonville campus only, prepares students for entry level positions as Shipfitters. The core of the program includes the content identified by the Gulf States Shipbuilders Consortium (GSSC) plus additional knowledge and skills to enhance the preparation of students to work for major ship builders as well as smaller ship yards that build fishing vessels and other commercial ships. The curriculum is divided into six courses which provide the student with fundamental skills in welding procedures, ship structural layout and fitup, structural drawings, and a practicum to practice and apply the skills and knowledge learned. Each phase course is 150 instructional hours and 6 weeks in length, for a total of 36 weeks, or 8 ½ months, and 33.0 Semester Credit Hours (SCH).

Upon successful completion of all components of this program, the graduate should possess the working knowledge and skills to qualify as an entry level Shipfitter. Students should be able to successfully perform essential tasks expected at this level, with minimal supervision.

SFF 101	Shipfitting Fundamentals
SFF 102	Applied Math and Measurement
SFF 103	Ship Fabrication Drawings
SFF 104	Shipfitting Welding
SFF 105	Shipfitting II
SFF 106	Shipfitting Practicum

### **SFF 101-Shipfitting Fundamentals**

The Fundamentals course contains several related topics designed to provide the essential foundation for the following courses. Students begin by reviewing expected standard for work ethics as well as techniques for presenting and maintaining a positive and professional image. They then learn the overall operation of a typical ship yard and the types of career professionals that work in the yard. Ship terminology, ship fitter tools, equipment, and processes are all related and are basic to performing tasks and building their knowledge in other courses. Students begin to learn the language of ship building which provides a means for important and accurate communications. Also, students learn the names, function, and operation of related tools and power equipment. In addition, they learn to apply these tools to specific processes that result in desired outcomes. Various methods of cutting, heating, and burning are applied to hand torches and processes as well as automated cutting, heating, and beveling processes. Safe operation procedures are emphasized as students learn to cut and shape steel plate and pipe. Next they will learn the types and techniques for using rigging equipment to place prefabricated structure components of the ship. This course consists of 85 lecture hours and 65 lab hours. Semester credit hours = 5.5

### **SFF 102-Applied Math and Measurement**

Students enter post-secondary schools with a wide range of math skills. Understanding the application of mathematics functions to ship building is critical to laying out, cutting, and shaping steel structural components of the ships frame, hull, and superstructure. A review of basic math functions to add, subtract, multiply, and divide whole numbers and fractions will be provided. With this understanding students will advance to basic algebraic functions to determine unknown numerical values. They will also learn basic geometric shapes and how to calculate and measure various angles. Students will learn to identify and properly use various types of measuring devices and to correctly identify measurements to the nearest sixteenth of an inch in the English Standard measurement system or 1 millimeter in the Metric system. Students will learn to differentiate between these two measurement systems and methods for converting from one system to the other. To facilitate and reinforce a review of both, basic math and technical math functions, students will apply these skills to basic fabrication techniques. Students will use their math skills to measure distances and calculate angles in learning basic structural fabrication. This course consists of 90 lecture hours and 60 lab hours Semester credit hours = 6.0

### **SFF 103-Ship Fabrication Drawings**

Structural drawings are a way of communicating to the Ship Fitter how the frame, hull, and superstructure are to be constructed. Working structural drawings are primarily two dimensional representations of the ship with dimensions and technical specifications that the Ship Fitter must know in order to properly fabricate the ships components. In this course, students will first learn the standard drawing practices used to construct drawings. Such drawing conventions as layout, line designation, title block information, dimensions, and specifications will be reviewed. With this knowledge as a foundation, students will first apply their knowledge to specific symbols which identify welding procedures to be used. They will be shown how to translate symbols into specific welding tasks. Students will then learn how and why ship frames, hull, and superstructures are designed as they are and the dynamics of stresses on the hull caused by oceanic conditions. Building on the language of the Ship Fitter, they will learn about ship stability, buoyancy, stabilizers, as well as decks, holds, and compartments. Students will review actual ship structural drawings to learn about the type of information that is provided on these drawings. Students will also be introduced to “Lean Thinking” and the ISO 9001 management system. In the process they will better understand the difference between value added and non-value added activities. They will learn about fundamental time and production “wastes”, how to manage them, and methods for improving the work area. A field visit to a working ship yard will reinforce with students the basic concepts, skills, and knowledge they have learned and provide a connection between the classroom and the ship yard. This course consists of 125 lecture hours and 25 lab hours. Semester credit hours = 6.0

### **SFF 104-Shipfitting Welding**

Once Ship Fitters have placed steel framing or sheet steel into place, they apply critical tack welding procedures to hold the pieces in place prior to finish welding. To do so, Ship Fitters need to understand and correctly apply SMAW or FCAW welding techniques, depending on the application. Students learn to tack weld steel components to correct standards so the marine welder can complete the weld with no additional preparation. This process ensures the pieces have been correctly placed and allows the welder to weld at production rates. This course introduces students Shielded Metal Arc Welding (SMAW) and Flux Core Arc Welding (FCAW) processes used to weld steel plate and pipe. Students first learn about welding equipment, settings, setup, and electrodes. Once students develop control of the electrode to the base metal, they will apply this technique to flat, vertical, and overhead positions. Using both processes, students will learn to apply the proper technique for tack welding steel components to meet code standards. This course consists of 20 lecture hours and 130 lab hours. Semester credit hours = 5.0

### **SFF 105-Shipfitting II**

This course is designed to take the student to a more advanced level of ship fitting and fabrication. Students will apply all of the skills and knowledge previously learned to specific fabrication and fitting tasks. To introduce this course, students learn the various common shapes of structural steel, the characteristics of each, and how they are generally applied to construct structures. Students then learn the purpose or function of specific ship fitting aids, how to fabricate each, and how to apply them effectively. Once the use of each fitter aid is understood, students learn to apply specific alignment and fit-up techniques. In the process they learn to operate and apply various types of lifting and power hydraulic equipment to lift, align, fit, pre-heat, and tack weld a ship's structural components. Once these operations are complete, students learn what to look for to inspect prior to final welding operations. Because aluminum has become popular in constructing a ships superstructure, students will spend the remainder of the course time learning to apply GTAW techniques to welding aluminum. They will learn to apply this process in the flat, vertical, and overhead positions. This course consists of 55 lecture hours and 95 lab hours. Semester credit hours = 5.5

### **SFF 106-Shipfitting Practicum**

This course is designed to allow students to apply all they have learned to a real or simulated ship fitting and fabrication experience. It reinforces all they have learned and provides an opportunity to increase production rates. Students will either fabricate or repair hull, frame, or bulkhead components on a ship simulator. It will require correctly reading and interpreting drawings, laying out and fabricating ship components, properly aligning and fitting up components, and tack welding all components in place. Instructors will supervise to ensure all safety procedures are followed and serve as advisors, but most of the activities will be implemented by students. At the conclusion of the exercise, students and instructors will inspect and evaluate the finished “product”. This course consists of 10 lecture hours and 140 lab hours. Semester credit hours = 5.0

## GED PREPARATION COURSE

TWS now offers a GED Preparation Course with no cost and no obligation. The GED Preparation Course does not fall under the purview of the standards of accreditation. Therefore, this course is not accredited as accreditation is not required.

## PROGRAM REVISIONS

The content of any program at TWS may be revised to address the requirement of industry employers, technology changes, or instructional needs of TWS without additional cost to a student. Certain phase courses may be taken in other than numerical order sequence to facilitate TWS class scheduling.

# SCHOLARSHIPS

Tulsa Welding School offers a variety of scholarships. A summary of the available scholarships are listed below. For more information, please contact a Financial Aid Advisor, or visit our website at [www.weldingschool.com/financial-aid/scholarships/](http://www.weldingschool.com/financial-aid/scholarships/)

### Tulsa

Scholarship	Amount
Imagine America	\$1,000
Amity Scholarship	\$1,500
Native American Scholarship	\$2,500
Realize Your Dream Scholarship	Varies*
StrataTech Scholarship	\$1,000

\* Amount is determined by need

### Jacksonville

Scholarship	Amount
Imagine America	\$1,000
Alumni Scholarship	\$1,500
Career Scholarship	\$1,500**
Native American Scholarship	\$2,500
Realize Your Dream Scholarship	Varies*
StrataTech Scholarship	\$1,000

\* Amount is determined by need

\*\* Electro-Mechanical Technologies Program only

# FINANCIAL INFORMATION

## TUITION & CHARGES

Applicants enrolling to attend Tulsa Welding School (TWS) are required to pay a registration fee at the time of signing an Enrollment Agreement. The registration fee is not credited toward a student's tuition. A student, who does not begin training on the assigned start date and desires to begin training at a later start date, must sign another Enrollment Agreement and pay an additional registration fee. Neither of the registration fees will be credited toward tuition. Students who enter the second academic year in pursuit of an AOSWT degree are required to sign another Enrollment Agreement and pay a registration fee, which is not credited toward tuition.

Tuition and other charges are outlined below:

	Pipefitting	Professional Welder	AOSWT 2nd AY	Shipfitting & Steel Fabrication	Electronic Systems Technician
Tuition:	\$11,008	\$14,788	\$15,480	\$15,025	\$15,200
Registration Fee:	50	50	50	50	50
Lab Fees:	900	1,765	1,155	715	400
Course Materials/Textbooks:	525	0	0	545	530
Gear Package:	625	850	2,115	220	495
Accident Insurance:	200	252	252	252	75
Total Program Cost:	\$13,308	\$17,705	\$19,052	\$16,807	\$16,750

	<b>Electro-Mechanical Technologies</b>	<b>Refrigeration Technologies</b>
Tuition:	\$16,000	\$12,446
Registration Fee:	50	50
Course Materials:	710	618
Gear Package:	732	732
Accident Insurance:	75	75
Total Program Cost:	\$17,567	\$13,921

If a student receives proficiency or transfer credit and advances beyond the first phase, the student is required to pay costs for Books & Welding/HVAC Gear or Supplies (as required by TWS) as well as Accident Insurance. Books and Welding/HVAC Gear or Supplies package are required for all phases.

## MILITARY PRICING STRUCTURE

Tulsa Welding School is committed to keeping our military tuition rates as low as possible. Military tuition rates are available to active duty military including reserves and National Guard members; veterans; active duty spouses and dependent children; military retirees; and honorably discharged veterans. Additionally, military applicants are not required to pay the initial registration fee upon enrollment; however, they will be required to pay it at a later date.

Current military student tuition prices are as follows:

<b>Program</b>	<b>Military Tuition Pricing</b>	<b>Total Program Cost</b>
Pipefitting	\$9,357	\$11,657
Shipfitting and Steel Fabrication	\$12,771	\$14,553
Professional Welder	\$12,570	\$15,487
Refrigeration Technologies	\$10,579	\$12,054
Electronic Systems Technician	\$13,680	\$15,230
Electro-Mechanical Technologies	\$13,600	\$15,167
AOS in Welding Technology (2nd AY)	\$13,158	\$16,730

## EMPLOYEE FAMILY TUITION

Employee family member tuition rates are available to immediate family and extended family of an employee who attends any of our institutions. Immediate family members will not be charged for tuition and extended family members tuition charges will be 50% of the stated program tuition. These prices do not include the additional fees and reflect tuition costs only.

## ACADEMIC CALENDAR

Orientation for new students typically takes place on Thursday prior to the start of a new student class unless a holiday conflicts. All orientations for our welding programs contain at least an hour of welding instruction and students are required to take necessary lecture notes.

Diploma Program	Morning (M-F)	Afternoon (M-F)	Evening (M-F)
Professional Welder	7:30am - 12:30pm	1:00pm - 6:00pm	6:30pm - 11:30pm
Pipefitting	7:00am - 12:15pm	12:40pm - 5:55pm	6:20pm - 11:35pm
Shipfitting & Steel Fabrication	7:00am - 12:10pm	12:40pm - 5:50pm	6:20pm - 11:30pm
Electronic Systems Technician	7:30am - 12:30pm	1:00pm - 6:00pm	6:30pm - 11:30pm

Additional Diploma Programs	Morning (M-Th)	Afternoon (M-Th)	Evening (M-Th)
Refrigeration Technologies	7:30am - 12:30pm	12:45pm - 5:45pm	6:00pm - 10:00pm
Electro-Mechanical Technologies	7:30am - 12:30pm	12:45pm - 5:45pm	6:00pm - 10:00pm

Degree Program	Morning (M-Th)	Afternoon (M-Th)	Evening (M-Th)
Associates of Occupational Studies in Welding Technology*	7:30am - 12:30pm	1:00pm - 6:00pm	6:30pm - 11:30pm

\*After a student's initial phase term of three weeks in the second academic year which meets five days each scheduled week, all remaining phase terms shall be four days a week.

New student start, and projected graduation dates by program are listed in the following tables:

Welding Related Programs	Projected Graduation Dates			
	Start Date	Professional Welder	AOSWT	Pipefitting
7/15/2013	2/21/2014	2/20/2014	1/31/2014	
8/5/2013	3/14/2014	3/13/2014	2/21/2014	4/25/2014
8/26/2013	4/4/2014	4/3/2014		
9/16/2013	4/25/2014	4/24/2014	4/4/2014	6/6/2014
10/7/2013	5/16/2014	5/15/2014		
10/28/2013	6/6/2014	6/5/2014	5/16/2014	7/18/2014
11/18/2013	6/27/2014	6/26/2014		
12/16/2013	7/18/2014	7/17/2014	6/27/2014	8/29/2014
1/13/2014	8/8/2014	8/7/2014		
2/3/2014	8/29/2014	8/28/2014	8/8/2014	10/10/2014
2/24/2014	9/19/2014	9/18/2014	8/29/2014	
3/17/2014	10/10/2014	10/9/2014		11/21/2014
4/7/2014	10/31/2014	10/30/2014	10/10/2014	
4/28/2014	11/21/2014	11/20/2014		1/16/2015
5/19/2014	12/19/2014	12/18/2014	11/21/2014	
6/9/2014	1/16/2015	1/15/2015		2/27/2015
6/30/2014	2/6/2015	2/5/2015	1/16/2015	
7/21/2014	2/27/2015	2/26/2015		4/10/2015
8/11/2014	3/20/2015	3/19/2015	2/27/2015	
9/2/2014	4/10/2015	4/9/2015	3/20/2015	5/22/2015
9/22/2014	5/1/2015	4/30/2015		
10/13/2014	5/22/2015	5/21/2015	5/1/2015	7/2/2015
11/3/2014	6/12/2015	6/11/2015		
12/1/2014	7/2/2015	7/1/2015	6/12/2015	8/14/2015
12/29/2014	7/24/2015	7/23/2015		

Electro-Mechanical Technologies	Projected Graduation Dates	
	Start Date	Day
7/8/2013		9/2/2014
7/17/2013	4/11/2014	
8/14/2013	5/9/2014	
8/20/2013		10/15/2014
9/12/2013	6/9/2014	
10/3/2013		12/2/2014
10/10/2013	7/14/2014	
11/7/2013	8/11/2014	
11/19/2013		1/27/2015
12/10/2013	9/9/2014	
1/14/2014		3/3/2015
1/16/2014	9/30/2014	
2/14/2014	10/28/2014	
2/27/2014		4/15/2015
3/14/2014	11/26/2014	
4/11/2014	1/6/2015	
4/14/2014		6/1/2015
5/9/2014	2/4/2015	
5/28/2014		7/14/2015
6/9/2014	3/4/2015	
7/8/2014	4/1/2015	
7/10/2014		8/26/2015
8/5/2014	4/29/2015	
8/25/2014		10/12/2015
9/3/2014	5/28/2015	
10/1/2014	6/25/2015	
10/8/2014		11/25/2015
10/29/2014	7/24/2015	
11/24/2014		1/20/2016
12/1/2014	8/21/2015	

Any new student class session (morning, afternoon, or evening), which is too small to start as determined by TWS administration, will cause a student's enrollment to be cancelled, shifted to a nother session, or scheduled for another training start date. A student who cannot accommodate this change will be entitled to a refund of all money paid to TWS. Additionally, any student who must retake a phase course may be assigned to a different class session as determined by the Director of Education and is based on availability. If for some unforeseen circumstances, the school is unable to accommodate the student at the date and time specified in the enrollment agreement, the student has the option of the refund of any monies paid, or of entering the next available class

## STUDENT HOLIDAY SCHEDULE

Tulsa Welding School operates continuously throughout the year. The student holiday schedule may impact the number of instructional days per week on occasion.

The following holidays are observed:

- Summer Break (6/29/13 – 7/7/13) Electro-Mechanical Technologies Program only
- Independence Day (7/4/13) Welding Programs Only
- Labor Day (9/2/13)
- Veteran's Day (11/11/13)
- Thanksgiving Holiday (11/28/13 – 11/29/13) Electro-Mechanical Technologies Program only
- Thanksgiving Holiday (11/23/13 – 12/01/13) Welding Programs Only
- Christmas Holiday (12/22/13 – 12/29/13)
- New Year's Day (1/1/14)
- Martin Luther King Jr. Day (1/20/14)
- Memorial Day (5/26/14)
- Independence Day (7/4/14)
- Labor Day (9/1/14)
- Veteran's Day (11/11/14)
- Thanksgiving Holiday (11/22/14 – 11/30/14)
- Christmas Holiday (12/20/14 – 12/28/14)
- New Year's Day (1/1/2015)

## HOLIDAY MAKE-UP SCHEDULE

To ensure all welding program hours are properly scheduled, we have arranged for training to occur on the following Saturdays to accommodate for holiday closings that occur during scheduled welding course phases. This applies to the Professional Welder and Associate of Occupational Studies in Welding Technology Programs only.

Holiday	Date	Training Date
Independence Day	07/04/13	06/29/13
Labor Day	09/02/13	09/07/13
Veteran's Day	11/11/13	11/02/13
New Year's Day	1/1/14	1/4/14
Martin Luther King Jr. Day	1/20/14	1/25/14
Memorial Day	5/26/14	5/31/14
Labor Day	9/1/14	9/6/14
Veteran's Day	11/11/14	11/15/14
New Year's Day	1/1/15	1/3/15

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# STUDENT SERVICES

TWS provides a multitude of student services from initial enrollment through graduation. Those services are listed as follows.

## GRADUATE EMPLOYMENT

Graduates in good standing are provided assistance in resume writing, completing employment applications and job search preparation as well as ongoing access to employer job openings. The Career Services Department maintains computer files on hundreds of employers nationwide and receives constant contacts from employers to hire TWS graduates. Please contact staff in the department at any time to obtain updates about recent graduate success and opportunities. Due to individual differences and personal attributes, neither TWS nor any other institution can guarantee graduate employment. Graduates remain in good standing provided they do not default on repayment of their student loan or school account balance obligation, if such applies.

## STUDENT HOUSING

TWS staff members work with new students to assist them in securing housing in both the Tulsa and Jacksonville area. A majority of the housing referral is with apartment complexes the school has previously inspected. Rooms in homes or home rental may be available to meet student needs. Please contact the Student Advisor for current housing information at the Tulsa or Jacksonville campus.

## PART-TIME EMPLOYMENT

Most students elect to work a part-time job while attending school to assist with living and school expenses. Also, students save a portion of their earnings to pay for relocation expenses in securing their first welder position after graduation. 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. The Career Services Department provides student assistance with part-time employment. TWS provides job opening leads for a student to pursue, but the individual student has the responsibility to interview and obtain a job.

## ADVISING

Students may receive advisory services from an instructor, Director of Training, Student Advisor, or any other member of staff while attending TWS. Students are encouraged to seek out assistance when they need help.

## FINANCIAL AID

Staff members are available in the Financial Aid Department to assist students with application for financial assistance they may be eligible for under the Federal Pell Grant, Federal SEOG, and Federal Direct Loan programs. Services also apply toward other agency sponsorships and financing alternatives.

## AUTHORIZATION

Students authorize the School, the Department, and their respective agents and contractors to contact them regarding their loan request or their loan(s), including repayment of loan(s), at the current or any future number that they provide for their cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

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## POLICY & PROCEDURES

The following policies and procedures are subject to change as required by accrediting, licensing, approval agencies, or school administration as deemed necessary. Should any changes to this School Catalog need to be made, the Catalog Addendum would be attached and considered an integral part of this School Catalog. Always refer to the Catalog Addendum, if applicable, for a complete update on TWS information. The School Catalog and Catalog Addendum, when applicable, are periodically revised and kept updated.

### PROFICIENCY OR TRANSFER CREDIT INTO TWS PROGRAMS

Based upon a student's prior education or job related experience, a student may request credit for a phase or more contained within a TWS program. The Director of Training determines the quantity of advance standing credit a student may receive. The decision is based upon documented prior education and/or demonstrated technical proficiency in the lab. Phases receiving credit are noted with a letter grade of "K" and are not considered as earned credit which affects the cumulative grade point average (CGPA). Students may normally receive up to four phases of credit in a program. Tuition and lab fees shall be reduced on a pro-rata basis for the number of phases receiving credit. Phase credit must be determined prior to a student starting a program. At a minimum, 25% of the credits required for an educational program must be completed at TWS. At a minimum, 25% of the credits required for an educational program must be completed at TWS.

For students enrolled in our Pipefitting program, according to NCCER guidelines students can test out of as many phases as they can provide proof of prior education and/or experience for; however, graduation from Tulsa Welding School requires that all students complete more than 50% of their education with our institution. Once eligibility has been determined by the Director of Training, a student testing out of courses in the Pipefitting program must pass the proficiency testing with a 70% or better on an end of course written test relative to the subject matter in order to meet NCCER standards. Also, students must pass a hands-on performance evaluation demonstrating proficiency in tasks relevant to the specific course they are testing out of. The grading for performance evaluations will be assigned as a pass/fail, which will be determined by the instructor performing the evaluation per NCCER guidelines. If the student fails either portion of the evaluation process (written or hands-on), then the student is required to participate in the regular classes for that course. Only one proficiency test will be allowed per course.

Additionally, Tulsa Welding School recognizes prior NCCER Training relative to the specific courses within our Pipefitting Program. Any student with previous NCCER Training comparable to that of our Pipefitting curriculum will be allowed to apply for advanced standing for courses in which they can provide proof of previous NCCER training. The Director of Training will review prior training documentation to determine which courses, if any, are eligible for proficiency testing and credit assessment.

Tulsa Welding School has made Articulation Agreements with several states. Please speak with a Representative for additional information.

### TRIAL ENROLLMENT PERIOD

Students who enroll and attend our school for the first time will be offered an opportunity to attend our programs for a relatively short period of time without incurring a financial obligation beyond the application fee. The school will ensure that students have the necessary books and other materials needed to succeed during this trial period. This trial period can play a valuable role by allowing a student to attend classes for a brief period before deciding to continue attending their educational program as a regular student, at which time the student would be responsible for program charges.

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Any student who officially or unofficially withdraws from school prior to attending one week of scheduled classes after the official start date of the program will not be considered to have started school, no credits will be earned, and their tuition obligation and cost of course materials will be waived. In any event, any student still attending school after completing one week of scheduled classes after the official start date of the program will be considered to have confirmed their intention to continue the program as a regular student and thus will be classified as a start.

To be officially accepted as a regular student, a student must meet the below requirements before the end of the conditional admittance period:

- Satisfy the attendance requirements as stated in the institution's catalog and addenda;
- Satisfy all remaining admissions requirements as stated in the institution's catalog and addenda; and
- Complete the financial aid process and submit all of the required documentation.

Any student who attends the trial period and who wishes to receive federal student aid funds after becoming a regular student must meet the other student eligibility criteria as provided in the federal regulations. Once determined to be a regular student, an otherwise ineligible student becomes eligible for federal student aid funds back to the beginning of the enrollment period, as applicable, which includes the trial period.

## CREDIT HOUR DEFINITION

Academic credit hours awarded by TWS are referred to as semester credit hours and are awarded as prescribed by our accrediting agency (ACCSC). ACCSC has recently changed its definition of a credit hour as follows:

One semester credit hour equals 45 units comprised of the following academic activities:

- One clock hour of lecture = 2 units
- One clock hour of lab = 1.5 units
- One hour of out-of-class work = 0.5 unit

A clock hour is defined as supervised instruction of not less than 50 minutes in length within a 60-minute period.

## TRANSFER OF TWS ACADEMIC CREDITS

Students or graduates who wish to transfer their credits to another institution should arrange to have their TWS transcript reflecting earned credit hours, grades, and CGPA sent to the other institution. Some graduates elect to pursue other welding specialties or degree programs. It is the sole discretion of the other institution regarding acceptance of TWS credits.

No school can guarantee that credits from courses at one school are transferable to another institution. This is always at the discretion of the receiving school and transferable credits depend on comparability of curricula and institutional philosophy.

This is a notification advising Colorado students to check with appropriate Colorado regulatory agencies to confirm program/course work will satisfy initial or renewal licensing or certification of that agency.

## NONDISCRIMINATION POLICY

Tulsa Welding School 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.

Tulsa Welding School 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.

## PIPEFITTING RE-TEST POLICY

All training sponsored by Tulsa Welding School must include verification of previous training or a testing process that will demonstrate successful completion of the training. The details of this process must be provided to both instructors and trainees at the beginning of instruction and prior to the administration of the first test.

NCCER Curriculum training will consist of a closed-book written test with an achieved score of 70 percent or higher and a performance (hands-on) test successfully completed to the satisfaction of the instructor using the criteria provided by NCCER in making his/her evaluation (this is a pass/fail test). Any trainee who scores less than 70 percent will not receive NCCER credit for the written test but may continue through the course respectively according to Tulsa Welding School's grading policy.

Should the trainee fail the written test, he/she may retake the written test after a minimum waiting period of forty-eight (48) hours. Performance test retakes will be given at the discretion of the Craft Instructor/Performance Evaluator, who will determine if the test can be taken immediately or at a later time.

All students that fail their initial written test or performance evaluation will have their original grade for that test posted as their official Tulsa Welding School grade for that particular course, regardless of the score. No additional credit will be given for higher grades on the re-test.

If a student fails either a written test or a performance test a second time, additional training in that specific course will be administered before another re-test is given.

## GRADES & GRADING SYSTEM

The following system is used:

A -	90 - 100	=	4.0
B -	80 - 89	=	3.0
C -	70 - 79	=	2.0
D -	60 - 69	=	1.0
F -	0 - 59	=	Failing
*I -	Incomplete or Leave of Absence		
*U -	Withdrawal During Phase		

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Instructors provide grades to students on an individual basis at the end of each course of training. An incomplete is defined as a student who has not taken the final exam for a course of training. Incomplete grades revert to a failed grade if testing is not completed within one week, unless the Director of Training has approved unusual circumstances.

Students must earn a passing grade to continue to the next course in their chosen program. Students will be required to repeat a course if a failing grade is earned. The grade awarded from a repeated course will be used to determine the grade point average; however both the failing and passing grade will appear on the transcript.

## **GRADUATION DOCUMENT**

Students who satisfactorily complete all specified phase courses within the program of enrollment, earn a CGPA of 2.0 or higher out of a possible 4.0, and complete all TWS graduate clearance requirements will be awarded a TWS diploma for our diploma programs or an Associate of Occupational Studies in Welding Technology (AOSWT) degree. The AOSWT degree program and the Pipefitting diploma program is available at the Tulsa campus only. The Electro-Mechanical Technologies, Shipfitting and Steel Fabrication, Electronic Systems Technician, and Refrigeration Technologies diploma programs are available at the Jacksonville, FL campus only.

## **MAXIMUM CLASS AND LAB SIZE**

The maximum lecture class size for our Professional Welder, AOSWT, Shipfitting and Steel Fabrication, and Pipefitting programs is 30 students. The maximum laboratory class size per instructional staff member for our Professional Welder, AOSWT, Shipfitting and Steel Fabrication, and Pipefitting programs is 20 students. The maximum lecture and laboratory class size per instructor for our Electro-Mechanical Technologies and Refrigeration Technologies program is 38 students.

## **DRUG FREE WORKPLACE POLICY**

TWS 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 TWS bulletin boards or ask for a copy of this policy to assure compliance. A copy is provided at new student orientation. All students and staff are subject to random drug testing at the school. Employers of graduates demand both technical proficiency and clean drug tests.

## **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. TWS makes available information on the above item to all applicants for enrollment requesting such information as well as to current TWS 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 or the Student Services Department.

## **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 the school and everyone associated with it. Additionally, students' behavior in student-referred housing also reflects upon the school's reputation in the community, thus requiring students to maintain a professional demeanor at all times. A copy of the Conduct Code is provided at new student orientation.

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TWS 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 Campus President or TWS President & CEO who will conduct an investigation in line with published procedures in the TWS Employee Guidebook.

Any student found to have committed or to have attempted to commit misconduct is subject to appropriate disciplinary action under this policy. The Institution reserves the right to terminate a student's training for actions, in the opinion of administrative staff, that disrupts the educational environment or reflects adversely in any way upon the school. Such a termination may be appealed per procedures in the satisfactory progress policy outlined in this Catalog.

## **STUDENTS WITH DISABILITIES POLICY**

TWS 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 occasionally 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. TWS will provide reasonable accommodations 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 education experience and opportunity. Any accommodations deemed necessary and reasonable will be made on a case-by-case basis by taking into account 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 their Admissions Representative or the Student Services Director 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. Accommodations 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 resolution of an academic dilemma that begs resolution. A copy of the Student with Disabilities Policy is provided at new student orientation.

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## **BRUSH-UP TIME**

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 TWS account balance obligation or causes difficulty with in-school student training. Maximum brush-up time per month is limited to three (3) days and may be modified at any time per TWS policy and availability. Graduates are required to supply all necessary welding and safety gear as required by TWS.

## **LEAVE OF ABSENCE (LOA)**

A leave of absence may be granted for verifiable circumstances including, but not limited to jury duty, military reasons, matters covered by the Family and Medical Leave Act, death of a relative, accident, natural disaster, or other special circumstances. All leave of absence requests must be supported by appropriate documentation to support or validate the request. Maximum leave time is a total of sixty (60) days. In the event the 60 days fall within a phase, the leave will be extended until the beginning of the next phase. Requests for all Leaves of Absence must be provided to the school in writing and must be officially approved by TWS. Multiple leaves may be granted in any twelve (12) month period, however the sum of all LOAs may not exceed 180 days in any 12-month period. A student who does not return from the approved leave of absence shall be terminated from TWS. Additionally, VA eligible students are not eligible to receive VA benefits while on an approved Leave of Absence. This policy may be modified by regulatory mandates. Please see the Student Services Department for more information on this policy.

## **STUDENT PARKING**

Parking at TWS is a privilege and not a right. Students may only park in designated parking locations. All vehicles must display an official TWS parking decal or be subject to towing at vehicle owner's expense. Towing will occur for vehicles in other than student parking places. Carpooling with other students is encouraged to reduce parking congestion and curtail transportation expenses for students. Parking decals are required and may be obtained at new student orientation, the Registrar's Office at the Tulsa campus or from the Student Advisor at the Jacksonville campus.

## **VERIFICATION POLICY**

The Department of Education randomly selects some federal student aid applicants for Verification, which is the process used to check the accuracy and validity of information provided to them during the application process. All students selected for verification will be notified in writing and will be provided with a clear explanation of the documentation that is needed to satisfy the verification requirements, such as proof of income and household members. The submission deadline is generally fourteen days from notification, and the consequences of failing to provide the requested information is thoroughly discussed. Students are periodically reminded of any requirement which have not yet been met. This advising may occur whether the student's application is selected for verification or not.

Since verification is requested to be completed within fourteen days after notification, if the school is not supplied with needed documents by this deadline, the student may be required to make tuition arrangements other than Title IV funding. If an error is found as a result of verification, the student is responsible for corrections on the Institutional Student Information Record (ISIR) and collecting signatures. Corrections will generally be processed electronically by the school. Students are to comply with the verification request noted in the comment section of the ISIR and any additional requests made by the school for completing the verification forms provided with the ISIR or the school's own form. Once the student has received a corrected Student Aid Report (SAR) or the school has received a corrected ISIR, the Financial Aid Office will notify the student if there is a change in eligibility or funding. Income information used in determining eligibility is confidentially maintained in the student's financial aid file.

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## STUDENT LOAN OBLIGATION

Federal regulations specify that students who receive a Federal Direct Educational Loan are required to repay this loan even though a student may not have completed or may be dissatisfied with their educational experience.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records and affords students certain rights with respect to reviewing and/or requesting a change to their educational records.

These rights give students the right to:

- Review their educational records,
- Seek to amend inaccurate information in their records, and
- Provide consent for the disclosure of their records.

Additional information about this act is provided to students prior to enrollment.

## ATTENDANCE POLICY

Attendance is essential to benefit from lecture and laboratory instruction. Excellent attendance contributes to good grades. Employers are particularly interested in both a graduate's attendance and technical ability. A phase course within our programs can only be passed if a student earns a passing grade. Each day a student is absent, two (2) points will be deducted from the overall phase grade. Students who leave 15 minutes to 2 ½ hours early, or are 15 minutes to 2 ½ hours late, will have one (1) point deducted from their final grade for each day this occurs. Students who leave 2 ½ hours or more before the end of class, or are 2 ½ hours or more late, will have two (2) points deducted from their final grade for each day this occurs.

Laboratory makeup sessions are available for students in our welding-related programs and are usually scheduled on Saturdays to assist students. Makeup or practice Saturdays typically occur on the first or second Saturday of a three week welding course. No makeup is available for lecture sessions. Calculations will take place at the end of the course. Any makeup time a student attended during that course will be taken into account when calculations are made. If the makeup time is equal to or greater than the time missed, no points will be deducted from the final grade. However, if the makeup time is less than the time missed, there will still be a point deduction based on the total amount of time missed. There will not be any additional points awarded for additional time attended during the makeup or practice sessions.

Students attending our Electro-Mechanical Technologies (EMT) program are required to maintain 75% attendance. If an EMT student's attendance at the end of any attempted phase course is less than 75%, that student will receive a failing grade for that phase course and will have to retake it. Attendance is calculated based on a direct percentage of hours a student is in class and is worth 1/3 of a student's total grade.

VA students are required to maintain 85% attendance. If a VA student's attendance at the end of any attempted phase course is less than 85%, that student shall be placed on Attendance Alert and will be counseled.

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# SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory Academic Progress (SAP) will be evaluated at the end of each scheduled payment period. A payment period is equivalent to one-half of the academic year or program of enrollment. To continue enrollment in school and to maintain eligibility (if applicable) for Federal Student Aid (including Federal PELL Grant, Federal Direct Loans, and Federal SEOG), a student must maintain SAP. This requires that students must achieve at least a minimum grade point average (GPA) requirement of 1.5 by the end of the first evaluation increment, 1.8 by the end of the subsequent evaluation increment, and 2.0 to meet the requirements for graduation, using the traditional 4.0 scale. Students attending the AOSWT degree program must achieve at least a minimum GPA requirement of 2.0 by the end of the first phase and maintained throughout the duration of the training. The student must also progress toward completion of their scheduled program within a maximum time frame of one and one-half (1½) times the normal timeframe for completion. If it is determined a student cannot complete the training within the maximum time frame, the student may be terminated from the school.

Students who fail to meet these minimum requirements at the end of the evaluation period will be placed on Academic Warning status for the next evaluation period if it is has been determined that they will be able to meet the minimum requirements at the end of the next evaluation period, otherwise the student may be terminated unless upon successful appeal, the student is eligible to be placed on Academic Plan. Students not making SAP after the warning period has elapsed will be terminated unless a successful appeal indicates that Academic Probation is appropriate. After this probationary period expires at the end of the next evaluation increment, students failing to make SAP will be terminated unless they can demonstrate that an Academic Plan designed to ensure they will be able to meet the SAP requirements by a specific point in time can be administered and followed.

These qualitative and quantitative standards may be set aside through the appeals process if certain circumstances exist that affect a student's ability to maintain progress, such as death of a relative, injury or illness of the student or immediate family member, or other special circumstances. Such requests for reconsideration of academic standing or eligibility for federal student aid must be properly documented. An exception to these standards may also be made when lengthy periods exist between withdrawal from and reentry into school warrant a review of previously completed course material.

Students will be notified in writing of the results from the incremental SAP reviews that impact their academic standing or their eligibility for federal student aid. If a student has not met the minimum Satisfactory Academic Progress standards upon evaluation, he/she may petition the school for reconsideration of academic standing or eligibility for federal student aid through an appeals process if certain circumstances apply. Circumstances for appeal include, but are not limited to, death of a relative, injury or illness of the student or immediate family member, accident, natural disaster, or other special circumstances, all of which must be supported by medical records or other evidence to support the appeal. All appeals must be in writing and must include why the student failed to make SAP and what has changed that will allow the student to make SAP by the end of next evaluation period. The appeal is unacceptable if these elements are missing. The Campus President, or their designee if they are unavailable, will coordinate a review of the appeal by the Review Board, which will determine if the appeal is warranted. The appeal review board will consist of at least three of the following staff or their designees, if they are unavailable: Campus President, Director of Training, Director of Career Services, Director of Financial Aid, Student Advisor, or Registrar. The student will be notified of the school's determination as soon as practicable, but in no event longer than 30 days from the receipt of the appeal. If the school accepts the appeal, a plan for continuance will be provided to the student with the determination.

Records of student's grades, attendance and completion rate are maintained in the Registrar's Office and are available for the student's review upon request. These records are also available to representatives of the State Approving Agency and other agencies for audit purposes.

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## **ACADEMIC WARNING**

Academic Warning status will be automatically assigned to those students who fail to make SAP at the end of the evaluation and/or payment period. No appeal is necessary for this status, as it will be consequentially assigned until the end of the next evaluation and/or payment period. Students receiving federal student aid may continue to receive funds while on Academic Warning. At the end of the warning period, students must meet the appropriate minimum SAP requirements or may lose eligibility for federal student aid funds. Students who fail to make SAP at the end of the warning period, may be placed on probation after a successful appeal, otherwise they may be terminated or rendered ineligible for further federal student aid disbursements. However, if it is determined that a student is not able to make SAP by the end of the next evaluation and/or payment period following the warning period, the student may be placed on an Academic Plan designed to ensure he/she will be able to meet SAP standards by a specific point in time.

## **ACADEMIC PROBATION**

Academic Probation status will be assigned to those students who fail to make SAP at the end of the warning period and have successfully gone through the appeals process. Once the appeal is approved, this status will be assigned until the end of the next evaluation and/or payment period and the student will have his eligibility for federal student aid reinstated (if applicable). Students on probation will be informed of the conditions imposed in order to continue eligibility and participation in the federal student aid programs and may receive aid during the next payment period. At the end of the probationary period, students must meet the appropriate minimum SAP requirements or may lose eligibility for federal student aid funds. Students who fail to make SAP at the end of the probationary period may be placed on an Academic Plan designed to ensure they will be able to meet SAP by a specific point in time; otherwise, they may be terminated or rendered ineligible for further federal student aid disbursements.

## **TERMINATION DUE TO FAILURE TO PROGRESS**

If a student fails to meet Satisfactory Academic Progress requirements at the end of his or her probationary period, the student will be terminated for failure to progress unless it can be demonstrated through a successful appeals process that an Academic Plan designed to ensure they will be able to meet the SAP requirements by a specific point in time can be administered and followed.

Students who were dismissed due to lack of satisfactory academic progress may apply for reinstatement after remaining out of school for two or more phases. When applying for reinstatement, students must indicate how their circumstances have changed and why they feel they will be successful if readmitted, thus allowing them to make SAP by the end of next evaluation period. With the approval of the Campus President, students terminated for unsatisfactory progress may be readmitted and will be placed on Academic Probation, during which time they are ineligible for federal student aid. This new probationary period will be equal to the length of two course phases as determined by the student's educational program. At the conclusion of the readmission probationary period, if the requirements for Satisfactory Academic Progress have been met, the Campus President will return the student to normal active status. Students who fail to make SAP at the end of the probationary period may be placed on an Academic Plan designed to ensure they will be able to meet SAP by a specific point in time, at which time they will become eligible for federal student aid, otherwise they will be terminated.

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## COURSE REPEATS

Students are expected to earn passing grades and make satisfactory progress while attending school and must earn a passing grade to continue to the next course in their chosen program. Students will be required to repeat a course if a failing grade is earned. Students repeating courses due to earning a failing grade may be subject to course availability. When a student repeats a failed course, the institution will count the higher grade in the qualitative component of the SAP evaluation; however, both the failing and passing grades will appear on the transcripts. Both courses will be included in quantitative component of the SAP evaluation and will be included in the maximum time frame calculation. Students will only be allowed to repeat any individual phase course a total of two times. Failure to achieve a passing grade after two rephases or three total attempts may result in termination.

Re-phases exist to help students improve competencies in a phase course and are subject to course availability. Rephases from a student's point of view are not desirable because every rephase extends training time by the length of the phase (3, 4 or 6 weeks) and thus delays graduation and corresponding employment opportunities. A student will be charged an additional fee of \$300 for all re-phases.

## REINSTATEMENT POLICY

A student wishing to reinstate after withdrawing from TWS will meet initially with the Student Advisor, who will explain the reentry process and requirements that the student must fulfill before being allowed to reinstate into his/ her academic program. A student must then meet with the Reinstatement Committee, which will determine whether the student has successfully overcome the obstacles that led to the original withdrawal. If approved by the Reinstatement Committee, the student will need to sign a new enrollment agreement at the current tuition rate, which will be applied to all remaining phase courses to be completed. Upon acceptance, a reinstated student can enter the program at the beginning of the phase from which they withdrew.

## STUDENT COMPLAINT/ GRIEVANCE PROCEDURE

If a student becomes dissatisfied with some aspect of service or instruction provided by TWS, the student is requested to discuss the matter with the appropriate TWS department manager responsible for the service or instructions. If the matter is not resolved to the student's satisfaction, for resolution or understanding the student should review the matter with the Aleco Babikian, Campus President-Tulsa; Harold Saulsby, Campus President -Jacksonville; or Mary Kelly, President & CEO.

Schools accredited by the Accrediting Commission of Career Schools and Colleges 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 Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

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A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting your Campus President or the StrataTech Education Group's President & CEO.

## **ARBITRATION**

Any dispute or civil claim between the student and TWS (other than those regarding non-payment, grades, other academic evaluation or return of school property) not otherwise resolved with TWS procedures or regulatory authorities shall be submitted to binding arbitration in the City of Tulsa, Oklahoma for our Tulsa campus or in the City of Jacksonville, Florida for our Jacksonville campus pursuant to the rules of the American Arbitration Association. Such actions shall not be joined with the disputes of others, whether in a class action or any other action, regardless of whether they are similar in fact, law, or type. Any award entered shall be strictly confidential, final and binding. A student may also file an unresolved complaint with the Florida Commission for Independent Education found on page 4.

The following states have their own contact information for complaints.

### **Arkansas Students**

Student may direct any complaints to the:

Arkansas State Board of Private Career Education  
501 Woodlane, Suite 312-S, Little Rock, Arkansas 72201  
(501) 683-8000

### **Colorado Students**

Complaints may be filed within two years of the student's last date of attendance by going online to the:

Division of Private Occupational Schools  
[www.highered.colorado.gov/dpos](http://www.highered.colorado.gov/dpos)  
(303) 866-2723

### **Georgia Students**

Students may direct any grievances to the:

Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, Georgia 30084-5305

### **Louisiana Students**

Student complaints relative to actions of school officials shall be addressed to the:

Board of Regents, Proprietary Schools Section  
Post Office Box 3677, Baton Rouge, Louisiana 70821  
(225) 342-4253

### **New Mexico Students**

Students can obtain information by visiting:

[http://hed.state.nm.us/complaint\\_3.aspx](http://hed.state.nm.us/complaint_3.aspx)

### **Tennessee Students**

If a complaint is not settled at the institution level, the Tennessee student may contact the:

Tennessee Higher Education Commission  
404 James Robertson Pkwy., Nashville, Tennessee 37243-0830  
Telephone: (615) 741-5293

Please visit our website at [www.weldingschool.com](http://www.weldingschool.com) for additional state complaint procedures.

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# CANCELLATION & REFUND POLICY

You may cancel your enrollment at any time by submitting written notice of cancellation to Tulsa Welding School (TWS). Your money shall be fully refunded, if requested within three (3) business days after signing an Enrollment Agreement and paying a registration fee or larger amount.

Students who have not visited the TWS campus before enrollment have the right to withdraw or cancel without penalty and receive a full refund of all monies paid, within three (3) business days following either attendance at a regularly scheduled orientation or following a tour of the TWS campus and inspection of equipment. If TWS rejects an applicant's enrollment, all monies received by TWS shall be refunded. If you cancel your enrollment and more than three (3) business days have elapsed since you signed your Enrollment Agreement, attended orientation, or have taken a tour of the TWS campus and inspected equipment, but you have not yet begun your training classes, then you shall receive a refund of all monies paid except the registration fee(s), not to exceed \$150.

If you should find it necessary to discontinue or withdraw from your program before graduation, you should notify the Director of Program Training or a member of the Student Services Department to officially withdraw. Once you begin your training instruction, if you withdraw with or without notice, your termination date is your last date of attendance. If a student is absent fourteen (14) consecutive calendar days without notice, he/she will be considered withdrawn from the program. The following refund policy applies to students who terminate training prior to graduation. Examples of refund policy applications are available for your review in the Financial Aid Department. In certain rare cases you may be entitled to a late disbursement of Pell grant if you were eligible for this disbursement at the time of your withdrawal.

There shall be no refund made for books and welding gear, once received by a student unless these items are returned in reusable/resalable condition. The refund calculation that follows applies only to tuition, lab fees, and accident insurance.

TWS will compute any and all required state refund policies as required by the specific state guidelines and as outlined in this catalog and associated amendments. Additionally, the institution will calculate the below Institutional Refund Policy and will apply the policy that is most beneficial to the student.

## **TWS INSTITUTIONAL REFUND POLICY**

A student who discontinues the program of enrollment once training has begun but prior to completing more than 80% of the program will receive a pro-rated refund of tuition and certain fees that will be based on the portion of the program attended, up to and including, the student's last date of attendance. The program completion percentage utilized in calculating the refund amount is computed by dividing the number of weeks the student attempted/attended by the total number of weeks in the program. This program completion percentage is rounded up to the nearest 10% and is then multiplied by the tuition, lab fees, and accident insurance amounts as represented on the student's enrollment agreement. Students who withdraw after completing 80% of the program will result in TWS retaining 100% of the cost of the program.

If a student's payments to TWS by way of cash, checks, credit card(s), financial aid, agencies, or other methods exceeds the amount TWS may retain based upon the refund policy, a refund for this difference shall first be paid to the sponsoring agency, as required, prior to a student receiving these monies. With written permission from the student, refunds may be returned to the loan programs to reduce the student's loan debt. If monies applied to a student's account are less than the amount TWS may retain, the student must make arrangements to pay this difference with the TWS Accounting Department.

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NOTE: The Federal Return of Funds Policy and the TWS Refund Policy consist of two different calculations. The amount of Federal Funds that can be retained is based on the portion of the enrollment period completed as of the Last Date of Attendance. See Federal Return of Funds Policy for more information. Additional information regarding any required 3rd party agency refund or federal return of funds policies may be obtained from the Financial Aid Office.

Refunds due an applicant or student will be made within thirty (30) days after cancellation or termination. Return of funds due Federal programs or other agencies will be made within the same timeframe. Exceptions to this thirty (30) day provision occur when a student does not return from either an approved leave of absence or does not begin the repeat of a phase course within a TWS program. In such situations, refunds shall be made within thirty (30) days after student withdrawal is determined. In case of a student's prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete a program, TWS shall make a settlement that is reasonable and fair to both the student and TWS.

## FEDERAL RETURN OF FUNDS POLICY

For withdrawn students who have received Federal Student Aid funds a portion of these funds must be returned to the financial aid programs, if a student attended 60% or less of the payment period from which they withdrew. A payment period represents one-half of the Academic Year. Federal Student Aid is disbursed in two payment periods for every TWS training program. A program with an odd number of phase courses such as five has the first payment period made up of three phase courses with the second payment period consisting of two phase courses. Students can check with the financial aid department to determine how this return of Federal funds requirement may affect them.

The formula for calculating the percentage of Title IV earned is based on the Federal Return of Title IV Refund Policy as follows:

For students who withdraw or are dismissed from the institution, the number of days from the start date to the last date of attendance in the payment period is divided by the total days in the payment period to determine the percentage of aid earned. Payment periods are defined as one-half of an academic year. If the percentage attended is greater than 60%, 100 % of the aid for the payment period is earned, as well as 100% is earned for those who completed the current and previously attended payment periods. The percentage of aid earned is then multiplied by the combined total of the Title IV Aid disbursed or could have been disbursed during the payment period to equal the amount of aid the student actually earned for the payment period. All unearned portions of federal aid are returned to the appropriate programs in the following order:

- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Direct PLUS Loans (Parents)
- Federal Pell Grant
- Academic Competitiveness Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

If applicable, refunds to Title IV programs will be made within 30 days of the date the student is determined to have withdrawn based on the institution's withdrawal policy. Notification will be sent to withdrawn students of all refunds made.

## STATE REFUND POLICIES

There shall be no refund made for books and welding gear, once received by a student unless these items are returned in reusable/resalable condition. The refund calculations that follow apply only to tuition, lab fees, and accident insurance unless otherwise noted.

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## Arkansas State Refund Policy

A full refund will be made to any student who cancels the Enrollment Agreement within (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the Enrollment Agreement is signed by the prospective student. The registration fee not to exceed one hundred dollars (\$100) paid to TWS by the student may be retained as an enrollment or application fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of one hundred dollars (\$100) shall be refundable in accordance with the following refund schedule.

The program completion percentage utilized in calculating the refund amount is determined by a student's last date of attendance. Tuition charges for the percentage of the enrollment period completed are based on the number of weeks completed using the percentages listed below.

- For a student terminating school after starting training but within the first 25% of the program, the institution shall retain a pro rata amount of tuition and fees plus the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing 25% but within 50% of the program, the institution shall retain 50% of the tuition and fees plus the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing 50% but within 75% of the program, the institution shall retain 75% of the tuition and fees plus the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing 75% of the program, the institution shall retain 100% of the cost of the program.

## Colorado State Refund Policy

A full refund will be made to any student who cancels the Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the Enrollment Agreement is signed by the prospective student. The Registration Fee not to exceed one hundred and fifty dollars (\$150) paid to TWS by the student may be retained as an Enrollment or Application Fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of one hundred and fifty dollars (\$150) shall be refundable in accordance with the following refund schedule.

The program completion percentage utilized in calculating the refund amount is determined by a student's last date of attendance. The last date of attendance is determined by written notification of withdrawal from the student or 14 consecutive calendar days of absence without notice. Tuition charges for the percentage of the enrollment period completed is computed based on clock hour using the percentages listed below.

- For a student terminating school within 10% of the program, the institution shall retain 10% of tuition and cancellation fee plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after 10% but within the first 25% of the program, the institution will retain 25% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after 25% but within first 50% of the program, the institution will retain 50% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after 50% but within first 75% of the program, the institution will retain 75% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after 75% of the program, the institution will retain 100% of the contract price of the program. (If student has paid in full, there will be no cancellation fee charged.)

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If a student was granted credit for previous training, that credit will not affect the refund policy. If a student had postponed their original start date, there is no impact to the refund policy. All refunds due to an applicant or student will be made within 30 days of cancellation or termination or within 30 days of the date of determination that a student has withdrawn or has not returned from a scheduled leave of absence or course repeat. If the institution discontinues education service, a full refund will be provided to the student unless the institution ceases operation.

## Georgia Students

A full refund will be made to any student who cancels the Enrollment Agreement within (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the Enrollment Agreement is signed by the prospective student. The registration fee no to exceed one hundred dollars (\$100) paid to TWS by the student may be retained as an enrollment or application fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of one hundred dollars (\$100) shall be refundable in accordance with the following refund schedule.

The program completion percentage utilized in calculating the refund amount is determined by a student's last date of attendance. Tuition charges for the percentage of the enrollment period completed is computed on the basis of clock hours using the percentages listed below. If the institution's refund policy computes a refund amount that is more favorable to the student, the institution will refund the student the greater amount.

- For a student terminating school after starting training but within the first 5% of this program, the institution shall retain 5% of tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 5% but no more than 10% of the program, the institution shall retain 10% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 10% but no more than 25% of the program, the institution shall retain 25% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing 25% but no more than 50% of the program, the institution shall retain 50% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 50% of the program, the institution shall retain 100% of the contract price of the program.

## Iowa State Refund Policy

A full refund will be made to any student who cancels the Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the Enrollment Agreement is signed by the prospective student. The Registration Fee paid to TWS by the student may be retained as an Enrollment or Application Fee. All amounts (tuition, lab fees, and accident insurance) paid in excess the Registration Fee shall be refundable in accordance with the following refund schedule.

The following refund policy applies to Iowa students. A refund of ninety percent (90%) of the tuition for a terminating student shall be paid to the appropriate agency based upon the ratio of completed number of school days to the total school days of the school term or course. The minimum tuition refund will equal the number of scheduled school days remaining in the period for which the student is charged, divided by the number of total scheduled school days in the period for which the student was charged, multiplied by tuition charges for that period, then multiplied by ninety percent (90%).

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If a student attends > 60% of the program, no tuition refund is required unless the student meets either of the following exceptions:

- Physical Incapacity
- Spouse's employment transfers to another city resulting in the student's need to withdraw from school

If a student meets either of the above exceptions, a tuition refund of up to 100% of the program charges may be provided. The pro-rated formula to use is: the remaining # of scheduled school days divided by the total # of scheduled school days and then multiplied by the tuition. If a student who does not meet either of the above exceptions attends less than 60% of the program, the formula to pro-rate the tuition amount refunded is: Ninety percent (90%) of the remaining # of scheduled school days in 60% of the program divided by total # of scheduled school days in 60% of the program multiplied by the tuition.

## Iowa Military Students

Tulsa Welding School's tuition refund policy has the following options available to a student who is a member, or the spouse of a member (if the member has a dependent child), of the Iowa national guard or reserve forces of the United States and who must withdraw because the member is ordered to Iowa state military service or federal service/duty:

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
2. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
3. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

## Louisiana State Refund Policy

A full refund will be made to any student who cancels the Enrollment-Agreement within (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the Enrollment Agreement is signed by the prospective student. The registration fee not to exceed one hundred and fifty dollars (\$150) paid to TWS by the student may be retained as an enrollment or application fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of one hundred and fifty dollars (\$150) shall be refundable in accordance with the following refund schedule.

The program completion percentage utilized in calculating the refund amount is determined by a student's last date of attendance. Tuition charges for the percentage of the enrollment period completed is computed on the basis of clock hours using the percentages listed below. For courses longer than one year (12 calendar months) in length, 100% of the stated course price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.

- For a student terminating school after starting training but during the 1st week of classes, the institution shall retain 10% of tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training during the next 3 weeks, the institution shall retain 25% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training during the first 25% of the program, the institution shall retain 45% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training during the second 25% of the program, the institution shall retain 70% of the tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training during the third and fourth 25% of the program, the institution will retain 100% of the contract price of the program.

## Minnesota Students

Tulsa Welding School shall notify each student in writing of acceptance or rejection. In the event that the student is rejected by the school, all tuition, fees and other charges shall be refunded. Tulsa Welding School shall refund all tuition, fees, and other charges paid by a student, if the student gives written notice of cancellation within five (5) business days after the day on which the contract was executed regardless of whether the program has started. When a student has been accepted by the school and has entered into a contractual agreement with the school and gives written notice of cancellation following the fifth (5th) business day after the date of execution of contract, but before the start of the program, all tuition, fees and other charges, except 15 percent (15%) of the total cost of the program, but not to exceed \$50, shall be refunded to the student.

Once a student has been accepted by Tulsa Welding School and has given written notice of cancellation, or the school has actual notice of a student's nonattendance after the start of the period of instruction for which the student has been charged, but before completion of 75 percent (75%) of the period of instruction, the amount charged for tuition, fees, and all other charges shall be prorated based on number of days in the term as a portion of the total charges for tuition, fees, and all other charges. An additional 25 percent (25%) of the total cost of the period of instruction may be added, but shall not exceed \$100. After completion of 75 percent (75%) of the period of instruction for which the student has been charged, no refunds will be made and TWS will retain 100% of the cost of the program.

## New Mexico Students

A full refund will be made to any student who cancels the Enrollment Agreement within (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the Enrollment Agreement is signed by the prospective student. The registration fee not to exceed two hundred dollars (\$200) paid to TWS by the student may be retained as an enrollment or application fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of two hundred dollars (\$200) shall be refundable in accordance with the following refund schedule.

The program completion percentage utilized in calculating the refund amount is determined by a student's last date of attendance. Tuition charges for the percentage of the enrollment period completed are computed on the basis of clock hour using the percentages listed below. If the institution's refund policy computes a refund amount that is more favorable to the student, the institution will refund the student the greater amount.

- For a student terminating school after starting training but within the first 10% of the program, the institution shall retain 10% of tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 10% but no more than 20% of the program, the institution shall retain 25% of tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.

- For a student terminating training after completing more than 20% but no more than 30% of the program, the institution shall retain 40% of tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 30% but no more than 40% of the program, the institution shall retain 55% of tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 40% but no more than 50% of the program, the institution shall retain 70% of tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 50% but no more than 60% of the program, the institution shall retain 85% of tuition and fees plus the Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 60% of the program, the institution shall retain 100% of the contract price of the program.

## Oklahoma State Refund Policy

The program completion percentage utilized in calculating the refund amount is determined by a student's last date of attendance. Tuition charges for the percentage of the enrollment period completed are based on the number of weeks completed using the percentages listed below. A period of enrollment shall not exceed 12 months. For courses longer than one period of enrollment in length, the cancellation and settlement policy shall apply to the stated program price attributable to each period of enrollment.

- For a student terminating school after starting training but within the first week, the institution will retain 10% of the contract price of the program plus the \$150 Registration Fee and the cost of the books and welding gear if issued prior to withdrawal, with the total not to exceed \$350.
- For a student terminating training after completing the first week but within 25% of the program, the institution will retain 25% of the contract price of the program plus the \$150 Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing 25% but within 50% of the program, the institution will retain 50% of the contract price of the program plus the \$150 Registration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 50% of the program, the institution will retain 100% of the cost of the program.

## Tennessee Students

A full refund will be made to any student who cancels the Enrollment Agreement within (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the Enrollment Agreement is signed by the prospective student. The registration fee not to exceed two hundred dollars (\$200) paid to TWS by the student may be retained as an enrollment or application fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of two hundred dollars (\$200) shall be refundable in accordance with the following refund schedule.

The program completion percentage utilized in calculating the refund amount is determined by a student's last date of attendance. Tuition charges for the percentage of the enrollment period completed are computed on the basis of clock hour using the percentages listed below. If the institution's refund policy computes a refund amount that is more favorable to the student, the institution will refund the student the greater amount.

- For a student terminating school on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an Administrative Fee of \$100.

- For a student terminating school after starting training but within the first 10% of the program, the institution shall retain 25% of tuition and fees plus the \$100 Administration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 10% but no more than 25% of the program, the institution shall retain 75% of tuition and fees plus the \$100 Administration Fee and the cost of books and welding gear if issued prior to withdrawal.
- For a student terminating training after completing more than 25% of the program, the institution shall retain 100% of the contract price of the program.

## Wisconsin Students

A full refund will be made to any student who cancels the Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the Enrollment Agreement is signed by the prospective student. The Registration Fee not to exceed one hundred dollars (\$100) paid to TWS by the student may be retained as an Enrollment or Application Fee. All amounts (tuition, lab fees, and accident insurance) paid in excess of one hundred dollars (\$100) shall be refundable in accordance with the following refund schedule.

- If a student attends less than 60% of the program, the formula to pro-rate the tuition refund amount is computed by dividing the remaining number of scheduled courses in the program by the total number of courses in the program and then rounding that percentage down to the nearest 10%. The amount to be refunded is the resulting percentage applied to the total tuition and applicable fees as outlined on the enrollment agreement.
- If a student attends more than 60% of the program, no refund of tuition and fees will be due unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

All refunds will be made within forty (40) days of the date the institution determined the student has withdrawn from school.

The program completion percentage utilized in calculating the refund amount is determined by a student's last date of attendance. Program charges for the percentage of the enrollment period completed are computed based on the number of courses attended.

## OTHER INFORMATION

Every student is responsible for personal items while on the TWS campus. TWS does not assume liability for damage or loss of personal items.

TWS students may request one copy of a grade transcript without charge. Second and any additional requests may be charged up to a \$10.00 fee. Please direct transcript requests to the Registrar's office.



**Main Campus:**

2545 East 11th Street  
Tulsa, OK 74104  
Phone #: (918) 587-6789  
Toll Free: (800) WELD-PRO

**Branch/Expansion Site:**

2233 East 11th Street  
Tulsa, OK 74104  
Phone #: (918) 794-6722  
Toll Free: (800) WELD-PRO  
(800) 935-3776

Catalog Number 40  
Effective: 8/1/2013

**Branch Campus:**

3500 Southside Boulevard  
Jacksonville, FL 32216  
Phone #: (904) 646-9353  
Toll Free: (877) WELD JAX

**Satellite/Auxiliary Site:**

1750 Southside Boulevard  
Jacksonville, FL 32216  
Phone #: (904) 646-9353  
Toll Free: (877) WELD-JAX  
(877) 935-3529

Catalog Number 13  
Effective: 8/1/2013

[www.weldingschool.com](http://www.weldingschool.com)

# Tab 3

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## Officer List & Ownership Information



## Corporate Structure

As of 08/27/2012

**TWS Acquisition Corporation**  
**d/b/a StrataTech Education Group**  
Incorporated DE 04/24/2008; FEIN 26-2474568  
DUNS # 961882763  
(Acquired T.H.E. Inc., 100% owner/parent company of  
**Tulsa Welding School, Inc. on 09/10/2008**)  
100% Shareholder of T.H.E. Inc.

**T.H.E. Inc.**  
Incorporated DE 04/30/1990; FEIN 73-1370326  
Holding Company  
100% Shareholder of Tulsa Welding School, Inc.

**Tulsa Welding School, Inc.**  
Incorporated OK 07/03/1990; FEIN 73-1367563  
OPE ID# 00961800; DUNS# 077345734  
Owns & Operates Post-Secondary Skilled Trade School  
Located in Tulsa, OK  
100% Shareholder of Tulsa Welding School/Jacksonville Campus, Inc., Tulsa  
Welding School/Houston Campus, Inc. and The Refrigeration School, Inc.

**Tulsa Welding School/  
Jacksonville Campus, Inc.**  
Incorporated FL 07/31/2000;  
FEIN 59-3708228  
OPE ID# 00961800;  
DUNS# 065541463  
Owns & Operates Post-Secondary  
Skilled Trade School  
Located in Jacksonville, FL

**Tulsa Welding School/  
Houston Campus, Inc.**  
Incorporated TX 08/27/2012;  
FEIN 46-0981933  
OPE ID#:  
DUNS#  
Owns & Operates Post-Secondary  
Skilled Trade School  
Located in Houston, TX

**The Refrigeration School, Inc.**  
Incorporated DE 10/29/2009;  
FEIN 27-0932438  
Formerly named Refrigeration  
Acquisition Corporation  
OP EID# 01168900;  
DUNS# 078992187  
Owns & Operates Post-Secondary  
Skilled Trade School Located in  
Phoenix, AZ  
(Acquired assets of RSI close of  
business on 11/17/2009)

# Principle Officer Information

Tulsa Welding School, Inc.

Tulsa, OK and Jacksonville, FL

Mary Kelly: President & CEO

1023 E. Seminole Drive

Phoenix, AZ 85022

(602) 490-3452

Alison Zajacek: Chief Financial Officer

26516 N. 115<sup>th</sup> Street

Scottsdale, AZ 85255

(602) 490-3451

Michael McQueeny: VP, Secretary and Treasurer

42 Chapin Parkway

Buffalo, NY 14209

(716) 570-8717

Baris Civelek: VP

29 Hodge Avenue

Buffalo, NY 14222

(716) 566-2916

John Burgess: Director

175 Hampton Hill Drive

Amherst, NY 14221

(716) 432-6607

**WRITTEN CONSENT  
OF  
THE SOLE SHAREHOLDER  
OF  
TULSA WELDING SCHOOL, INC.**

The undersigned, being the sole shareholder of Tulsa Welding School, Inc. (the "Corporation"), hereby adopts and consents to the adoption of the following resolutions:

**WHEREAS**, the shareholder has determined it advisable and to be in the best interest of the Corporation to remove all of the current members of the Corporation's board of directors and to elect new members of the board of directors in place thereof.

**NOW, THEREFORE, BE IT**

**RESOLVED**, that all of the members of the board of directors of the Corporation as of the date hereof are hereby removed; and be it further

**RESOLVED**, that the following persons are hereby elected as directors of the Corporation and shall serve in such capacity until the next annual meeting of the shareholders and until their successors have been elected and have qualified:

John Burgess  
Michael McQueeney  
Baris Civelek

Dated: As of May 1, 2012

**T.H.E. INC.**

By: Michael McQueeney  
Michael McQueeney  
Vice President, Secretary and Treasurer

**WRITTEN CONSENT  
OF  
THE BOARD OF DIRECTORS  
OF  
TULSA WELDING SCHOOL, INC.**

The undersigned, being all of the members of the board of directors of Tulsa Welding School, Inc. (the "Corporation"), hereby adopt and consent to the adoption of the following resolutions:

**WHEREAS**, the directors have determined it advisable and to be in the best interest of the Corporation to remove all of the current officers of the Corporation and to elect new officers of the Corporation in place thereof.

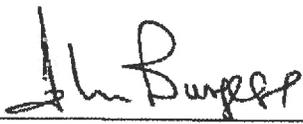
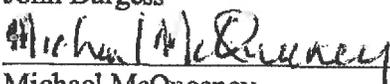
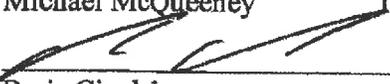
**NOW, THEREFORE, BE IT**

**RESOLVED**, that all of the officers of the Corporation as of the date hereof are hereby removed; and be it further

**RESOLVED**, that the following persons be and they hereby are elected to the offices set opposite their respective names to serve until their successors are chosen and shall have qualified:

Mary Kelly	President and CEO
Alison Zajacek	Vice President, CFO
Michael McQueeney	Vice President, Secretary and Treasurer
Baris Civelek	Vice President
Ryan Martin	Vice President

Dated: As of May 1, 2012

  
\_\_\_\_\_  
John Burgess  
  
\_\_\_\_\_  
Michael McQueeney  
  
\_\_\_\_\_  
Baris Civelek

**WRITTEN CONSENT  
OF  
THE SOLE SHAREHOLDER  
OF  
TULSA WELDING SCHOOL/JACKSONVILLE CAMPUS, INC.**

The undersigned, being the sole shareholder of Tulsa Welding School/Jacksonville Campus, Inc. (the "Corporation"), hereby adopts and consents to the adoption of the following resolutions:

**WHEREAS**, the shareholder has determined it advisable and to be in the best interest of the Corporation to remove all of the current members of the Corporation's board of directors and to elect new members of the board of directors in place thereof.

**NOW, THEREFORE, BE IT**

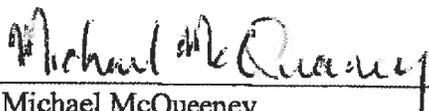
**RESOLVED**, that all of the members of the board of directors of the Corporation as of the date hereof are hereby removed; and be it further

**RESOLVED**, that the following persons are hereby elected as directors of the Corporation and shall serve in such capacity until the next annual meeting of the shareholders and until their successors have been elected and have qualified:

John Burgess  
Michael McQueeney  
Baris Civelek

Dated: As of May 1, 2012

**TULSA WELDING SCHOOL, INC.**

By:   
Michael McQueeney  
Vice President, Secretary and Treasurer

**WRITTEN CONSENT  
OF  
THE BOARD OF DIRECTORS  
OF  
TULSA WELDING SCHOOL/JACKSONVILLE CAMPUS, INC.**

The undersigned, being all of the members of the board of directors of Tulsa Welding School/Jacksonville Campus, Inc. (the "Corporation"), hereby adopt and consent to the adoption of the following resolutions:

**WHEREAS**, the directors have determined it advisable and to be in the best interest of the Corporation to remove all of the current officers of the Corporation and to elect new officers of the Corporation in place thereof.

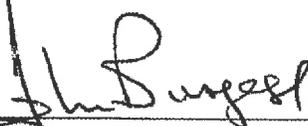
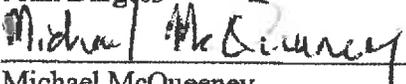
**NOW, THEREFORE, BE IT**

**RESOLVED**, that all of the officers of the Corporation as of the date hereof are hereby removed; and be it further

**RESOLVED**, that the following persons be and they hereby are elected to the offices set opposite their respective names to serve until their successors are chosen and shall have qualified:

Mary Kelly	President and CEO
Alison Zajacek	Vice President, CFO
Michael McQueeney	Vice President, Secretary and Treasurer
Baris Civelek	Vice President
Ryan Martin	Vice President

Dated: As of May 1, 2012

  
\_\_\_\_\_  
John Burgess  
  
\_\_\_\_\_  
Michael McQueeney  
  
\_\_\_\_\_  
Baris Civelek

Tab 4

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Accreditation

# ACCSC

*The Accrediting Commission of Career Schools and Colleges*  
*recognizes*

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**Tulsa Welding School**  
**Tulsa, OK**

*as an accredited institution.*

*The Accrediting Commission of Career Schools and Colleges is listed by the*  
*U.S. Department of Education as a nationally recognized accrediting agency.*

  
Michale S. McComis, Ed D., Executive Director



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*April 2012*

Effective Date



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
703.247.4212  
703.247.4533 fax  
[www.accsc.org](http://www.accsc.org)

September 5, 2012

**ELECTRONIC DELIVERY**  
Aleco.Babikian@twsweld.com

Aleco Babikian  
Director  
Tulsa Welding School  
2545 E. 11<sup>th</sup> Street  
Tulsa, Oklahoma 74104-3909

**School #M000285**

Dear Mr. Babikian:

At the August 2012 meeting, the Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) considered the Application for Renewal of Accreditation submitted by Tulsa Welding School (“TWS”) located in Tulsa, Oklahoma. Upon review of the April 6, 2012 Team Summary Report and the school’s response to that report, the Commission voted to grant Tulsa Welding School **Renewal of Accreditation** for a period of five (5) years effective April 2012<sup>1</sup>.

The mark of an accredited school is its commitment to continuous improvement. Accordingly, the Commission has included an ACCSC Institutional Enhancement Enclosure with this letter, which lists suggestions deserving the school’s immediate attention and action.

Also included with this letter is an ACCSC Approved Program Enclosure as documentation of the school’s approved programs. Although ACCSC accreditation is institutional in nature, the Commission must approve all programs offered by the school. Tulsa Welding School will find the Commission’s requirements for the addition of new programs and modifications to existing programs in the *Standards of Accreditation*.

Through the renewal of its accreditation, Tulsa Welding School has continued its partnership with other educators who are committed to providing programs of quality and to conducting their affairs with integrity. The Commission is confident that Tulsa Welding School will take this responsibility seriously with consideration for the many other ACCSC-accredited institutions that have embraced accreditation as a means to enhance student learning and achieve educational goals.

In accordance with this action, the Commission will forward a Certificate of Accreditation to Tulsa Welding School. The Commission expects that Tulsa Welding School will adhere to the *Standards of Accreditation* on an on-going basis and as revisions are approved and disseminated. Please consult regularly the ACCSC website at [www.accsc.org](http://www.accsc.org) for updates, important due dates, initiatives, and special events planned for the benefit of the Commission’s accredited institutions.

Please note that ACCSC accredited institutions are required to submit the Annual Report, sustaining fees, and audited financial statements annually. Please consult the ACCSC website at [www.accsc.org](http://www.accsc.org) for instructions for the preparation and submission of the information and fees and for all submission deadlines.

For further assistance or additional information, please contact Corey Rosso at 703.247.4507 or [crosso@accsc.org](mailto:crosso@accsc.org).

Sincerely,

Michale S. McComis, Ed.D.  
Executive Director

c: Reba Williams  
[Reba.Williams@beamreachedu.com](mailto:Reba.Williams@beamreachedu.com)

Encls.: ACCSC Approved Program Enclosure  
ACCSC Institutional Enhancement Enclosure

<sup>1</sup>According to ACCSC’s records, the Commission previously granted Tulsa Welding School accreditation for five (5) years effective April 2007. Therefore, Tulsa Welding School’s accreditation is effective for a period of five (5) years going forward from April 2012.



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
703.247.4212  
703.247.4533 fax  
www.accsc.org

**ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES**  
**APPROVED PROGRAM ENCLOSURE**

**TULSA WELDING SCHOOL (SCHOOL #M000285)**  
**TULSA, OKLAHOMA**

**SEPTEMBER 5, 2012**

The Commission has approved the following programs to be included within the school's scope of ACCSC Accreditation:

<b>NON-DEGREE PROGRAMS</b>	<b>INSTRUCTIONAL CLOCK HOURS*</b>	<b>SEMESTER CREDIT HOURS</b>	<b>AWARD</b>
Pipefitting	675	34	Diploma
Professional Welder	750	30	Diploma

\*Non-degree programs may also include recognition of additional time for student preparation outside of class. Please refer to the Commission's letter of recognition where applicable.

<b>DEGREE PROGRAMS</b>	<b>SEMESTER CREDIT HOURS</b>	<b>AWARD</b>
Welding Technology	64	AOS

This information is current as of the date of this letter. Please be advised that a school may not describe in its catalog, advertise, enroll students in, or award credentials for new programs, substantive changes or degree programs prior to Commission approval (*Section IV (B)(9), Substantive Standards, Standards of Accreditation*). A summary of the procedures for adding programs or making modifications to the school's approved programs is described below. Schools should refer to *Section IV, Rules of Process and Procedure of the Standards of Accreditation* for a more detailed explanation of all processes and procedures required for the addition or modification of programs.

**New Non-Degree Programs:**

**Related Programs**

New programs that do not constitute substantive changes as described below must be reported to the Commission through the filing of an Application for a New Program-Related Program. An on-site evaluation to the school may be required at the discretion of the Commission. The new program will be recognized as within the school's institutional accreditation as of the date that the Commission approves the new program.

**Unrelated Programs**

The Commission must review and approve any substantive change to a program offered by a school before the change may be included within the scope of the school's accreditation. The addition of a program that is unrelated to the approved program(s) offered by a school or the alteration of a program that represents a significant departure in the objectives or content from the school's approved program(s) requires approval through the filing of an Application for a New Unrelated Program.

**Degree Programs:**

Schools must have each degree program reviewed and approved by the Commission before the program is offered by filing an Application for Approval of a Degree Program.

**Program Modifications:**

**Non-Substantive - Less Than 25 Percent**

Non-substantive program modifications are those which result in less than a 25 percent change in the program's clock hours or credit hours or changes to the name of an approved program. The Commission does not require prior approval of non-substantive program modifications; however, schools must notify the Commission, in writing, of these types of modifications.

Schools must complete the Program Modification Report for Non-Substantive Changes with all attachments prior to the modification taking effect. In the event that it is determined that the program modification is in fact a substantive change, a school will be required to submit the appropriate substantive change report.

**Substantive - 25 Percent or More**

A substantial increase or decrease (a cumulative modification of 25 percent or more from the original date of program approval or the most recent accreditation review) in the clock hours or credit hours of an existing program requires approval in accordance with the substantive change provisions including the filing of an Application for a Substantive Program Modification.



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
703.247.4212  
703.247.4533 fax  
[www.accsc.org](http://www.accsc.org)

**ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES**  
**INSTITUTIONAL ENHANCEMENT ENCLOSURE**

**TULSA WELDING SCHOOL (SCHOOL #M000285)**  
**TULSA, OKLAHOMA**

**SEPTEMBER 5, 2012**

The Commission directs the Tulsa Welding School's continued attention toward ensuring that it facilitates regularly scheduled meetings of its Program Advisory Committee in accordance with *Section II (A)(5), Substantive Standards, Standards of Accreditation* throughout the school's term of accreditation.



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
703.247.4212  
703.247.4533 fax  
[www.accsc.org](http://www.accsc.org)

February 13, 2013

**ELECTRONIC DELIVERY**

Aleco.Babikian@tws weld.com

Aleco Babikian  
Director  
Tulsa Welding School  
2545 E. 11<sup>th</sup> Street  
Tulsa, Oklahoma 74104

**School #M000285**

Dear Mr. Babikian:

The Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) received the Program Modification Report – Non-substantive Modifications submitted by Tulsa Welding School located in Tulsa, Oklahoma. Upon reviewing the information provided, the following modifications<sup>1</sup> to the school’s programs have been approved.

Program	Semester Academic Credit <sup>2</sup> Hours	Credential
Welding Technology	60.5	AOS

As a result of the Commission’s approval of the non-substantive modification, please be aware that the school may not continue to offer the previous curricula with the exception of teaching-out those students who enrolled in the program prior to the approval of the modification.

As you are aware, the Commission may adopt new standards or make revisions to current standards. While the modifications to its existing programs are approved, the school’s programs are subject to review by an on-site evaluation team during its regular review process. Accordingly, the school is advised to review and comply with the most recent ACCSC standards. To review the most recent alerts and changes, please visit the ACCSC website at [www.accsc.org](http://www.accsc.org).

The Commission will assess the school’s compliance with the new definition and the award of credit hours at the time of the school’s next initial or renewal of accreditation process. Should you have any questions, please contact me at 703.247.45xx or via e-mail at [ndelgado@accsc.org](mailto:ndelgado@accsc.org).

Sincerely,

Nora Delgado  
Analyst, Institutional Review and Development

<sup>1</sup> The Commission recognizes the modification(s) made to the number of total clock hours of the degree program(s).

<sup>2</sup> Credit hours are based on the Commission’s definition of a credit hour as defined in *Section II (A)(2) Substantive Standards and Appendix III, Standards of Accreditation*.

# NOTICE OF REVISED ACADEMIC CREDIT HOURS

**RECEIVED**

Accrediting Commission of Career Schools and Colleges (ACCSC)

By Maurice Gatewood at 1:57 pm, Dec 20, 2012

To be submitted if a school elects to adopt the Credit Hours based on the new calculation (See Section II (A)(2), Substantive Standards, Standards of Accreditation). This form may only be submitted when the school has determined there will be no variation in the actual instructional clock hours of a program. This report must be submitted in accordance with ACCSC's Instructions for Electronic Submission.

School #	Name of School	Main or Branch	City	State
M000285	Tulsa Welding School	Main	Tulsa	OK

Contact Person: Reba Williams	Phone: (602) 490-3446	Email: Reba.Williams@StrataTech.com
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Program(s) where the school plans to adopt the new credit hours as calculated:

PROGRAM	CURRENTLY APPROVED		HOURS BASED ON NEW DEFINITION		TYPE OF CREDIT HOURS	CREDENTIAL
	CLOCK HOURS	CREDIT HOURS	CLOCK HOURS	CREDIT HOURS		
Professional Welder	750	30	750	25	<input checked="" type="checkbox"/> Semester <input type="checkbox"/> Quarter	Diploma
Pipefitting	675	34	675	25	<input checked="" type="checkbox"/> Semester <input type="checkbox"/> Quarter	Diploma
					<input type="checkbox"/> Semester <input type="checkbox"/> Quarter	
					<input type="checkbox"/> Semester <input type="checkbox"/> Quarter	
					<input type="checkbox"/> Semester <input type="checkbox"/> Quarter	
					<input type="checkbox"/> Semester <input type="checkbox"/> Quarter	

I certify that the information herein and attached hereto is correct.

I certify that the school has notified and fulfilled all requirements of each regulatory agency regarding this modification.

I certify that the schools' program continues to meet all ACCSC requirements with respect to clock hour to credit hour conversion and curriculum specifications for technical, general education, and/or applied general education courses offered within the program as applicable.

Name: Mary Kelly

Title: President & CEO

Signature: \_\_\_\_\_

Date: 12/18/2012

**Attachments to this report:**

1. A Non-Degree Program Profile of Clock to Credit Conversion or Outline of a Degree Program for each program listed above.

Submit to: **Executive Director**  
**Accrediting Commission of Career Schools and Colleges**  
**2101 Wilson Boulevard / Suite 302**  
**Arlington, Virginia 22201**

**For Office Use Only**

Approved by and Date:

Nora  
 Delgado

Digitally signed by Nora Delgado  
 DN: cn=Nora Delgado, o=ACCSC,  
 ou=IRD,  
 email=ndelgado@accsc.org, c=US  
 Date: 2013.05.08 08:36:33 -0400



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
703.247.4212  
703.247.4533 fax  
[www.accsc.org](http://www.accsc.org)

July 24, 2013

**ELECTRONIC DELIVERY**  
Aleco.Babikian@twsweld.com

Mr. Aleco Babikian  
Tulsa Welding School  
2545 E. 11th St  
Tulsa, OK 74104

**School #M000285**

Dear Mr. Babikian:

The ACCSC *School of Excellence Award* recognizes schools for their commitment to the expectations and rigors of ACCSC accreditation, as well as efforts in maintaining high-levels of achievement among their students. In order to be eligible for the award, a school must meet all of the criteria established by the Commission for its School of Distinction Award *and* a majority of the schools' graduation and employment rates from all programs offered must meet or exceed the average rates of graduation and employment among all ACCSC-accredited institutions. It gives me great pleasure to inform you that the Commission has determined that Tulsa Welding School in Tulsa, Oklahoma, has met the established criteria and shall receive a 2012 – 2013 ACCSC School of Excellence Award.

As a School of Excellence, your school will be honored throughout the 2013 Professional Development Conference. The 2013 ACCSC Professional Development Conference (PDC) will be held September 11 – 13 at the Gaylord National Hotel. The theme of the conference, **"A Community of Partners in Education,"** highlights the focus for the conference: building partnerships within the higher education community. ACCSC invites you to join us on Wednesday, September 11<sup>th</sup>, at 5:30pm at the Gaylord National Hotel for a Welcome Reception to honor the 2013 Schools of Excellence and Schools of Distinction. If you have not already done so, please register to attend the PDC and Welcome Reception by [clicking here](#).

To assist us in planning for your recognition, kindly RSVP to Michelle Ragnetti via e-mail at [mragnetti@accsc.org](mailto:mragnetti@accsc.org) for the Welcome Reception **on or before Friday, August 23**.

In addition, ACCSC wishes to provide the much deserved recognition to Tulsa Welding School throughout the PDC. Ideally, we would like to utilize photographs that highlight your school "in action," including photographs of activities that involve teachers, students, and administrative personnel. Electronic submissions in a high quality (.jpg or .bmp) format are preferred. Please e-mail all photographs to Christopher Lambert, Associate Executive Director, at [clambert@accsc.org](mailto:clambert@accsc.org) **on or before Wednesday, August 14**.

If you have any questions or comments regarding the School of Excellence Award or the 2013 Professional Development Conference, please feel free to contact Michelle Ragnetti, Conference and Events Coordinator, via telephone at (703) 247-4527 or e-mail at [mragnetti@accsc.org](mailto:mragnetti@accsc.org).

Once again, congratulations on this significant achievement. I look forward to seeing you in Washington.

Sincerely,

Michale McComis, Ed.D.  
Executive Director

c: Reba Williams  
[Reba.Williams@StrataTech.com](mailto:Reba.Williams@StrataTech.com)



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
703.247.4212  
703.247.4533 fax  
www.accsc.org

August 6, 2010

**VIA ELECTRONIC TRANSMISSION**  
**CONFIDENTIAL**

Debbie Burke  
Director  
Tulsa Welding School  
2545 East 11th Street  
Tulsa, OK 74104

**School #M000285**

**RE: Facility Expansion - 2233 East 11<sup>th</sup> Street  
Tulsa, Oklahoma 74104**

Dear Ms. Burke:

The Accrediting Commission of Career Schools and Colleges ("ACCSC" or "the Commission") received the Facility Expansion Report submitted by Tulsa Welding School located in Tulsa, Oklahoma. The institution indicates that it intends to expand its facility into 2233 East 11<sup>th</sup> Street. Based on the information provided, the report is complete with all required attachments and the institution's expansion satisfies the Commission's requirements (*Section IV (B)(1), Rules of Process and Procedure; Standards of Accreditation*).

Should you have any questions or need additional information, please contact me at 703.489.2489 or via e-mail at [rviands@accsc.org](mailto:rviands@accsc.org).

Sincerely,

Rebecca Viands  
Analyst, Institutional Review and Development



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
703.247.4212  
703.247.4533 fax  
[www.accsc.org](http://www.accsc.org)

March 4, 2014

**ELECTRONIC DELIVERY**

Dianne.Ely@tswsweb.com

Aleco Babikian  
Interim Campus President  
Tulsa Welding School  
3500 Southside Boulevard  
Jacksonville, Florida 32216-4634

**School #B070499**

Dear Mr. Babikian:

At the February 2014 meeting, the Accrediting Commission of Career Schools and Colleges ("ACCSC" or "the Commission") considered the Application for Renewal of Accreditation and the unrelated non-degree program application for the Shipfitting and Steel Fabrication (Diploma) program submitted by Tulsa Welding School located in Jacksonville, Florida. Upon review of the July 10, 2013 Team Summary Report and the school's response to that report, the Commission voted to grant the institution Tulsa Welding School **Renewal of Accreditation**. The Commission's action renews the school's accreditation for a period of five (5) years going forward from November 2013.<sup>1</sup> The Commission also determined that Tulsa Welding School has met the requirements for the addition of the Shipfitting and Steel Fabrication Diploma program within the school's scope of accreditation.

Included with this letter is an ACCSC Approved Program Enclosure as documentation of the school's approved programs. Although ACCSC accreditation is institutional in nature, the Commission must approve all programs offered by the school. Tulsa Welding School will find the Commission's requirements for the addition of new programs and modifications to existing programs in the *Standards of Accreditation*.

Through the renewal of its accreditation, Tulsa Welding School has continued its partnership with other educators who are committed to providing programs of quality and to conducting their affairs with integrity. The Commission is confident that Tulsa Welding School will take this responsibility seriously with consideration for the many other ACCSC-accredited institutions that have embraced accreditation as a means to enhance student learning and achieve educational goals.

In accordance with this action, the Commission will send the Certificate of Accreditation for Tulsa Welding School under separate cover. The Commission expects that Tulsa Welding School will adhere to the *Standards of Accreditation* on an on-going basis and as revisions are approved and disseminated. Please consult regularly the ACCSC website at [www.accsc.org](http://www.accsc.org) for updates, important due dates, initiatives, and special events planned for the benefit of the Commission's accredited institutions.

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<sup>1</sup> According to ACCSC's records, the Commission previously granted Tulsa Welding School renewal of accreditation for five (5) years effective November 2008. Therefore, Tulsa Welding School's accreditation is effective for a period of five (5) years going forward from November 2013.

*Tulsa Welding School – Jacksonville, Florida*  
*School #B070499*  
*March 12, 2014*  
*Page 2 of 2*

Please note that ACCSC accredited institutions are required to submit the Annual Report, sustaining fees, and audited financial statements annually. Please consult the ACCSC website at [www.accsc.org](http://www.accsc.org) for instructions for the preparation and submission of the information and fees and for all submission deadlines.

For further assistance or additional information, please contact Alanna Marx at 703.247.4508 or via e-mail at [amarx@accsc.org](mailto:amarx@accsc.org).

Sincerely,



Michale S. McComis, Ed.D.  
Executive Director

C: Tulsa Welding School – Tulsa, Oklahoma (#M000285)  
Mark Staats, Campus President  
[Mark.Staats@twsweld.com](mailto:Mark.Staats@twsweld.com)

Dianne Ely  
[Dianne.Ely@twsweld.com](mailto:Dianne.Ely@twsweld.com)

Reba Williams  
[Reba.Williams@StrataTech.com](mailto:Reba.Williams@StrataTech.com)

Encl.: ACCSC Approved Program Enclosure



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
703.247.4212  
703.247.4533 fax  
www.accsc.org

**ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES**  
**APPROVED PROGRAM ENCLOSURE**

**TULSA WELDING SCHOOL (SCHOOL #B070499)**  
**JACKSONVILLE, FLORIDA**

**MARCH 4, 2014**

The Accrediting Commission of Career Schools and Colleges (ACCSC) has approved the following programs to be included within the school's scope of ACCSC Accreditation:

<b>NON-DEGREE PROGRAMS</b>	<b>INSTRUCTIONAL CLOCK HOURS*</b>	<b>SEMESTER CREDIT HOURS</b>	<b>AWARD</b>
Professional Welder	750	25	Diploma
Electro-Mechanical Technologies	900	35	Diploma
Shipfitting and Steel Fabrication	900	33	Diploma
Electronic System Technician	900	33	Diploma
Refrigeration Technologies	700	28	Diploma

\*Non-degree programs may also include recognition of additional time for student preparation outside of class. Please refer to the Commission's letter of recognition where applicable.

This information is current as of the date of this letter. Please be advised that a school may not describe in its catalog, advertise, enroll students in, or award credentials for new programs, substantive changes or degree programs prior to Commission approval (*Section IV (B)(9), Substantive Standards, Standards of Accreditation*). Schools should refer to *Section IV, Rules of Process and Procedure of the Standards of Accreditation* for a more detailed explanation of all processes and procedures required for the addition or modification of programs.



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
703.247.4212  
703.247.4533 fax  
www.accsc.org

February 21, 2014

**ELECTRONIC DELIVERY**

Dianne.Ely@twsweld.com

Aleco Babikian  
Interim Campus President  
Tulsa Welding School  
3500 Southside Boulevard  
Jacksonville, Florida 32216-4634

**School #B070499**

Dear Mr. Babikiam:

The Accrediting Commission of Career Schools and Colleges (ACCSC) is in receipt of a request from Tulsa Welding School located in Jacksonville, Florida regarding the confirmation of the school's accredited status with ACCSC as part of requirement for Licensure by Means of Accreditation with the Florida Commission for Independent Education.

This letter confirms that Tulsa Welding School located at 3500 Southside Boulevard in Jacksonville, Florida is currently accredited and in good standing with ACCSC. At the February 2014 meeting, ACCSC considered the school's Application for Renewal of Accreditation and an unrelated non-degree program application and voted to grant the institution **Renewal of Accreditation**. ACCSC's action renews the school's accreditation for a period of five (5) years going forward from November 2013.<sup>1</sup> In March 2014, ACCSC will issue a final accreditation action letter to Tulsa Welding School.

Please contact me at 703.247.4516 or via email at [clambert@accsc.org](mailto:clambert@accsc.org) with any questions you may have.

Sincerely,

Christopher Lambert  
Associate Executive Director  
ACCSC

c: Pam Oliver, Pamela.Oliver@stratatech.com

<sup>1</sup> According to ACCSC's records, the Commission previously granted Tulsa Welding School renewal of accreditation for five (5) years effective November 2008. Therefore, Tulsa Welding School's accreditation is effective for a period of five (5) years going forward from November 2013.

# Tab 5

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## State Licensure/Authorization List

List of States and Approval Agencies for Tulsa Welding School in Tulsa, OK and Jacksonville, FL

State	Agency Name	Contact Name	Alt Contact	Phone #	Alt Phone #	Address	Address 2	City	State	Zip
Alabama	Alabama Department of Postsecondary Education	Annette Funderburk	Tivoli Nash	(334) 293-4651	(334) 293-4650	P.O. Box 302130	135 S. Union St., Montgomery, AL 36104- Physical	Montgomery	AL	36130-2130
Arizona	Arizona State Board for Private Postsecondary Education	Kim Darling	Teri Stanfill	(602) 542-5720	(602) 542-5709	1400 W. Washington Street	Room 260	Phoenix	AZ	85007
Arkansas	Arkansas State Board of Private Career Education	Sara Hill		(501) 683-8000		501 Woodlane	Suite 312 South	Little Rock	AR	72201
Colorado	Division of Private Occupational Schools; Colorado Department of Higher Education	Renee Belisle	Loretta Perez	(303) 866-2723		1560 Broadway	Suite 1600	Denver	CO	80202
Florida	Florida Commission for Independent Education #2331	Brandon Eldridge	Brady Lyon	(850) 245-3200		325 W. Gaines Street	Suite 1414	Tallahassee	FL	32399-0400
Georgia	Georgia Nonpublic Postsecondary Education Commission	Laura	Dr. Ben Sealy	(770) 414-3310	(478) 731-1954	2082 E. Exchange Place	Suite 220	Tucker	GA	30084-5305
Indiana	Department of Workforce Development, Office of Career Training School	Dinell Edge	Jodi White	(317) 234-8338	(317) 234-8339	10 N. Senate	Room SE205	Indianapolis	IN	46204
Kansas	Kansas Board of Regents	Jacqueline Johnson	Danielle/ Katie	(785) 296-4917	(785) 296-1529	1000 SW Jackson	Suite 520	Topeka	KS	66612
Kentucky	Kentucky Commission on Proprietary Education	Michelle McElmurray	Steve Wilborn	(502) 564-3296	(502) 564-4185	Capital Plaza Tower - 500 Mero Street	Room 303	Frankfort	KY	40601
Louisiana	Louisiana Board of Regents	Kristi Kron	Nancy Beall	(225) 342-7084		P.O. Box 3677	UPS/FedEx: 1201 N 3rd St, Baton Rouge, LA 70802	Baton Rouge	LA	70821-3677
Michigan	State of Michigan	James Farhat		(517) 241-4274		7150 Harris Drive	1st Floor-B-Wing	Lansing	MI	48913-0000
Minnesota	Minnesota Office of Higher Education, Private Career School Licensure	George Roedler	Brian Geraghty	(651) 259-3975	(651) 259-3976	1450 Energy Park Drive	Suite 350	St. Paul	MN	55108-0000
Mississippi	State of Mississippi - Commission on Proprietary School & College Registration	Kim Verneuille		(601) 432-6185	Fax: (601) 432-6363	3825 Ridgewood Road		Jackson	MS	39211
Missouri	Missouri Department of Higher Education; Proprietary School Certification	Leslie Winter		(573) 751-2361		PO Box 1469	UPS/FedEx: 205 Jefferson Street, 11th Floor, 65101	Jefferson City	MO	65102

List of States and Approval Agencies for Tulsa Welding School in Tulsa, OK and Jacksonville, FL

Nebraska	Nebraska Department of Education	Carol Grell	Yvette	(402) 471-4825	(402) 471-4827	301 Centennial Mall South	PO Box 94987	Lincoln	NE	68509
New Mexico	New Mexico Higher Education Department	Diane Vigil		(505) 476-8418	(505) 476-8400	2048 Galisteo Street		Santa Fe	NM	87505-2100
Oklahoma	Oklahoma Board of Private Vocational Schools	Helen Myers	Nora House	(405) 528-3370		3700 N. Classen Blvd.	Suite 250	Oklahoma City	OK	73118-2864
Ohio	Ohio State Board of Career Colleges and Schools	Ruth Myers	John Ware	(614) 466-2752		30 East Broad Street	Suite 2481	Columbus	OH	43215
Tennessee	Tennessee Higher Education Commission #358	Teresa Warren	Wayne W/ Bill C/ Eboni (NH)	(615) 741-5293		404 James Robertson Pkwy.	Pkwy. Towers, Suite 1900	Nashville	TN	37243
Texas	Texas Workforce Commission #S2125; Career Schools and Colleges	Vangie Sandoval	Nora Perez	(512) 936-3792	(512) 936-3253	101 E. 15th Street		Austin	TX	78778-0001
West Virginia	Community & Technical College System of West Virginia (CTCS)	Teresa Smith		(304) 558-0265	(304) 558-2101	1018 Kanawha Blvd., East - Suite 700		Charleston	WV	25301
Wisconsin	Educational Approval Board	Linda Heidtman	Pat Sweeney	(608) 266-3705	(608) 266-1354	201 W Washington Ave, 3rd Floor		Madison	WI	53703
Wyoming	Wyoming Department of Education	Elaine Marces		(307) 777-5712	(377) 777-6210	2300 Capitol Ave.		Cheyenne	WY	82002

# Tab 6

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## Program Participation Agreement

OCT 05 REC'D



FEDERAL STUDENT AID - START HERE GO FURTHER

**UNITED STATES DEPARTMENT OF EDUCATION**

**FEDERAL STUDENT AID  
SCHOOL ELIGIBILITY CHANNEL**

**PROGRAM PARTICIPATION AGREEMENT**

Effective Date of Approval: The date on which this Agreement is signed on behalf of the Secretary of Education

Approval Expiration Date: **June 30, 2015**

Reapplication Date: **March 31, 2015**

Name of Institution: **Tulsa Welding School**

Address of Institution: **2545 East 11th Street  
Tulsa, OK 74104-3909**

OPE ID Number: **00961800**

DUNS Number: **077345734**

Taxpayer Identification Number (TIN): **731367563**

**The execution of this Agreement by the Institution and the Secretary is a prerequisite to the Institution's initial or continued participation in any Title IV, HEA Program.**

The postsecondary educational institution listed above, referred to hereafter as the "Institution," and the United States Secretary of Education, referred to hereafter as the "Secretary," agree that the Institution may participate in those student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs) indicated under this Agreement and further agrees that such participation is subject to the terms and conditions set forth in this Agreement. As used in this Agreement, the term "Department" refers to the U.S. Department of Education.

**SCOPE OF COVERAGE**

This Agreement applies to all locations of the Institution as stated on the most current ELIGIBILITY AND CERTIFICATION APPROVAL REPORT issued by the Department. This Agreement covers the Institution's eligibility to participate in each of the following listed Title IV, HEA programs, and incorporates by reference the regulations cited.

- **FEDERAL PELL GRANT PROGRAM**, 20 U.S.C. §§1070a *et seq.*; 34 C.F.R Part 690.
- **FEDERAL FAMILY EDUCATION LOAN PROGRAM**, 20 U.S.C. §§1071 *et seq.*; 34 C.F.R Part 682.
- **FEDERAL DIRECT STUDENT LOAN PROGRAM**, 20 U.S.C. §§1087a *et seq.*; 34 C.F.R Part 685.
- **FEDERAL PERKINS LOAN PROGRAM**, 20 U.S.C. §§1087aa *et seq.*; 34 C.F.R Part 674.
- **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM**, 20 U.S.C. §§1070b *et seq.*; 34 C.F.R Part 676.
- **FEDERAL WORK-STUDY PROGRAM**, 42 U.S.C. §§2751 *et seq.*; 34 C.F.R Part 675.
- **ACADEMIC COMPETITIVENESS GRANT AND NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT GRANT PROGRAMS**, 20 U.S.C. §§1070a-1 *et seq.*; 34 C.F.R Part 691.
- **IRAQ AND AFGHANISTAN SERVICE GRANT**, 20 U.S.C. §§1070d *et seq.*

## GENERAL TERMS AND CONDITIONS

1. The Institution understands and agrees that it is subject to and will comply with the program statutes and implementing regulations for institutional eligibility as set forth in 34 CFR Part 600 and for each Title IV, HEA program in which it participates, as well as the general provisions set forth in Part F and Part G of Title IV of the HEA, and the Student Assistance General Provisions regulations set forth in 34 CFR Part 668.  
*The recitation of any portion of the statute or regulations in this Agreement does not limit the Institution's obligation to comply with other applicable statutes and regulations.*
2.
  - a. The Institution certifies that on the date it signs this Agreement, it has a drug abuse prevention program in operation that it has determined is accessible to any officer, employee, or student at the Institution.
  - b. The Institution certifies that on the date it signs this Agreement, it is in compliance with the disclosure requirements of Section 485(f) of the HEA (Campus Security Policy and Campus Crime Statistics).
3. The Institution agrees to comply with—
  - a. Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations, 34 CFR Parts 100 and 101 (barring discrimination on the basis of race, color or national origin);
  - b. Title IX of the Education Amendments of 1972 and the implementing regulations, 34 CFR Part 106 (barring discrimination on the basis of sex);
  - c. The Family Educational Rights and Privacy Act of 1974 and the implementing regulations, 34 CFR Part 99;
  - d. Section 504 of the Rehabilitation Act of 1973 and the implementing regulations, 34 CFR Part 104 (barring discrimination on the basis of physical handicap); and
  - e. The Age Discrimination Act of 1975 and the implementing regulations, 34 CFR Part 110.
  - f. The Standards for Safeguarding Customer Information, 16 CFR Part 314, issued by the Federal Trade Commission (FTC), as required by the Gramm-Leach-Bliley (GLB) Act,

P.L. 106-102. These Standards are intended to ensure the security and confidentiality of customer records and information. The Secretary considers any breach to the security of student records and information as a demonstration of a potential lack of administrative capability as stated in 34 CFR 668.16(c). Institutions are strongly encouraged to inform its students and the Department of any such breaches.

4. The Institution acknowledges that 34 CFR Parts 602 and 667 require accrediting agencies, State regulatory bodies, and the Secretary to share information about institutions. The Institution agrees that the Secretary, any accrediting agency recognized by the Secretary, and any State regulatory body may share or report information to one another about the Institution without limitation.
5. The Institution acknowledges that the HEA prohibits the Secretary from recognizing the accreditation of any institution of higher education unless that institution agrees to submit any dispute involving the final denial, withdrawal, or termination of accreditation to initial arbitration prior to any other legal action.

### **SELECTED PROVISIONS FROM GENERAL PROVISIONS REGULATIONS, 34 C.F.R PART 668.14**

An institution's program participation agreement applies to each branch campus and other location of the institution that meets the applicable requirements of this part unless otherwise specified by the Secretary.

(b) By entering into a Program Participation Agreement, an Institution agrees that:

- (1) It will comply with all statutory provisions of or applicable to Title IV of the HEA, all applicable regulatory provisions prescribed under that statutory authority, and all applicable special arrangements, agreements, and limitations entered into under the authority of statutes applicable to Title IV of the HEA, including the requirement that the institution will use funds it receives under any Title IV, HEA program and any interest or other earnings thereon, solely for the purposes specified in and in accordance with that program;
- (2) As a fiduciary responsible for administering Federal funds, if the institution is permitted to request funds under a Title IV, HEA program advance payment method, the institution will time its requests for funds under the program to meet the institution's immediate Title IV, HEA program needs;
- (3) It will not request from or charge any student a fee for processing or handling any application, form, or data required to determine a student's eligibility for, and amount of, Title IV, HEA program assistance;
- (4) It will establish and maintain such administrative and fiscal procedures and records as may be necessary to ensure proper and efficient administration of funds received from the Secretary or from students under the Title IV, HEA programs, together with assurances that the institution will provide, upon request and in a timely manner, information relating to the administrative capability and financial responsibility of the institution to--
  - (i) The Secretary;
  - (ii) A guaranty agency, as defined in 34 CFR part 682, that guarantees loans made under the Federal Stafford Loan, and Federal PLUS programs for attendance at the institution or any of the institution's branch campuses or other locations;
  - (iii) The nationally recognized accrediting agency that accredits or preaccredits the institution or any of the institution's branch campuses, other locations, or educational programs;
  - (iv) The State agency that legally authorizes the institution and any branch campus or other location of the institution to provide postsecondary education; and

(v) In the case of a public postsecondary vocational educational institution that is approved by a State agency recognized for the approval of public postsecondary vocational education, that State agency;

(5) It will comply with the provisions of §668.15 relating to factors of financial responsibility;

(6) It will comply with the provisions of §668.16 relating to standards of administrative capability;

(7) It will submit reports to the Secretary and, in the case of an institution participating in the Federal Stafford Loan, Federal PLUS, or the Federal Perkins Loan Program, to holders of loans made to the institution's students under that program at such times and containing such information as the Secretary may reasonably require to carry out the purpose of the Title IV, HEA programs;

(8) It will not provide any statement to any student or certification to any lender in the case of an FFEL Program loan, or origination record to the Secretary in the case of a Direct Loan Program loan that qualifies the student or parent for a loan or loans in excess of the amount that the student or parent is eligible to borrow in accordance with sections 425(a), 428(a)(2), 428(b)(1)(A) and (B), 428B, 428H and 455(a) of the HEA;

(9) It will comply with the requirements of Subpart D of this part concerning institutional and financial assistance information for students and prospective students;

(10) In the case of an institution that advertises job placement rates as a means of attracting students to enroll in the institution, it will make available to prospective students, at or before the time that those students apply for enrollment-

(i) The most recent available data concerning employment statistics, graduation statistics, and any other information necessary to substantiate the truthfulness of the advertisements; and

(ii) Relevant State licensing requirements of the State in which the institution is located for any job for which an educational program offered by the institution is designed to prepare those prospective students;

(11) In the case of an institution participating in the FFEL Program, the institution will inform all eligible borrowers, as defined in 34 CFR part 682, enrolled in the institution about the availability and eligibility of those borrowers for State grant assistance from the State in which the institution is located, and will inform borrowers from another State of the source for further information concerning State grant assistance from that State;

(12) It will provide the certifications described in paragraph (c) of this section;

(13) In the case of an institution whose students receive financial assistance pursuant to section 484 (d) of the HEA, the institution will make available to those students a program proven successful in assisting students in obtaining the recognized equivalent of a high school diploma;

(14) It will not deny any form of Federal financial aid to any eligible student solely on the grounds that the student is participating in a program of study abroad approved for credit by the institution;

(15) (i) Except as provided under paragraph (b)(15)(ii) of this section, the institution will use a default management plan approved by the Secretary with regard to its administration of the FFEL or Direct Loan programs, or both for at least the first two years of its participation in those programs, if the institution --

(A) Is participating in the FFEL or Direct Loan programs for the first time; or

(B) Is an institution that has undergone a change of ownership that results in a change in control and is participating in the FFEL or Direct Loan programs.

(ii) The institution does not have to use an approved default management plan if --

(A) The institution, including its main campus and any branch campus, does not have a cohort default rate in excess of 10 percent; and

(B) The owner of the institution does not own and has not owned any other institution that had a cohort default rate in excess of 10 percent while that owner owned the institution.

(16) For a proprietary institution, the institution will derive at least 10 percent of its revenues for each fiscal year from sources other than Title IV, HEA program funds, as provided in § 668.28(a)

and (b), or be subject to sanctions described in § 668.28(c);

(17) The Secretary, guaranty agencies and lenders as defined in 34 CFR part 682, nationally recognized accrediting agencies, the Secretary of Veterans Affairs, State agencies recognized under 34 CFR part 603 for the approval of public postsecondary vocational education, and State agencies that legally authorize institutions and branch campuses or other locations of institutions to provide postsecondary education, have the authority to share with each other any information pertaining to the institution's eligibility for or participation in the Title IV, HEA programs or any information on fraud and abuse;

(18) It will not knowingly --

(i) Employ in a capacity that involves the administration of the Title IV, HEA programs or the receipt of funds under those program, an individual who has been convicted of, or has pled *nolo contendere* or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds, or has been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds;

(ii) Contract with an institution or third-party servicer that has been terminated under section 432 of the HEA for a reason involving the acquisition, use, or expenditure of Federal, State, or local government funds, or that has been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds; or

(iii) Contract with or employ any individual, agency, or organization that has been, or whose officers or employees have been--

(A) Convicted of, or pled *nolo contendere* or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds; or

(B) Administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds;

(19) It will complete, in a timely manner and to the satisfaction of the Secretary, surveys conducted as a part of the Integrated Postsecondary Education Data System (IPEDS) or any other Federal collection effort, as designated by the Secretary, regarding data on postsecondary institutions;

(20) In the case of an institution that is co-educational and has an intercollegiate athletic program, it will comply with the provisions of §668.48;

(21) It will not impose any penalty, including, but not limited to, the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that the student borrow additional funds for which interest or other charges are assessed, on any student because of the student's inability to meet his or her financial obligations to the institution as a result of the delayed disbursement of the proceeds of a Title IV, HEA program loan due to compliance with statutory and regulatory requirements of or applicable to the Title IV, HEA programs, or delays attributable to the institution;

(22)(i) It will not provide any commission, bonus, or other incentive payment based directly or indirectly upon success in securing enrollments or financial aid to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the awarding of Title IV, HEA program funds, except that this limitation does not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Title IV, HEA program funds.

(ii) Activities and arrangements that an institution may carry out without violating the provisions of (b)(22)(i) of this section include, but are not limited to:

(A) The payment of fixed compensation, such as a fixed annual salary or a fixed hourly wage, as long as that compensation is not adjusted up or down more than twice during any twelve month period, and any adjustment is not based solely on the number of students recruited, admitted, enrolled, or awarded financial aid. For this purpose, an increase in fixed compensation resulting from a cost of living increase that is paid to all or substantially all full-time employees is not considered an adjustment.

(B) Compensation to recruiters based upon their recruitment of students who enroll only in

programs that are not eligible for Title IV, HEA program funds.

(C) Compensation to recruiters who arrange contracts between the institution and an employer under which the employer's employees enroll in the institution, and the employer pays, directly or by reimbursement, 50 percent or more of the tuition and fees charged to its employees; provided that the compensation is not based upon the number of employees who enroll in the institution, or the revenue they generate, and the recruiters have no contact with the employees.

(D) Compensation paid as part of a profit-sharing or bonus plan, as long as those payments are substantially the same amount or the same percentage of salary or wages, and made to all or substantially all of the institution's full-time professional and administrative staff. Such payments can be limited to all, or substantially all of the full-time employees at one or more organizational level at the institution, except that an organizational level may not consist predominantly of recruiters, admissions staff, or financial aid staff.

(E) Compensation that is based upon students successfully completing their educational programs, or one academic year of their educational programs, whichever is shorter. For this purpose, successful completion of an academic year means that the student has earned at least 24 semester or trimester credit hours or 36 quarter credit hours, or has successfully completed at least 900 clock hours of instruction at the institution.

(F) Compensation paid to employees who perform clerical "pre-enrollment" activities, such as answering telephone calls, referring inquiries, or distributing institutional materials.

(G) Compensation to managerial or supervisory employees who do not directly manage or supervise employees who are directly involved in recruiting or admissions activities, or the awarding of Title IV, HEA program funds.

(H) The awarding of token gifts to the institution's students or alumni, provided that the gifts are not in the form of money, no more than one gift is provided annually to an individual, and the cost of the gift is not more than \$100.

(I) Profit distributions proportionately based upon an individual's ownership interest in the institution.

(J) Compensation paid for Internet-based recruitment and admission activities that provide information about the institution to prospective students, refer prospective students to the institution, or permit prospective students to apply for admission on-line.

(K) Payments to third parties, including tuition sharing arrangements, that deliver various services to the institution, provided that none of the services involve recruiting or admission activities, or the awarding of Title IV, HEA program funds.

(L) Payments to third parties, including tuition sharing arrangements, that deliver various services to the institution, even if one of the services involves recruiting or admission activities or the awarding of Title IV, HEA program funds, provided that the individuals performing the recruitment or admission activities, or the awarding of Title IV, HEA program funds, are not compensated in a manner that would be impermissible under paragraph (b)(22) of this section.

(23) It will meet the requirements established pursuant to Part H of Title IV of the HEA by the Secretary and nationally recognized accrediting agencies;

(24) It will comply with the requirements of §668.22;

(25) It is liable for all--

(i) Improperly spent or unspent funds received under the Title IV, HEA programs, including any funds administered by a third-party servicer; and

(ii) Returns any Title IV, HEA program funds that the institution or its servicer may be required to make;

(26) If the stated objectives of an educational program of the institution are to prepare a student for gainful employment in a recognized occupation, the institution will--

(i) Demonstrate a reasonable relationship between the length of the program and entry level requirements for the recognized occupation for which the program prepares the student. The

Secretary considers the relationship to be reasonable if the number of clock hours provided in the program does not exceed by more than 50 percent the minimum number of clock hours required for training in the recognized occupation for which the program prepares the student, as established by the State in which the program is offered, if the State has established such a requirement, or as established by any Federal agency; and

(ii) Establish the need for the training for the student to obtain employment in the recognized occupation for which the program prepares the student.

(27) In the case of an institution participating in a Title IV, HEA loan program, the institution --

(i) Will develop, publish, administer, and enforce a code of conduct with respect to loans made, insured or guaranteed under the Title IV, HEA loan programs in accordance with 34 CFR 601.21; and

(ii) Must inform its officers, employees, and agents with responsibilities with respect to loans made, insured or guaranteed under the Title IV, HEA loan programs annually of the provisions of the code required under paragraph (b)(27) of this section;

(28) For any year in which the institution has a preferred lender arrangement (as defined in 34 CFR 601.2(b)), it will at least annually compile, maintain, and make available for students attending the institution, and the families of such students, a list in print or other medium, of the specific lenders for loans made, insured, or guaranteed under Title IV, of the HEA or private education loans that the institution recommends, promotes, or endorses in accordance with such preferred lender arrangement. In making such a list, the institution must comply with the requirements in 34 CFR 682.212(h) and 34 CFR 601.10;

(29)(i) It will, upon the request of an enrolled or admitted student who is an applicant for a private education loan (as defined in 34 CFR part 601.2(b)), provide to the applicant the self-certification form required under 34 CFR 601.11(d) and the information required to complete the form, to the extent the institution possesses such information, including --

(A) The applicant's cost of attendance at the institution, as determined by the institution under part F of Title IV, of the HEA;

(B) The applicant's estimated financial assistance, including amounts of financial assistance used to replace the expected family contribution as determined by the institution in accordance with Title IV, for students who have completed the Free Application for Federal Student Aid; and

(C) The difference between the amounts under paragraphs (b)(29)(i)(A) and (29)(i)(B) of this section, as applicable.

(ii) It will, upon the request of the applicant, discuss with the applicant the availability of Federal, State, and institutional student financial aid;

(30) The institution --

(i) Has developed and implemented written plans to effectively combat the unauthorized distribution of copyrighted material by users of the institution's network, without unduly interfering with educational and research use of the network, that include --

(A) The use of one or more technology-based deterrents;

(B) Mechanisms for educating and informing its community about appropriate versus inappropriate use of copyrighted material, including that described in §668.43(a)(10);

(C) Procedures for handling unauthorized distribution of copyrighted material, including disciplinary procedures; and

(D) Procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials by users of the institution's network using relevant assessment criteria. No particular technology measures are favored or required for inclusion in an institution's plans, and each institution retains the authority to determine what its particular plans for compliance with paragraph (b)(30) of this section will be, including those that prohibit content monitoring; and

(ii) Will, in consultation with the chief technology officer or other designated officer of the institution--

- (A) Periodically review the legal alternatives for downloading or otherwise acquiring copyrighted material;
- (B) Make available the results of the review in paragraph (b)(30)(ii)(A) of this section to its students through a Web site or other means; and
- (C) To the extent practicable, offer legal alternatives for downloading or otherwise acquiring copyrighted material, as determined by the institution; and
- (31) The institution will submit a teach-out plan to its accrediting agency in compliance with 34 CFR 602.24(c), and the standards of the institution's accrediting agency upon the occurrence of any of the following events:
- (i) The Secretary initiates the limitation, suspension, or termination of the participation of an institution in any Title IV, HEA program under 34 CFR 600.41 or subpart G of this part or initiates an emergency action under §668.83.
  - (ii) The institution's accrediting agency acts to withdraw, terminate, or suspend the accreditation or preaccreditation of the institution.
  - (iii) The institution's State licensing or authorizing agency revokes the institution's license or legal authorization to provide an educational program.
  - (iv) The institution intends to close a location that provides 100 percent of at least one program.
  - (v) The institution otherwise intends to cease operations.
- (c) In order to participate in any Title IV, HEA program (other than the LEAP and NEISP programs), the institution must certify that it--
- (1) Has in operation a drug abuse prevention program that the institution has determined to be accessible to any officer, employee, or student at the institution; and
  - (2)(i) Has established a campus security policy in accordance with section 485(f) of the HEA; and  
(ii) Has complied with the disclosure requirements of §668.47 as required by section 485(f) of the HEA.
- (d)(1) The institution, if located in a State to which section 4(b) of the National Voter Registration Act (42 U.S.C. 1973gg-2(b)) does not apply, will make a good faith effort to distribute a mail voter registration form, requested and received from the State, to each student enrolled in a degree or certificate program and physically in attendance at the institution, and to make those forms widely available to students at the institution.
- (2) The institution must request the forms from the State 120 days prior to the deadline for registering to vote within the State. If an institution has not received a sufficient quantity of forms to fulfill this section from the State within 60 days prior to the deadline for registering to vote in the State, the institution is not liable for not meeting the requirements of this section during that election year.
- (3) This paragraph applies to elections as defined in Section 301(1) of the Federal Election Campaign Act of 1971 (2 U.S.C. 431(1)), and includes the election for Governor or other chief executive within such State.
- (e)(1) A program participation agreement becomes effective on the date that the Secretary signs the agreement.
- (2) A new program participation agreement supersedes any prior program participation agreement between the Secretary and the institution.
- (f)(1) Except as provided in paragraphs (g) and (h) of this section, the Secretary terminates a program participation agreement through the proceedings in subpart G of this part.
- (2) An institution may terminate a program participation agreement.
- (3) If the Secretary or the institution terminates a program participation agreement under paragraph (f) of this section, the Secretary establishes the termination date.
- (g) An institution's program participation agreement automatically expires on the date that--

Secretary under 34 CFR part 600; or

(2) The institution's participation ends under the provisions of §668.26(a)(1), (2), (4), or (7).

(h) An institution's program participation agreement no longer applies to or covers a location of the institution as of the date on which that location ceases to be a part of the participating institution.

## WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

If an institution participates in the William D. Ford Federal Direct Loan (Direct Loan) Program, the institution and its representatives shall comply with the statute, guidelines, and regulations governing the Title IV, Part D, William D. Ford Federal Direct Loan Program as required by 20 U.S.C. §§ 1087a *et seq.* (Part C) and 34 C.F.R. Part 685.

The institution will:

1. Provide for the establishment and maintenance of a Direct Loan Program at the Institution that will:

Identify eligible students who seek student financial assistance in accordance with Section 484 of the Higher Education Act of 1965, as amended (the HEA).

Estimate the need of students as required under Title IV, Part F of the HEA.

Provide a certification statement of eligibility for students to receive loans that will not exceed the annual or aggregate limits, except the Institution may exercise its authority, under exceptional circumstances identified by the Secretary, to refuse to certify a statement that permits a student to receive a loan, or certify a loan amount that is less than the student's determination of need, if the reason for such action is documented and provided in written form to a student.

Establish a schedule for disbursement of loan proceeds to meet the requirements of Section 428G of the HEA.

Provide timely and accurate information to the Secretary concerning 1) the status of borrowers while students are in attendance, any new information pertaining to the status of student borrowers of which the Institution becomes aware after the student leaves the Institution, and 2) the utilization of Federal funds under Title IV, Part D of the HEA at such times and in such manner as prescribed by the Secretary.

2. Comply with requirements established by the Secretary relating to student loan information with respect to the Direct Loan Program.
3. Provide that students at the Institution and their parents (with respect to such students) will be eligible to participate in the programs under Title IV, Part B of the HEA, Federal Family Education Loan programs, at the discretion of the Secretary for the period during which such Institution participates in the Direct Loan Program, except that a student or parent may not receive loans under both Title IV, Part B and Part D of the HEA for the same period of enrollment.
4. Provide for the implementation of a quality assurance system, as established by the Secretary and developed in consultation with Institutions of higher education, to ensure that the Institution is

complying with program requirements and meeting program objectives.

5. Provide that the Institution will not charge any fees of any kind, regardless of how they are described, to student or parent borrowers for loan application, or origination activities (if applicable), or the provision and processing of any information necessary for a student or parent to receive a loan under Title IV, Part D of the HEA.
6. Provide that the Institution will originate loans to eligible students and parents in accordance with the requirements of Title IV, Part D of the HEA and use funds advanced to it solely for that purpose (Option 2 only).
7. Provide that the note or evidence of obligation of the loan shall be the property of the Secretary (Options 2 and 1 only).
8. Comply with other provisions as the Secretary determines are necessary to protect the interest of the United States and to promote the purposes of Title IV, Part D of the HEA.
9. Accept responsibility and financial liability stemming from its failure to perform its functions under this Program Participation Agreement.

### **CERTIFICATIONS REQUIRED FROM INSTITUTIONS**

The Institution should refer to the regulations cited below. Signature on this Agreement provides for compliance with the certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," 34 CFR Part 84, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)", 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement)", and 34 CFR Part 86, "Drug and Alcohol Abuse Prevention." Breach of any of these certifications constitutes a breach of this Agreement.

### **PART 1 CERTIFICATION REGARDING LOBBYING; DRUG-FREE WORKPLACE; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG AND ALCOHOL ABUSE PREVENTION**

#### *1. Lobbying*

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 C.F.R Part 82, for persons entering into a Federal contract, grant or cooperative agreement over \$100,000, as defined at 34 C.F.R Part 82, Sections 82.105, and 82.110, the undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in

connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- (3) The Institution shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

### ***2a. Drug-Free Workplace (Grantees Other Than Individuals)***

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 84, Subpart B, for grantees, as defined at 34 CFR Part 84, Sections 84.200 through 84.230 -

The Institution certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a drug-free workplace statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about-
- (1) The dangers of drug abuse in the workplace;
  - (2) The Institution's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
- (1) Abide by the terms of the statement, and
  - (2) Notify the employer in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace no more than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under this subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1972, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

### ***2b. Drug-Free Workplace (Grantees Who Are Individuals)***

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 84, Subpart C, for recipients who are individuals, as defined at 34 CFR Part 84, Section 84.300 -

1. As a condition of the grant, the Institution certifies that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity related to the award; and
2. If any officer or owner of the Institution is convicted of a criminal drug offense resulting from a violation occurring during the conduct of any award activity, the Institution will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202. Notice shall include the identification number(s) of each affected grant.

### ***3. Debarment, Suspension, and Other Responsibility Matters***

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 C.F.R. Part 85, for prospective participants in primary covered transactions as defined at 34 C.F.R. Part 85, Sections 85.105 and 85.110, the Institution certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects their present responsibility.
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

### ***4. Drug and Alcohol Abuse Prevention***

As required by the Drug-Free Schools and Communities Act Amendments of 1989, which added section 1213 to the Higher Education Act, and implemented at 34 CFR Part 86, the undersigned Institution certifies that it has adopted and implemented a drug prevention program for its students and employees that, at a minimum, includes--

1. The annual distribution in writing to each employee, and to each student who is taking one or more classes for any kind of academic credit except for continuing education units, regardless of the length of the student's program of study, of:
  - Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
  - A description of the applicable legal sanctions under local, State or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.
  - A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
  - A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry

programs that are available to employees or students.

- A clear statement that the Institution will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. A biennial review by the Institution of its program to:

- Determine its effectiveness and implement changes to the program if they are needed.
- Ensure that its disciplinary sanctions are consistently enforced.

**PART 2 CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY, AND VOLUNTARY EXCLUSION -- LOWER TIER  
COVERED TRANSACTIONS**

The Institution is to obtain the signatures of Lower Tier Contractors on reproduced copies of the certification below, and retain the signed certification(s) in the Institution's files.

<b>CERTIFICATION BY LOWER TIER CONTRACTOR</b> (Before Completing Certification, Read Instructions for This Part 3, below)	
<p>(1) The prospective lower tier participant certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.</p> <p>(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.</p>	
Name of Lower Tier Organization	PR/Award Number or Project Name
Name of Authorized Representative	Title of Authorized Representative
Signature of Authorized Representative	Date

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and

Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**NOTE:** A completed copy of the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions" form must be retained by the Institution. The original blank certification must be returned with the PPA.

IN WITNESS WHEREOF

the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Signature of Institution's  
Chief Executive Officer:

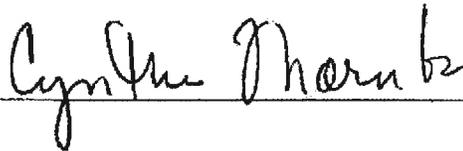


Date: 9/30/11

Print Name and Title:

Mary Kelly  
President

For the Secretary:  
U.S. Department of Education



Date: 10/7/11

# Tab 7

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Additional Policies:  
Proof of Compliance with  
261.9(1) “e” to “h”

## Policy Statement

Higher education institutions are required by Federal regulations to report crimes on-campus or other student related environments and issue security policies and procedures each year, as well as make information available to others by October 1<sup>st</sup> of each year. In compliance with federal law and regulations to report crime on-campus or related environments, the following statistics will be reported to students and staff by October 1<sup>st</sup> of each year for the preceding calendar year:

1. Criminal Offenses – On Campus
  - a. Murder/Non-negligent Manslaughter
  - b. Negligent Manslaughter
  - c. Forcible Sex Offenses (including rape)
  - d. Non-forcible Sex Offenses
  - e. Robbery
  - f. Aggravated Assault
  - g. Burglary
  - h. Motor Vehicle Theft
  - i. Arson
  
2. Arrests – On Campus
  - a. Liquor Law Violations
  - b. Drug Abuse Violations
  - c. Weapons Possessions
  
3. Campus Disciplinary Actions
  - a. Liquor Law Violations
  - b. Drug Abuse Violations
  - c. Weapons Possessions
  
4. Hate Offenses – On Campus
  - a. Murder/Non-negligent Manslaughter
  - b. Negligent Manslaughter
  - c. Forcible Sex Offenses (including rape)
  - d. Non-forcible Sex Offenses
  - e. Robbery
  - f. Aggravated Assault
  - g. Burglary
  - h. Motor Vehicle Theft
  - i. Arson
  - j. Simple Assault
  - k. Larceny-Theft
  - l. Intimidation
  - m. Destruction, Damage, or Vandalism of Property

TWS does not have any off-campus properties nor does it recognize any off-campus student organizations. Therefore, TWS does not monitor crime at those locations. If you have any questions about these policies and procedures, please contact the Campus President.

## Safety and Security Measures

Tulsa Welding School (TWS) recognizes the importance of security for all students and staff while on campus property. Furthermore, TWS supports law enforcement agencies and works with them where appropriate to minimize crime. TWS endorses all applicable city, state, and federal laws. Security issues affect all TWS students, visitors, and staff on campus property, which includes the parking lots. TWS does not have campus housing. The Academic Dean, Director of Program Training, Regional Director of Facilities, or one of the Student Advisors will make available information for staff on safety and security measures.

The Regional Director of Facilities serves as security coordinator for the campus. As such, he does not have authority to arrest individuals; however, he does work with state and local police and other law enforcement agencies. His department is responsible for opening and closing the facilities on-campus. Instructors provide information on safety and security precautions for all new students on the first day of training.

### Drugs and Alcohol Abuse Prevention

Possession, use, or sale of either alcoholic beverages or illegal drugs may be grounds for termination. Violation of underage state drinking law or violation of state or federal drug laws will be reported to a law enforcement agency. Refer to the TWS policy on bulletin boards as it relates to a drug-free workplace. The State of Florida sets 21 as the minimum age to purchase or possess any alcoholic beverages. The Student Advisors provide information on drug and alcohol policies and procedures during new student orientation including reviewing and signing the TWS Drug Policy and watching the video "Dealing with Drugs & Alcohol Abuse". The TWS staff is provided the same information prior to hire and continued annually.

### Sexual Offense Prevention and Awareness

TWS will not tolerate sexual harassment of a student by an employee, another student or any 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 Campus President who will conduct an investigation in line with published procedures in the TWS Employee Handbook.

All students and staff are encouraged to contact one of the TWS Student Advisors to become aware of the following: educational programs on awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses; information about the option of notifying proper law enforcement authorities; crime prevention programs, information on drug and alcohol programs, counseling and other support sources for services; modification of an individual's academic and housing arrangements; procedures for TWS disciplinary action and possible sanctions.

If you are a victim of sexual assault, call 911 immediately or call the Jacksonville Sheriff's Office (904) 630-0500. You may call Sexual Assault Response Center, a 24-hour counseling support for victims at (904) 244-4600. Time is a critical factor for evidence collection and preservation of a sexual assault victim. Do not wash, douche, use the toilet, brush your teeth, or change clothing prior to a medical/legal exam. TWS staff will assist a student if he/she should request help in contacting local authorities. Employees and students may contact the following substance abuse facilities or see the Student Advisor for education programs: : Substance Abuse for Rehabilitation Program, (904) 542-3473 Ext 122, Jacksonville Metro Treatment Center, (904) 398-7015.

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violated Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, institutions of higher education participating in Title

IV federal financial aid are required to issue a statement advising students and staff where law enforcement information provided by a State concerning registered sex offenders may be obtained.

The Florida Sexual Offenders and Predators Registry website provides access to an "Offender Lookup" registry. Please visit their website at [www.offender.fdle.state.fl.us/](http://www.offender.fdle.state.fl.us/). This information may also be obtained from Jacksonville Sheriff's Office on their website at [www.sheriffalerts.com/cap\\_main.php?office=54115](http://www.sheriffalerts.com/cap_main.php?office=54115).

### Reporting Instructions

Each student and staff member is responsible for reporting, as soon as possible, any of the witnessed events to the Regional Director of Facilities, Academic Dean, or the Director of Program Training. Campus emergencies are to be reported to the aforementioned individuals, or a student's instructor. A staff person is to report campus emergencies to the supervisor of the department. Crimes, arrests, and hate incidents must be reported immediately!

TWS does encourage anyone who is a victim or witness to a crime to promptly report the incident to the Jacksonville Sheriff's Office (904) 630-0500, or their local police. Due to police reports being public records under the state law, the Jacksonville Sheriff's Office cannot hold reports of crimes in confidence. Confidential reports of a crime can be made to the Crime Stoppers at (866) 845-8477.

Tulsa Welding School encourages students and staff to assume responsibility for their own personal safety and security by taking common sense precautions. Precautions might include walking to your car at night with a fellow student or asking a TWS maintenance employee to walk you out. Another is keeping your car locked and parked in a well-lit area with valuables placed out of sight.

Tulsa Welding School's administrative offices will be open to staff, students, prospective students and their families, guests and invitees during business hours (Monday through Friday, 8:00 am to 5:00 pm). Students may access the administrative offices after 5:00 pm to make payments, purchase equipment, or to speak with the Financial Aid department until 7:30 pm. A Student Advisor is also available for students Wednesday and Thursday until 7:00 pm. The welding lab and student classrooms at the main location at 3500 Southside Boulevard will be open to staff and students during class hours (Monday through Friday, 7:30 am to 11:15 pm and Saturday 8:00 am to 1:00 pm for makeup time). The lab and student classrooms at the satellite location at 1750 Southside Boulevard will be open to staff and students during class hours (Monday through Thursday 7:30 am to 10:00 pm and Friday 7:30 am to 5:45 pm). Emergencies may necessitate changes or alterations to any posted schedule.

All reports will be investigated. TWS does not have procedures for voluntary confidential reporting of crime statistics.

### Timely Warning

In the event that a situation arises either on or off campus that constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through a memo to students, faculty, and staff or via campus intercom/paging system. Anyone with information warranting a "timely warning" should immediately report the circumstances to the Regional Director of Facilities at (904) 646-9353 Ext 227, or in person at the TWS Maintenance Office.

### Campus Crime Statistics

The following statistics are reported in compliance accordance with the Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics, which requires all colleges and universities receiving federal funds to publish the occurrence of certain criminal offenses reported to school safety departments, to other appropriate school officials, or to local

police. Statistics are reported for the three most recently completed calendar years. Individuals who wish to make a report of a criminal incident for purposes of making timely warnings to our students and staff or for inclusion in this annual report are urged to provide the relevant information to the Campus Security Authority, 3500 Southside Boulevard, Jacksonville, Florida 32216, 904) 646-9353 Ext 227.

The statistics for campus incidents are compiled from the Campus Security Authority, who maintains records on disciplinary referrals and actions reported. The Compliance Office and Campus Security Authority determine which category a given incident fits for purposes of preparing this report and whether the incident occurred on campus or not.

<b>Criminal Offenses - On Campus</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses, forcible	0	0	0
Sex offenses, non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	2
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>Arrests - On Campus</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0
<b>Campus Disciplinary Actions</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0
<b>Hate Offenses - On Campus</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses, forcible	0	0	0
Sex offenses, non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction, Damage or Vandalism of Property	0	0	0
Larceny/Theft	0	0	0

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The Director of Maintenance serves as security coordinator for the campus. As such, he does not have authority to arrest individuals; however, he does work with state and local police and other law enforcement agencies. His department is responsible for opening and closing the facilities on-campus. Instructors provide information on safety and security precautions for all new students on the first day of training.

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If you are a victim of sexual assault, call 911 immediately or call the Tulsa Police Department (918) 596-9222. You may call DVIS, a 24-hour counseling support for victims at (918) 585-3143. Time is a critical factor for evidence collection and preservation of a sexual assault victim. Do not wash, douche, use the toilet, brush your teeth, or change clothing prior to a medical/legal exam. TWS staff will assist a student if he/she should request help in contacting local authorities. Employees and students may contact the following substance abuse facilities or see the Student Advisor for education programs: CBTI-Tulsa Wings of Hope, (918) 587-0200 or Metropolitan Tulsa Substance Abuse Services Inc., (918) 428-8888 or (918) 295-6770.

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<b>Criminal Offenses - On Campus</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses, forcible	0	0	0
Sex offenses, non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	1	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

<b>Arrests - On Campus</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

<b>Campus Disciplinary Actions</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

<b>Hate Offenses - On Campus</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses, forcible	0	0	0
Sex offenses, non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction, Damage or Vandalism of Property	0	0	0
Larceny/Theft	0	0	0

### STATEMENT OF PURPOSE

The purpose of the Drug-Free Schools and Campuses Regulations is to implement section 22 of the Drug-Free Schools and Communities Act Amendments of 1989, which adds section 1213 to the Higher Education Act and Section 5145 to the Drug-Free Schools and Communities Act. These amendments require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education must certify that it has adopted and implemented a drug prevention program.

As a result, Tulsa Welding School has implemented the following drug prevention program, which applies to all students and employees.

### POLICY FOR PROVIDING A DRUG-FREE WORKPLACE

- A. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace or any area that is on school property or during school-sponsored activities. This also includes possession and use of alcohol.
  - 1) This act applies to employees and students.
  - 2) Alcohol or tobacco products are not considered controlled substances; however mild prescriptions to the worst street drugs are included.
  - 3) The school is not responsible for conduct of their employees or students outside the workplace/school.
- B. Employees or students who are found in violation of this policy will be given a letter of reprimand which will become a part of their records until such time as said employee or student seeks and successfully completes drug or alcohol counseling, rehabilitation, or an assistance program.
  - 1) Upon a second and subsequent violation of this policy occurring in or affecting the school, the employee may be placed on probation or terminated dependent on the individual circumstances of the case. A student in this circumstance will be dismissed.
  - 2) On the third violation of this act, the employee will be dismissed.
- C. Tulsa Welding School has established a drug-free awareness program with the local and state agencies to inform employees and students about:
  - 1) The dangers of drug abuse in the workplace or on school property.
  - 2) Tulsa Welding School's policy on maintaining a drug-free workplace.
  - 3) The School's agreement to assist any employee or student who is in need of drug counseling, rehabilitation, and assistance programs by direct or indirect referrals and providing brochures to employees and students seeking help from approved agencies.
  - 4) In addition, biannual meetings will be held lasting at least one (1) hour in duration for speakers to assess the success of our program.
- D. As a condition of employment and enrollment, employees and students must notify Tulsa Welding School of any criminal drug statute conviction no later than five (5) days of starting employment/program or conviction.
  - 1) Tulsa Welding School will give each employee or student a copy of the statement.
  - 2) Within thirty (30) days of learning of such a conviction, the employee or student will be required that he or she complete a drug rehabilitation program.
  - 3) Tulsa Welding School will communicate to employees and students our policy of maintaining a drug-free workplace, the dangers of workplace drug abuse, penalties the school will impose for drug violations, and information about any drug counseling, rehabilitation, or employees or students assistance programs.
  - 4) Applicants for full-time employment must pass a drug test prior to receiving an offer of employment from Tulsa Welding School.

- 5) Applicants will make a good faith effort to preserve a drug-free workplace by continuing to observe the preceding requirements.
  - 6) All employees and students will receive a copy of this statement and will be held liable for its contents and strict adherence to those guidelines.
- E. Tulsa Welding School issues this statement to notify its employees, because it is and wishes to remain a recipient of Federal funds; it is Tulsa Welding School's policy to maintain a drug-free workplace. All employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in Tulsa Welding School workplace. As a condition of employment or enrollment at Tulsa Welding School, every employee and student must:
- 1) Abide by the terms of this statement; and
  - 2) Applicants for full-time employment must pass a drug test prior to receiving an offer of employment from Tulsa Welding School; and
  - 3) Notify the Campus President of any criminal drug statute conviction no later than five (5) days of starting employment/program or conviction.
- F. Upon notification of such conviction, Tulsa Welding School must notify the U.S. Department of Education within ten (10) days and take one or more of the following actions with respect to any employee so convicted:
- 1) Take appropriate personnel action, up to and including termination; and/or
  - 2) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a Federal, State, or Local health, law enforcement, or other appropriate agency.
- G. For the purposes of assuring compliance with the above, you will be subject to substance screening under the circumstances described below. "Substance Screening" means testing of blood, urine, a drug/alcohol test, or otherwise as reasonably deemed necessary to determine possession or impairment. This screening will be done by an independent qualified laboratory, following testing methods and collection procedures designed to assure accuracy and reliance on the results.

**SUBSTANCE SCREENING** will be conducted under the circumstances described below:

- A. **RANDOM TESTING**
- B. **SUSPECTED IMPAIRMENT.** When there is reasonable evidence to suspect that because of your actions you could cause harm to yourself or to others.
- C. **POST ACCIDENT/INCIDENT.** If involved in an accident involving the apparent violation of a safety rule or standard, which did or could have resulted in serious injury or property damage, concern as to reasonable cause may require the individual to be subject to substance screening.
- D. **PRIVACY.** The results of any program screening will be considered a medical report disseminated only in strict compliance under "The Right to Privacy Act."
- E. **HANDICAPS.** The program will be administered so as not to interfere with the rights of handicapped persons, except to the extent any substance abuse handicap would directly interfere with performance.

**CONSENT**

- A. As stated above a urine drug test procedures may be conducted without prior notice at any time as deemed appropriate by the School's administrative personnel.
- B. However, no student or employee will be subjected to testing without prior written and signed consent (copies or both student and employee consents are attached). Employees, as well as prospective employees, who refuse to sign a consent form to a drug screen test, will be considered to have voluntarily resigned by choosing not to comply with a School Policy.
- C. In all instances, testing will be performed with concern and respect for each person's privacy. Results will be kept confidential, and only released on a need to know basis.

### **POLICY EXCLUSIONS**

Excluded from this Policy is the legitimate possession and proper use of drugs prescribed for the student or employee by a medical doctor, and over the counter medical drugs, provided such drugs are being used in strict compliance with the prescription or manufacturer's recommendations and do not affect the person's performance or create a risk to the safety of the person or to others. The persons so using are responsible for knowing of the possible side effects of prescription and non-prescription drugs they intend to use while working and must notify their instructor or supervisor if such use could affect their job performance, judgment, and physical reaction time. All prescriptions must be in the person's name and must be carried in their original containers. The school reserves the right to consult with and rely on its own medical sources as to any issues or safety or reliability of any person on the campus while taking certain medications.

### **DISCIPLINARY ACTION**

All persons subject to testing have the right to explain, in confidence, their test results. All persons may explain to either their managers and/or the Campus President. All students may explain to the Director of Training, Academic Dean, or the Student Advisor. Each person tested has the right to obtain copies of all information and records related to their testing. . Those individuals who are disciplined in accordance with this policy and its procedures have the right to appeal, the appeal procedures are outlined in the School Catalog or in the StrataTech Employee Handbook.

### **DRUG AND ALCOHOL PREVENTION AND TREATMENT FACILITIES**

Prevention and treatment start with acknowledgement of an existing problem, addressing the consequences of your choices, improving resistance skills and addressing problematic use or addiction by getting help. To obtain information on drug and alcohol prevention and treatment facilities, you may contact the Student Advisor at (918) 587-6789 x245.

You may also contact any of the following counseling facilities for assessment, treatment, and referrals:

Human Skills: (918) 747-6377

12 & 12 Inc: (918) 664-4224

Center for Substance Abuse Treatment Information and Referral Line: (800) 662-4357

Mental Health Association: (918) 585-1213

The National Institute on Drug Abuse Hotline: (800) 622 – HELP

### **LEGAL SANCTIONS**

Federal laws enforce grave penalties on those who illegally possess, use, or distribute drugs. These sanctions include, but are not limited to, incarceration and monetary fines. The major penalties are summarized as follows:

[www.dea.gov/agency/penalties.htm](http://www.dea.gov/agency/penalties.htm)

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	

DRUG/SCHEDULE	QUANTITY	PENALTIES
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.  <b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual
Flunitrazepam (Schedule IV)	1 gm or more	
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual
Flunitrazepam (Schedule IV)	30 to 999 mgs	
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	
All Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

**FEDERAL TRAFFICKING PENALTIES - MARIJUANA**

<b>DRUG</b>	<b>QUANTITY</b>	<b>1<sup>st</sup> OFFENSE</b>	<b>2<sup>nd</sup> OFFENSE</b>
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>• Not less than 5 years, not more than 40 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
<b>DRUG</b>	<b>QUANTITY</b>	<b>1<sup>st</sup> OFFENSE</b>	<b>2<sup>nd</sup> OFFENSE</b>
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

State laws also provide similar penalties with regard to the simple possession, distribution, or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to \$40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drugs Act" which provides for much harsher penalties. ([http://oklegal.onenet.net/oklegalcgi/iffetch?Oklahoma\\_Statutes.98+2270437870455+F](http://oklegal.onenet.net/oklegalcgi/iffetch?Oklahoma_Statutes.98+2270437870455+F))

Employees who are determined by the School to be in violation of any of the provisions of this Policy are subject to disciplinary action up to and including discharge from employment and will not be eligible for rehire with the School.

Students who are determined to be in violation of any of the provisions of this Policy are subject to the disciplinary actions described in the memorandum and consent form signed by student.

Furthermore according to state laws of Oklahoma any person under the age of 21 years old found in possession of low-point alcohol can be convicted of a misdemeanor and punished by fines not exceeding \$300 or is expected to perform community service for the first offense. Person convicted for a second offense will be convicted of a misdemeanor and fined \$600. A person who furnishes low-point alcohol to anyone under 21 years of age will be convicted of a misdemeanor, fined up to \$500, or imprisoned in jail for one year. A person with an incurring second conviction will be fined \$2,500 and or a year in jail. ([www.oscn.net](http://www.oscn.net))

### **DANGERS OF DRUG ABUSE**

Your personal expense for having a drug habit can be from \$200 to \$3,000 per week. This is just the beginning, and only the dollar value. The costs are to your future, family, lifestyle, and your career as well as to your physical well-being and self-respect. The use of illicit drugs and/or alcohol would diminish your ability to perform your job.

More than 25, 000 U. S. citizens die each year from drug-related accidents or health problems ([www.whitehousedrugpolicy.gov](http://www.whitehousedrugpolicy.gov)). With most drugs, it is possible that users will develop psychological and physical dependency. The general categories of drugs and their effects are as follows:

**ALCOHOL** Produces short-term and long-term effects that include behavioral changes, impairment of judgment and coordination, and irreversible physical and mental abnormalities in newborn babies (Fetal Alcohol Syndrome). Alcohol abuse can result in damage to the liver, heart and brain. Long-term abuse causes ulcers, gastritis, malnutrition, delirium tremens, and cancer. (<http://www.niaaa.nih.gov>)

**DEPRESSANTS (e.g., Barbiturates, Opiates, Quaaludes)** Slows down the central nervous system and can cause slow heart and breathing rates, can lower blood pressure, as well as slow down one's reaction time. They also cause a person to be confused, have a sense of false of reality, convulsions, coma and death. (<http://www.drugabuse.gov>)

**HALLUCINOGENS (e.g., PCP, Mushrooms, Angel Dust, and LSD)** Physical effects include: dilated pupils, increased heart rate and blood pressure, nausea, blurred vision, dizziness, and decreased awareness can also occur. Certain sensations may occur giving the feeling of hearing sounds and seeing objects that do not really appear to be there. Furthermore use of hallucinogens may result in self-inflicted injuries, impaired coordination, incoherent speech, depression, anxiety, and violent behavior. (<http://www.whitehousedrugpolicy.gov/drugfact/hallucinogens/index.html>)

**MARIJUANA (e.g., Chronic, Mary Jane, and Dope)** Destroys short-term memory, comprehension, concentration, coordination and motivation. It also increases heart rate and blood pressure. It may also cause paranoia and psychosis. The way in which marijuana is smoked also enhances the risk of lung cancer. (<http://www.drugabuse.gov/ResearchReports/Marijuana/Marijuana3.html#physicalhealth>)

**NICOTINE and other Stimulants (e.g., Cocaine, Crank, Caffeine, Amphetamines, and Methamphetamines)** Speeds up the central nervous system and can cause increased heart, breathing rates, and blood pressure. It also causes a decrease in appetite, headaches, blurred vision, dizziness, insomnia, anxiety, hallucinations, paranoia, depression, seizures and death due to heart attack or respiratory failure. Additionally it can cause cancer of the lungs, larynx, esophagus, bladder, pancreas and kidney for those who are smokers at increased rates. Stimulants are addictive, both physically and psychologically. (<http://www.drugabuse.gov>, <http://www.whitehousedrugpolicy.gov/drugfact/index.html>)

### STATEMENT OF PURPOSE

The purpose of the Drug-Free Schools and Campuses Regulations is to implement section 22 of the Drug-Free Schools and Communities Act Amendments of 1989, which adds section 1213 to the Higher Education Act and Section 5145 to the Drug-Free Schools and Communities Act. These amendments require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education must certify that it has adopted and implemented a drug prevention program.

As a result, Tulsa Welding School has implemented the following drug prevention program, which applies to all students and employees.

### POLICY FOR PROVIDING A DRUG-FREE WORKPLACE

- A. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace or any area that is on school property or during school-sponsored activities. This also includes possession and use of alcohol.
  - 1) This act applies to employees and students.
  - 2) Alcohol or tobacco products are not considered controlled substances; however mild prescriptions to the worst street drugs are included.
  - 3) The school is not responsible for conduct of their employees or students outside the workplace/school.
- B. Employees or students who are found in violation of this policy will be given a letter of reprimand which will become a part of their records until such time as said employee or student seeks and successfully completes drug or alcohol counseling, rehabilitation, or an assistance program.
  - 1) Upon a second and subsequent violation of this policy occurring in or affecting the school, the employee may be placed on probation or terminated dependent on the individual circumstances of the case. A student in this circumstance will be dismissed.
  - 2) On the third violation of this act, the employee will be dismissed.
- C. Tulsa Welding School has established a drug-free awareness program with the local and state agencies to inform employees and students about:
  - 1) The dangers of drug abuse in the workplace or on school property.
  - 2) Tulsa Welding School's policy on maintaining a drug-free workplace.
  - 3) The School's agreement to assist any employee or student who is in need of drug counseling, rehabilitation, and assistance programs by direct or indirect referrals and providing brochures to employees and students seeking help from approved agencies.
  - 4) In addition, biannual meetings will be held lasting at least one (1) hour in duration for speakers to assess the success of our program.
- D. As a condition of employment and enrollment, employees and students must notify Tulsa Welding School of any criminal drug statute conviction no later than five (5) days of starting employment/program.
  - 1) Tulsa Welding School will give each employee or student a copy of the statement.
  - 2) Within thirty (30) days of learning of such a conviction, the employee or student will be required that he or she complete a drug rehabilitation program.
  - 3) Tulsa Welding School will communicate to employees and students our policy of maintaining a drug-free workplace, the dangers of workplace drug abuse, penalties the school will impose for drug violations, and information about any drug counseling, rehabilitation, or employees or students assistance programs.
  - 4) Applicants for full-time employment must pass a drug test prior to receiving an offer of employment from Tulsa Welding School.

- 5) Applicants will make a good faith effort to preserve a drug-free workplace by continuing to observe the preceding requirements.
  - 6) All employees and students will receive a copy of this statement and will be held liable for its contents and strict adherence to those guidelines.
- E. Tulsa Welding School issues this statement to notify its employees, because it is and wishes to remain a recipient of Federal funds; it is Tulsa Welding School's policy to maintain a drug-free workplace. All employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in Tulsa Welding School workplace. As a condition of employment or enrollment at Tulsa Welding School, every employee and student must:
- 1) Abide by the terms of this statement; and
  - 2) Applicants for full-time employment must pass a drug test prior to receiving an offer of employment from Tulsa Welding School; and
  - 3) Notify the Campus President of any criminal drug statute conviction no later than five (5) days of starting employment/program or conviction.
- F. Upon notification of such conviction, Tulsa Welding School must notify the U.S. Department of Education within ten (10) days and take one or more of the following actions with respect to any employee so convicted:
- 1) Take appropriate personnel action, up to and including termination; and/or
  - 2) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a Federal, State, or Local health, law enforcement, or other appropriate agency.
- G. For the purposes of assuring compliance with the above, you will be subject to substance screening under the circumstances described below. "Substance Screening" means testing of blood, urine, a drug/alcohol test, or otherwise as reasonably deemed necessary to determine possession or impairment. This screening will be done by an independent qualified laboratory, following testing methods and collection procedures designed to assure accuracy and reliance on the results.

**SUBSTANCE SCREENING** will be conducted under the circumstances described below:

- A. **RANDOM TESTING**
- B. **SUSPECTED IMPAIRMENT.** When there is reasonable evidence to suspect that because of your actions you could cause harm to yourself or to others.
- C. **POST ACCIDENT/INCIDENT.** If involved in an accident involving the apparent violation of a safety rule or standard, which did or could have resulted in serious injury or property damage, concern as to reasonable cause may require the individual to be subject to substance screening.
- D. **PRIVACY.** The results of any program screening will be considered a medical report disseminated only in strict compliance under "The Right to Privacy Act."
- E. **HANDICAPS.** The program will be administered so as not to interfere with the rights of handicapped persons, except to the extent any substance abuse handicap would directly interfere with performance.

**CONSENT**

- A. As stated above a urine drug test procedures may be conducted without prior notice at any time as deemed appropriate by the School's administrative personnel.
- B. However, no student or employee will be subjected to testing without prior written and signed consent (copies or both student and employee consents are attached). Employees, as well as prospective employees, who refuse to sign a consent form to a drug screen test, will be considered to have voluntarily resigned by choosing not to comply with a School Policy.
- C. In all instances, testing will be performed with concern and respect for each person's privacy. Results will be kept confidential, and only released on a need to know basis.

### **POLICY EXCLUSIONS**

Excluded from this Policy is the legitimate possession and proper use of drugs prescribed for the student or employee by a medical doctor, and over the counter medical drugs, provided such drugs are being used in strict compliance with the prescription or manufacturer's recommendations and do not affect the person's performance or create a risk to the safety of the person or to others. The persons so using are responsible for knowing of the possible side effects of prescription and non-prescription drugs they intend to use while working and must notify their instructor or supervisor if such use could affect their job performance, judgment, and physical reaction time. All prescriptions must be in the person's name and must be carried in their original containers. The school reserves the right to consult with and rely on its own medical sources as to any issues or safety or reliability of any person on the campus while taking certain medications.

### **DISCIPLINARY ACTION**

All persons subject to testing have the right to explain, in confidence, their test results. All persons may explain to either their managers and/or the Campus President. All students may explain to the Director of Training, Academic Dean, or the Student Advisor. Each person tested has the right to obtain copies of all information and records related to their testing. . Those individuals who are disciplined in accordance with this policy and its procedures have the right to appeal, the appeal procedures are outlined in the School Catalog or in the StrataTech Education Group Employee Handbook.

### **DRUG AND ALCOHOL PREVENTION AND TREATMENT FACILITIES**

Prevention and treatment start with acknowledgement of an existing problem, addressing the consequences of your choices, improving resistance skills and addressing problematic use or addiction by getting help. To obtain information on drug and alcohol prevention and treatment facilities, you may contact the Student Advisor at (904) 646-9353 x245.

You may also contact any of the following counseling facilities for assessment, treatment, and referrals:

Gateway Community Services: (904) 387-4661

Breakthrough Counseling and Recovery: (904) 419-6102

Greenfield Center: (904) 389-3784

Lake View Centers: (904) 727-6455

### **LEGAL SANCTIONS**

Federal laws enforce grave penalties on those who illegally possess, use, or distribute drugs. These sanctions include, but are not limited to, incarceration and monetary fines. The major penalties are summarized as follows:

[www.dea.gov/agency/penalties.htm](http://www.dea.gov/agency/penalties.htm)

# Tulsa Welding School – Jacksonville

## Drug and Alcohol Abuse Prevention Program

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	

DRUG/SCHEDULE	QUANTITY	PENALTIES
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.  <b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual
Flunitrazepam (Schedule IV)	1 gm or more	
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual
Flunitrazepam (Schedule IV)	30 to 999 mgs	
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	
All Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

**FEDERAL TRAFFICKING PENALTIES - MARIJUANA**

<b>DRUG</b>	<b>QUANTITY</b>	<b>1<sup>st</sup> OFFENSE</b>	<b>2<sup>nd</sup> OFFENSE</b>
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>• Not less than 5 years, not more than 40 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
<b>DRUG</b>	<b>QUANTITY</b>	<b>1<sup>st</sup> OFFENSE</b>	<b>2<sup>nd</sup> OFFENSE</b>
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

State laws also provide similar penalties with regarding to the simple possession, distribution, or possession with the intent to distribute a controlled substance. Under Florida Statutes in Section 893.03, except as authorized by the law, punishment ranges from first-degree misdemeanors (up to one year in prison and fines up to \$1,000) to first-degree felonies (up to 30 years imprisonment and fines up to \$10,000). Additionally under Section 893.135 Florida Statutes states that trafficking in large quantities of various controlled substances are punishable based on the type of illicit drug, location, and quantity involved, with a minimum term of imprisonment of 3 to 30 years and fines starting from \$25,000 to \$500,000. (<http://www.flsenate.gov/statutes>)

Employees who are determined by the School to be in violation of any of the provisions of this Policy are subject to disciplinary action up to and including discharge from employment and will not be eligible for rehire with the School.

Students who are determined to be in violation of any of the provisions of this Policy are subject to the disciplinary actions described in the memorandum and consent form signed by student.

Furthermore according to state laws of Oklahoma any person under the age of 21 years old found in possession of low-point alcohol can be convicted of a misdemeanor and punished by fines not exceeding \$300 or is expected to perform community service for the first offense. Person convicted for a second offense will be convicted of a misdemeanor and fined \$600. A person who furnishes low-point alcohol to anyone under 21 years of age will be convicted of a misdemeanor, fined up to \$500, or imprisoned in jail for one year. A person with an incurring second conviction will be fined \$2,500 and or a year in jail. ([www.oscn.net](http://www.oscn.net))

### **DANGERS OF DRUG ABUSE**

Your personal expense for having a drug habit can be from \$200 to \$3,000 per week. This is just the beginning, and only the dollar value. The costs are to your future, family, lifestyle, and your career as well as to your physical well-being and self-respect. The use of illicit drugs and/or alcohol would diminish your ability to perform your job.

More than 25, 000 U. S. citizens die each year from drug-related accidents or health problems ([www.whitehousedrugpolicy.gov](http://www.whitehousedrugpolicy.gov)). With most drugs, it is possible that users will develop psychological and physical dependency. The general categories of drugs and their effects are as follows:

**ALCOHOL** Produces short-term and long-term effects that include behavioral changes, impairment of judgment and coordination, and irreversible physical and mental abnormalities in newborn babies (Fetal Alcohol Syndrome). Alcohol abuse can result in damage to the liver, heart and brain. Long-term abuse causes ulcers, gastritis, malnutrition, delirium tremens, and cancer. (<http://www.niaaa.nih.gov>)

**DEPRESSANTS (e.g., Barbiturates, Opiates, Quaaludes)** Slows down the central nervous system and can cause slow heart and breathing rates, can lower blood pressure, as well as slow down one's reaction time. They also cause a person to be confused, have a sense of false of reality, convulsions, coma and death. (<http://www.drugabuse.gov>)

**HALLUCINOGENS (e.g., PCP, Mushrooms, Angel Dust, and LSD)** Physical effects include: dilated pupils, increased heart rate and blood pressure, nausea, blurred vision, dizziness, and decreased awareness can also occur. Certain sensations may occur giving the feeling of hearing sounds and seeing objects that do not really appear to be there. Furthermore use of hallucinogens may result in self-inflicted injuries, impaired coordination, incoherent speech, depression, anxiety, and violent behavior. (<http://www.whitehousedrugpolicy.gov/drugfact/hallucinogens/index.html>)

**MARIJUANA (e.g., Chronic, Mary Jane, and Dope)** Destroys short-term memory, comprehension, concentration, coordination and motivation. It also increases heart rate and blood pressure. It may also cause paranoia and psychosis. The way in which marijuana is smoked also enhances the risk of lung cancer. (<http://www.drugabuse.gov/ResearchReports/Marijuana/Marijuana3.html#physicalhealth>)

**NICOTINE and other Stimulants (e.g., Cocaine, Crank, Caffeine, Amphetamines, and Methamphetamines)** Speeds up the central nervous system and can cause increased heart, breathing rates, and blood pressure. It also causes a decrease in appetite, headaches, blurred vision, dizziness, insomnia, anxiety, hallucinations, paranoia, depression, seizures and death due to heart attack or respiratory failure. Additionally it can cause cancer of the lungs, larynx, esophagus, bladder, pancreas and kidney for those who are smokers at increased rates. Stimulants are addictive, both physically and psychologically. (<http://www.drugabuse.gov>, <http://www.whitehousedrugpolicy.gov/drugfact/index.html>)

### I: SCOPE

This policy applies to all students attending any of our institutions (Institution). 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 the school and everyone associated with it. Additionally, students' behavior in student-referred housing also reflects upon the school's reputation in the community, thus requiring students to maintain a professional demeanor at all times.

### II: JURISDICTION

#### A. Application

This Conduct Code (Code) shall apply to student conduct that occurs on the institution's premises or at institution-sponsored activities. At the discretion of the Executive Director or delegate, the Code also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial institution interest and either:

- Constitutes a criminal offense as defined by state or federal law, regardless of the existence or outcome of any criminal proceeding; or
- Indicates that the student may present a danger or threat to the health or safety of the student or others.

### III: GUIDING PRINCIPLES

#### A. Institutional Goals

- The Institution seeks an environment that promotes academic achievement and integrity and that serves the educational mission of the Institution.
- The Institution seeks an environment that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the Institution; and that does not threaten the physical or mental health or safety of members of the Institution community.
- The Institution is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.
- The Institution supports and is guided by state and federal law and other regulatory bodies while also setting its own standards of conduct for its academic community.
- The Institution is dedicated to the rational and orderly resolution of conflict.

### IV: THE RESPONSIBILITIES OF DUAL MEMBERSHIP

By enforcing its Code, the Institution neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the Institution will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action. Determinations made or sanctions imposed under the Code will not be subject to change because criminal charges arising out of the same facts were dismissed, reduced, or resolved in favor of the criminal law defendant.

### V: DISCIPLINARY OFFENSES

The Institution reserves the right to terminate a student's training for actions, in the opinion of administrative staff, that disrupts the educational environment or reflects adversely in any way upon the school.

Any student found to have committed or to have attempted to commit misconduct is subject to appropriate disciplinary action under this policy.

Examples include the following:

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**A. Weapons:** Students will not possess, or have in vehicles, firearms, ammunition explosives, knives or weapons of any kind on Institution controlled property.

**B. Illegal or Unauthorized Possession or Use of Drugs, Controlled Substances, Paraphernalia, or Alcohol:** Students will not possess, consume, distribute, or be under the influence of illegal drugs or alcohol while on Institution controlled property or at any school sponsored event. Students may also be subject to prosecution by local law enforcement agencies and your parent/guardian may be notified. Testing may be required in cases of reasonable suspicion of drug use.

**C. Theft, Property Damage, and Vandalism:** Theft, possession of stolen property, unauthorized possession, wrongful sale/gift, or vandalism of property to include institution, housing, customer, staff, resident or other students' property will not be tolerated.

**D. Threatening, Harassing, or Assaultive Conduct:** Any unwelcome action whether physical, verbal, or nonverbal; this is intimidating, hostile or creates an offensive environment, the use of force or threat of force to engage a person in sexual activities without the person's willing consent, or involvement in hazing or threatening the physical safety and comfort of others or a display of violence that results in physical contact.

**E. Dishonesty:** Willfully or knowingly lying, cheating academically, claiming the work of others, cooperating with another to falsify data/records of academic achievement or procedures/analysis, giving any type of false/forged information/records to the Institution, or making a false report of a bomb, fire, natural disaster or other emergency to an institution official or an emergency service agency.

**F. Disorderly Conduct:** The use of any type of language or gesture that is offensive and creates an uncomfortable environment; behaving in a manner that disturbs the peace of others and/or disrupts, interferes or prevents a staff member from performing their duties. This includes the classroom which extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities.

**G. Unsafe Conduct:** Students will observe all EPA/DEQ/OSHA safety regulations, eye and hearing/ear protection in designated areas, the safety of others, and adhere to the proper use of tools, equipment, and motorized vehicles.

**H. Refusal to Identify and Comply (Aiding and Abetting):** Students will not assist, encourage, or incite others in any violation of regulations. This includes willfully refusing to or falsely identifying one's self or willfully failing to comply with a proper order of summons when requested by an authorized institution official.

**I. Tobacco Use:** Students are allowed to use tobacco products in designated areas only.

**J. Unauthorized Entry:** Students will not enter or attempt to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device. This also includes using keys, access cards, or access codes without authorization.

**K. Unauthorized Use of Institution Facilities and Services:** Wrongfully using Institution properties or facilities; misuse, alteration, or damage to fire-fighting equipment, safety devices or other emergency equipment or interfering with the performance of those specifically charged to carry out emergency services; acting to obtain fraudulently (through deceit, unauthorized procedures, bad checks, or misrepresentation) goods, quarters, services, or funds from Institution departments or student organizations or individuals acting in their behalf.

**L. Student Electronic Equipment:** Non-educational electronic equipment (MP3 players, IPODs, cameras, pagers, etc.) is not allowed in institutional training areas.

**M. Discrimination:** students will not use any verbal or non-verbal discrimination towards any individual or group.

**N. Computer, Internet, and Network Use:** Use of school computers, internet and networks in a manner that constitutes a violation of the Institution Code or local, state, and federal law, endangers system integrity, or accesses sites containing inappropriate content.

**O. Recreational Activities:** Are not allowed on the school's property, except with express permission of the campus Executive Director, Director of Education, or their designee.

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**P. Attempts to Injure or Fraud:** Making, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the Institution when done with intent to injure, defraud, or misinform.

**Q. Hazing:** Any act taken on the institutions' property or in connection with any institution-related group or activity that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause personal degradation or humiliation), or that destroys or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization.

**R. Rioting:** Engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace on campus, in areas proximate to campus, or in any location when the riot occurs in connection with, or in response to, an Institution-sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of an authorized person.

**S. Violation of Institution Rules:** Engaging in conduct that violates Institution, collegiate, or departmental regulations that have been posted or publicized, including provisions contained in Institution contracts with students.

**T. Violation of Federal or State Laws:** Engaging in conduct that violates a federal or state law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson.

## **VI: SANCTIONS**

The following sanctions may be imposed upon students found to have violated the Code:

**A. Warning:** The issuance of an oral or written warning or reprimand.

**B. Probation:** Special status with conditions imposed for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation during the probationary period.

**C. Required Compliance:** Satisfying institutional requirements, work assignments, community service, or other discretionary assignments.

**D. Confiscation:** Confiscation of goods used or possessed in violation of Institution regulations or confiscation of falsified identification or identification wrongly used.

**E. Restitution:** Making compensation for loss, injury, or damage.

**F. Restriction of Privileges:** The denial or restriction of specified privileges.

**G. Suspension:** Separation of the student from the institution for a defined period of time, after which the student is eligible to return to the Institution. Suspension may include conditions for readmission.

**H. Expulsion:** The permanent separation of the student from the Institution.

**I. Withholding of Diploma or Degree:** The withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

## **VII: INTERIM SUSPENSION**

The Executive Director or delegate may impose an immediate suspension on a pending hearing before the appropriate disciplinary committee if any of the following apply:

- To ensure the safety and well-being of members of the Institution community or to preserve the institutions' property,
- To ensure the student's own physical or emotional safety and well-being, or
- If the student poses an ongoing threat of disrupting or interfering with the operations of the institution.

During the interim suspension, the student may be denied access to all Institution activities or privileges for which the student might otherwise be eligible, including access to Institution property. The student has a right to a

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prompt hearing before the Executive Director or delegate on the questions of identification and whether the interim suspension should remain in effect until the full hearing is completed.

#### **VIII: HEARING AND APPEALS OF STUDENT DISCIPLINE**

Any student charged with violation of the Code shall have the opportunity to receive a fair hearing upon submission of an appeal petitioning for reconsideration of their enrollment standing. The appeal must be in writing and must include an accurate and fair account of the actions that led up and included the violation. Upon receipt, the Appeal Review Board shall provide both substantive and procedural fairness for the student or student organization alleged to have violated the Code. The board will determine the status of the appeal and will render a decision as soon as practical, but no longer than 30 days from the date of receipt. Once a decision is reached, the student or student organization will be notified of the decision and if approved, a plan for continuance will be provided to the student along with the decision. Otherwise, if the appeal is denied, the student will be terminated.

#### **IX: APPEARANCE CODE**

The Institution Appearance Code is established to provide an atmosphere that enhances the professional development of our students and avoids safety hazards while preventing disruption to the learning process. The following are the minimum standards while on campus:

- A. Attire:** Long sleeves must be worn at all times in the lab area. 100% cotton material is required.
- B. Protective Items:** Proper eyewear must be worn at all times in the lab area.
- C. Piercings:** Wearing of earrings, posts, studs and dangling jewelry is not permitted. Facial skin, tongue or body piercing rings, studs, posts, ornaments and chain wallets/belts are also prohibited.

#### **X: DELEGATION OF AUTHORITY**

The Campus President or delegate shall implement this policy, including publishing and distributing the Code and the procedures governing the student disciplinary process at the Institution.

# Tab 8

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Student Right-to-Know  
(Mean Debt upon Graduation)



**Tulsa Campus**  
 2545 E. 11TH STREET  
 TULSA, OK 74104-3909  
 (918) 587-6789

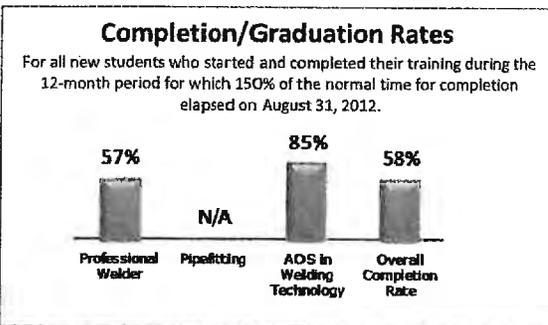
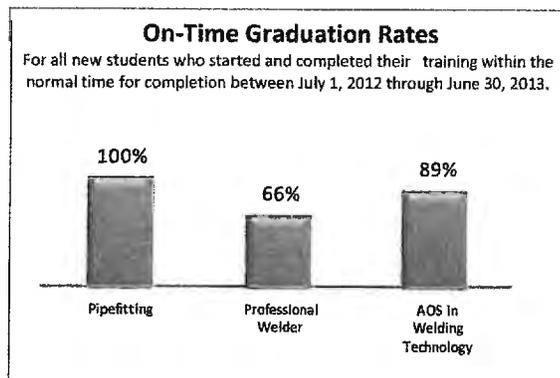
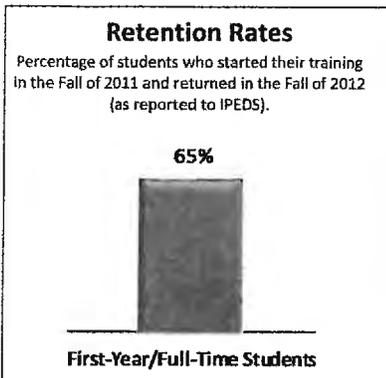
WWW.WELDINGSCHOOL.COM

# Student Right-to-Know Information 2013-2014

### Student Body Diversity

**Fall 2012 Undergraduate Enrollment Data**

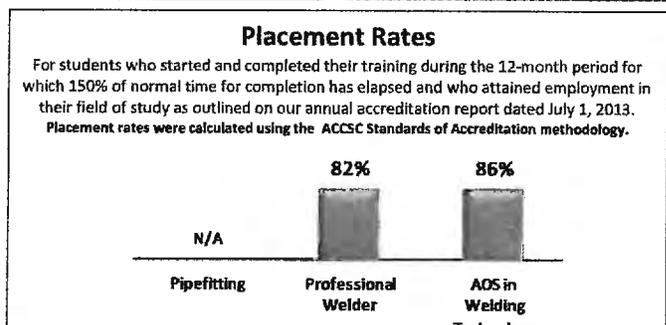
<b>Total Enrollment</b>	1381
<b>Percentage of Enrollment by Gender</b>	
Men	95.0%
Women	5.0%
<b>by Race/Ethnicity</b>	
White non-Hispanic	63.0%
Black non-Hispanic	11.9%
Hispanic / Latino	7.2%
Asian or Pacific Islander	0.4%
American Indian or Alaskan Native	10.5%
2 or More Races	4.9%
Race / Ethnicity Unknown	2.1%



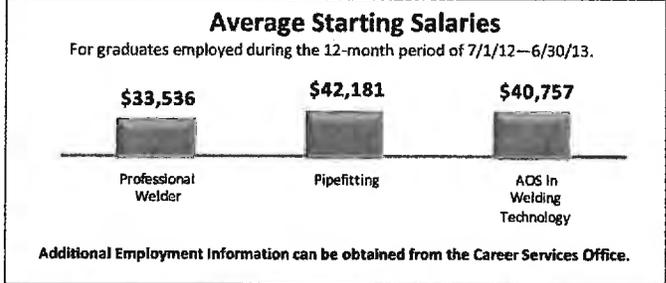
### Disaggregated Completion / Graduation Rates

<b>By Gender</b>		
Men		95.6%
Women		4.5%
<b>By Race/Ethnicity</b>		
White non-Hispanic		65.1%
Black non-Hispanic		7.7%
Hispanic / Latino		9.4%
Asian or Pacific Islander		0.5%
American Indian or Alaskan Native		10.8%
2 or More Races		5.0%
Race/Ethnicity Unknown		1.5%
<b>Federal Student Aid Recipients</b>		
Pell Grant		73.7%
Subsidized Loans / No Pell Grant		19.1%
No Pell or Subsidized Loans		7.2%

Additional consumer information can be found on the College Navigator website at: <http://nces.ed.gov/collegenavigator/>.



Program	Time Period	Grads Placed	Total Grads	Placement Rate
Professional Welder	06/01/11 - 05/31/12	585	713	82%
Pipefitting	07/01/11 - 06/30/12	N/A	N/A	N/A
AOS in Welding Technology	07/01/10 - 06/30/12	19	22	86%



### Average Cost for Graduates from 7/1/12 to 6/30/13

	Pipefitting	Professional Welder	AOS in Welding Technology (2nd AY)
Tuition and Fees	\$11,008	\$14,788	\$15,480
Books and Supplies	\$2,263	\$2,849	\$2,157
<b>Total Costs</b>	<b>\$13,271</b>	<b>\$17,637</b>	<b>\$17,637</b>

### Median Debt Incurred by Our Graduates from 7/1/12 to 6/30/13

	Pipefitting	Professional Welder	AOS in Welding Technology
Federal Loans	\$7,125	\$9500	\$15,795
Private Loans	N/A	\$0	\$0
Institutional Loans	N/A	\$0	\$0

### What's on the other side?

- Basic Financial Aid Information
- Drug & Alcohol Abuse Prevention Information
- Campus Security information
- Family Educational Rights and Privacy Act (FERPA)
- Code of Conduct for Student Loans
- Students with Disabilities
- Copyright and Peer-to-Peer Policy
- Vaccinations Policy
- Student Conduct Code
- Voter Registration Information

Paper copies of all policies can be obtained from the Student Services or Financial Aid Offices.

### U.S. Department of Labor's Standard Occupational Classification (SOC) Codes for The Occupations That Our Programs Prepare Students To Enter

Educational Program	SOC Code	Occupations
Professional Welder	51-4121.06	Welders, Cutters, and Welder Fitters
	51-4121.07	Solderers and Brazers
Pipefitting	47-1011.00	1st Line Supervisors of Construction Trades and Extraction Workers
	47-1011.03	Solar Energy Installation Managers
	47-2152.01	Pipefitters and Steamfitters
AOS in Welding Technology	51-4122.00	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders

Distribution Date: 7/1/13  
 Next Distribution: 7/1/14  
 Revised: 11/1/13

### Financial Aid Information

Tulsa Welding School's Financial Aid Office is available to assist students with developing a financial plan to pay for welder training. For those students needing financial assistance, federal student aid is financial help available to eligible students and assists with paying for educational expenses while attending school. There are many types of financial aid available for those qualifying applicants which includes grants that don't have to be paid back, as well as low-interest, government-backed loans that must be repaid. Federal Student Aid eligibility is based on individual student information and all students may not be eligible.

Basic eligibility requirements are that you must:

- Be US citizen or eligible non-citizen,
- Demonstrate financial need for certain programs,
- Have a HS Diploma or GED,
- Not be in default on a federal student loan or owe a repayment on a grant,
- Maintain Satisfactory Academic Progress,
- Be registered with Selective Service, if required,
- Have a valid Social Security Number, and
- Be working towards a degree or certificate in an eligible program.

### Federal Student Aid Available for Application

Program	Aid Type	Annual Amount
Federal Pell Grant	Grant	0 - \$5,645
Federal SEOG Grant	Grant	0 - \$ 334
Subsidized Stafford Loan	Loan	0 - \$3,500
Unsubsidized Stafford Loan	Loan	0 - \$6,000
PLUS Loan	Loan	0 - Up to the cost of education less other aid received

To apply for federal student aid, students must first complete the Free Application for Federal Student Aid (FAFSA). This application form can be obtained in paper format from the Financial Aid Office or can be completed and submitted online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Student Aid Report generated after the FAFSA is completed, in addition to institutional and other applications, will be used to determine your eligibility for aid.

### Return of Federal Student Aid

The Return of Federal Student Aid policy and the TWS Refund Policy consists of two different calculations. All students who receive federal student aid while attending TWS will have any unearned funds returned to the federal student aid programs should they withdraw prior to completing more than 60% of the payment period from which they withdrew and is calculated based on the student's last date of attendance. More information regarding the return of federal student aid and refund policies can be obtained from the Financial Aid Office.

### Drug Conviction Affects on Federal Student Aid Eligibility

Any student convicted of selling or possessing illegal drugs while receiving federal student aid may become ineligible for aid for all or part of the school year depending on the type and number of convictions.

**Additional financial aid information can be obtained from the Financial Aid Office.**

The Financial Aid Office is available:

Monday-Thursday 8:00—7:30

### Voter Registration Information

Students may visit their local post office to obtain the required Voter Registration form and necessary requirements outlined by their state. Downloadable versions of the Voter Registration Form are available on the U.S. Election Assistance Commission's website at:

<http://www.ok.gov/elections/Voter-Registration/>.

### Student Conduct Code

While attending our institution, students are expected to display the highest degree of ethical and professional conduct at all times. The Student Conduct Code is provided to all enrolled students that outlines the standards of expected conduct, as well as the sanctions and penalties for failing to adhere to its requirements.

### Drug & Alcohol Abuse Prevention

Tulsa Welding School complies with the Drug-Free Schools and Communities Act, the Drug-Free Workplace Act of 1988, the Government-Wide Requirements for Drug-Free Workplace, and the Drug and Alcohol Abuse Prevention regulations. Current and prospective students are provided information on preventing drug and alcohol abuse, standards of conduct, and sanctions and penalties for possession, use or distribution of controlled substances.

### Campus Security / Clery 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.

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These rights give students the right to:

- Review their educational records,
- Seek to amend inaccurate information in their records, and
- Provide consent for the disclosure of their records.

### Code of Conduct for Student Loans

TWS has established a Code of Conduct for student loans that limits or restricts certain activities between employees of the institution and student loan lending institutions.

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The entire Students with Disabilities Policy, which includes how to request reasonable accommodations, can be obtained from our Student Services Office.

### Copyright & Peer-to-Peer Sharing Policy

In compliance with the Higher Education Opportunity Act, TWS has implemented policies to deter copyright violations and unauthorized Peer-to-Peer (P2P) file sharing. This policy includes the sanctions and disciplinary actions for violation of federal copyright laws and P2P file-sharing violations.

### Vaccinations Policy

Students attending TWS are not required to have any specific vaccinations as a condition of enrollment or attendance at our schools. However, we encourage all students to get vaccinated.



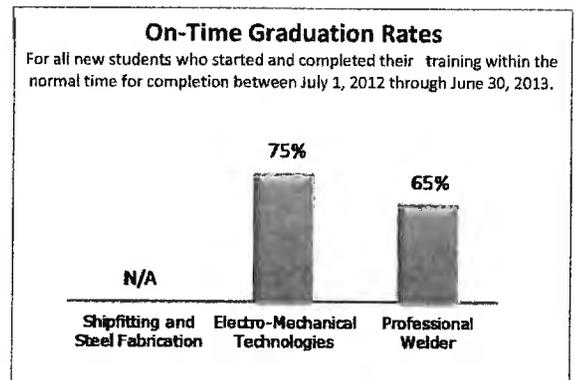
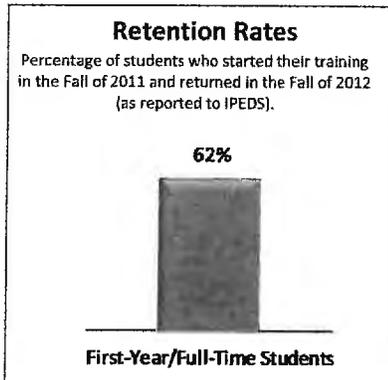
3500 SOUTHSIDE BOULEVARD  
 JACKSONVILLE, FL 32216  
 (904) 646-9353  
 WWW.WELDINGSCHOOL.COM

# Student Right-to-Know Information 2013-2014

### Student Body Diversity

Fall 2012 Undergraduate Enrollment Data

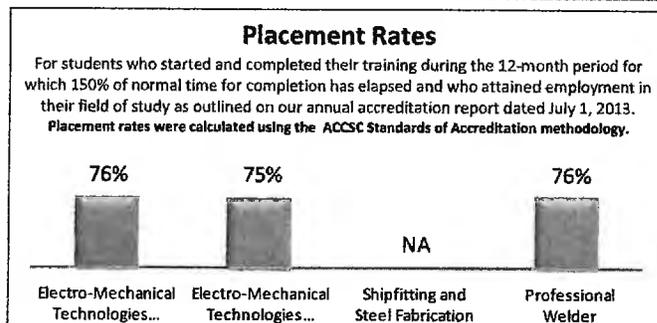
<b>Total Enrollment</b>	997
<b>Percentage of Enrollment by Gender</b>	
Men	95.9%
Women	4.1%
<b>by Race/Ethnicity</b>	
White non-Hispanic	50.5%
Black non-Hispanic	39.5%
Hispanic / Latino	3.4%
Asian or Pacific Islander	0.7%
American Indian or Alaskan Native	0.5%
2 or More Races	0.5%
Race / Ethnicity Unknown	4.9%



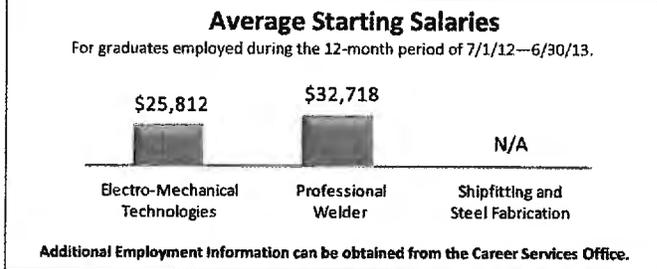
### Disaggregated Completion / Graduation Rates

<b>By Gender</b>		
Men		96.3%
Women		3.7%
<b>By Race/Ethnicity</b>		
White non-Hispanic		54.3%
Black non-Hispanic		37.6%
Hispanic / Latino		4.0%
Asian or Pacific Islander		1.2%
American Indian or Alaskan Native		0.5%
2 or More Races		0.2%
Race/Ethnicity Unknown		2.2%
<b>Federal Student Aid Recipients</b>		
Pell Grant		86.5%
Subsidized Loans / No Pell Grant		9.9%
No Pell or Subsidized Loans		3.5%

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Program	Time Period	Grads Placed	Total Grads	Placement Rate
EMT (day)	03/01/11 - 02/29/12	47	62	76%
EMT (eve)	09/01/10 - 08/31/11	6	8	75%
Shipfitting	03/01/11 - 02/29/12	0	0	N/A
Professional Welder	06/01/11 - 05/31/12	422	554	76%



### Average Cost for Graduates from 7/1/12 to 6/30/13

	Electro-Mechanical Technologies	Shipfitting and Steel Fabrication	Professional Welder
Tuition and Fees	\$15,200	N/A	\$14,788
Books and Supplies	\$1,436	N/A	\$2,849
<b>Total Costs</b>	<b>\$16,636</b>	<b>N/A</b>	<b>\$17,637</b>

### Median Debt Incurred by Our Graduates from 7/1/12 to 6/30/13

	Electro-Mechanical Technologies	Shipfitting and Steel Fabrication	Professional Welder
Federal Loans	\$9500	N/A	\$9500
Private Loans	\$0	N/A	\$0
Institutional Loans	\$0	N/A	\$0

### U.S. Department of Labor's Standard Occupational Classification (SOC) Codes for The Occupations

Our Programs Prepare Students To Enter

Educational Program	SOC Code	Occupations
Electro-Mechanical Technologies	17-3024.00	Electro-Mechanical Technicians
	17-3024.01	Robotics Technicians
Shipfitting and Steel Fabrication	51-2041.00	Structural Metal Fabricators and Fitters
Professional Welder	51-4121.06	Welders, Cutters, and Welder Fitters
	51-4121.07	Solderers and Brazers

- ### What's on the other side?
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# Tab 9

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## Audited Financial Statements



**Grant Thornton**

Consolidated Financial Statements and Report of  
Independent Certified Public Accountants

**Tulsa Welding School, Inc. and Subsidiaries**

September 30, 2013 and 2012

# Contents

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Supplemental Information	19
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Report of Independent Certified Public Accountants on Internal Control over Financial Reporting and on Compliance and Other Matters	24



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F 602.474.3421

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## REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

Board of Directors  
Tulsa Welding School, Inc. and Subsidiaries

We have audited the accompanying consolidated financial statements of Tulsa Welding School, Inc. (an Oklahoma corporation) and Subsidiaries (the "Entity"), which comprise the consolidated balance sheets as of September 30, 2013 and 2012, and the related consolidated statements of income and retained earnings, and cash flows for the years then ended, and the related notes to the financial statements.

### Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Tulsa Welding School, Inc. and Subsidiaries as of September 30, 2013 and 2012, and the results of their operations and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### Supplementary information

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The supplemental consolidating schedules on pages 20 through 23 are presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to auditing procedures applied in the audits of the consolidated financial statements and certain additional procedures. These additional procedures included comparing and reconciling the information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the consolidated financial statements as a whole.

#### Other reporting required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 13, 2014, on our consideration of the Entity's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Entity's internal control over financial reporting and compliance.



Phoenix, Arizona  
January 13, 2014

Tulsa Welding School, Inc. and Subsidiaries

CONSOLIDATED BALANCE SHEETS

September 30,

ASSETS

	<u>2013</u>	<u>2012</u>
<b>Current assets</b>		
Cash and cash equivalents	\$ 2,368,046	\$ 3,656,693
Accounts receivable, net of allowance for doubtful accounts of \$1,905,621 and \$1,865,368	3,016,594	2,591,696
Inventory	437,565	529,983
Deferred income taxes, current	278,842	402,231
Prepaid expenses and other current assets	527,373	549,298
<b>Total current assets</b>	<u>6,628,420</u>	<u>7,729,901</u>
<b>Furniture, equipment and improvements, net</b>	<u>5,056,454</u>	<u>6,009,002</u>
<b>Other assets</b>		
Goodwill	13,759,582	13,759,582
Curriculum assets, net of accumulated amortization	36,713	8,215
Deposits	116,095	89,464
<b>Total other assets</b>	<u>13,912,390</u>	<u>13,857,261</u>
<b>Total assets</b>	<u>\$ 25,597,264</u>	<u>\$ 27,596,164</u>

LIABILITIES AND SHAREHOLDER'S EQUITY

<b>Current Liabilities</b>		
Accounts payable	\$ 1,016,579	\$ 1,264,066
Accrued income taxes	82,330	115,745
Accrued expenses	736,642	1,201,772
Unearned tuition and fees	2,743,087	3,256,314
<b>Total current liabilities</b>	<u>4,578,638</u>	<u>5,837,897</u>
<b>Deferred rent</b>	254,062	206,887
<b>Deferred income taxes, non-current</b>	1,422,593	1,587,535
<b>Total liabilities</b>	<u>6,255,293</u>	<u>7,632,319</u>
<b>Commitments and contingencies (Note E)</b>		
<b>Shareholder's Equity</b>		
Common stock, \$1 par value, 1,000 shares authorized, 100 shares issued and outstanding	100	100
Additional paid-in capital	16,499,571	16,499,571
Retained earnings	2,842,300	3,464,174
<b>Total shareholder's equity</b>	<u>19,341,971</u>	<u>19,963,845</u>
<b>Total liabilities and shareholder's equity</b>	<u>\$ 25,597,264</u>	<u>\$ 27,596,164</u>

The accompanying notes are an integral part of these consolidated financial statements.

**Tulsa Welding School, Inc. and Subsidiaries**  
**CONSOLIDATED STATEMENTS OF INCOME AND**  
**RETAINED EARNINGS**

Years ended September 30,

	<u>2013</u>	<u>2012</u>
<b>Revenues</b>		
Tuition and fees	\$ 39,473,444	\$ 43,053,957
Other income	370,021	459,041
Total revenues	<u>39,843,465</u>	<u>43,512,998</u>
 <b>Expenses</b>		
Education	10,969,698	11,323,643
Marketing	10,694,658	9,928,458
Occupancy	2,438,237	2,465,009
General and administrative	12,888,029	13,149,339
Depreciation and amortization	1,492,766	1,144,188
Total expenses	<u>38,483,388</u>	<u>38,010,637</u>
 Income before taxes	1,360,077	5,502,361
 <b>Provision for income taxes</b>	<u>(469,953)</u>	<u>(2,276,390)</u>
 <b>NET INCOME</b>	890,124	3,225,971
 <b>Distributions to parent</b>	(1,511,998)	(694,921)
 <b>Retained earnings, beginning of year</b>	<u>3,464,174</u>	<u>933,124</u>
 <b>Retained earnings, end of year</b>	<u>\$ 2,842,300</u>	<u>\$ 3,464,174</u>

The accompanying notes are an integral part of these consolidated financial statements.