



HEARTLAND
WELDING ACADEMY

Catalog

Kansas Board of Regents Approved

Revised: August 3, 2021

For 2021 Calendar Year

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Administration and Staff

Jessica Friedrichs: Director of Admissions

BS in Mass Communications (William Woods University)

MS in Mass Communications (Middle Tennessee State University)

Charles Friedrichs: Founder/Managing Director/Instructor

Certified Pipe Welder (MWI)

Certified Welding Inspector (American Welding Society)

Organizational Leadership (Middle Tennessee State University)

Brandon Simoneau: Instructor

Assoc. in Welding Technology (Manhattan Technical College)

Certified Pipe Welder

Eric Boyles: Instructor

Certified Pipe Welder (Heartland Welding Academy)

Assoc. in Occupational Studies from UTI, Arizona)

Institutional Advisory Committee

Jason Shaffer – Business & Real Estate Banking, Cross First Bank (Wichita, KS)

Greg Siepert – Welding Technology Professor, Hutchinson Community College (Hutchinson, KS)
American Welding Society Kansas Section Chair

Kaden Adams – Certified Public Accountant & Financial Advisory, Adams & Associates (Andover, KS)

Justin Burns – Vice President of Marketing & Sales, Barenbrug USA (Tangent, OR/Stockton, MO)

Heartland Welding Academy is registered and approved by the Kansas Board of Regents

Kansas Board of Regents

1000 SW Jackson St., Suite 520

Topeka, KS 66612

785.430.4240

Accreditation

Heartland Welding Academy is seeking Initial Accreditation with the Commission of the Council on Occupational Education

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

Mission

The mission of Heartland Welding Academy is to meet the needs of the industrial welding space by going beyond teaching the fundamentals of the trade. HWA's education strategy is a two-part system. First, to instill welding fundamentals and the work ethic expected within various industries. Second, to emphasize professional development as a craftsman and beyond the welding hood.

HWA was founded by individuals who have spent decades working in the field as weld craftsmen, project managers, as well as in sales, and business development roles. This diverse experience has created a desire to educate the next generation of skilled welders and machinists that is beneficial to the students as well as the industry.

Our Facility

The HWA training facility encompasses 7,500 square feet, housing classroom, lab, and office administration space. The lab area can manage up to 40 welding stalls networked with inverter welding systems and assemblies. The lab area hosts a separate grinding and coupon preparation area.

Admission Requirements

- Must be 18 years of age (proof of identification & age required).
- A High School Diploma or GED is NOT required, but recommended for employment purposes
- Must have good eyesight. If corrective lenses are needed you must provide a copy of a vision test no more than six months old.
- Heartland Welding Academy will offer reasonable accommodations for physical limitations if possible. (see *Disabilities Policy pg. 18-19*)

Heartland Welding Academy, LLC in its admissions, instruction, and graduation policies does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, gender identity, disability, age, marital status, national origin, ethnic origin, Vietnam-era/disabled veteran, or on any other basis prohibited by federal or state law, in its education programs or employment.

Enrollment Dates: 2021

- Enrollment is monthly depending upon availability.
**enrollment dates are subject to change.*

Programs offered

- Practical Pipe & Structural Code Welding
 - Course will be a total of 24 weeks (depending on skill level)
 - 720 HRS
- Structural Code Welding
 - Course will be a total of 12 weeks (depending on skill level)
 - 360 HRS

Practical Pipe & Structural Code Welding

Core Classes Covered:

Industry Safety/ OSHA 10
Introduction to Welding
Basics of Pipe & Structural Welding
Math Trade Basics & Pipe Fitting 101
Practical Pipe & Structural Code Welding
Professional Development Principles & Interpersonal Skills

Applicable industries:

Power (nuclear & non-nuclear)
Petro chemical
Oil & gas
Semi-Conductor
Aerospace
Manufacturing (i.e. pharmaceutical, food & beverage, etc.)

Objective:

The core classes that make up the Practical Pipe & Structural Code Welding program ready each student fundamentally and professionally for welding opportunities in pipe, structural, and manufacturing applications. Completion of this course will ready each student for weld testing and applicable employment in the Power, Petro-Chem, Oil & Gas, Semi-Conductor, Aerospace, and General Manufacturing markets (i.e. pharmaceutical, food & beverage, etc...). The additional focus on professional development rounds off each student's personal presentation and addresses needs of "todays" jobsites, in advance of the employer (e.g., exposure to Microsoft Products). Some of the applicable careers developed over time are journeyman, project management, technical and/or product specialist, sales rep, etc... depending on experience and achievements.

Core welding processes covered include:

Gas Metal Arc Welding (MIG) GMAW
Gas Tungsten Arc Welding (TIG) GTAW
Flux Core Arc Welding (Dual or Inner shield) FCAW
Shielded Metal Arc Welding (Stick) SMAW

HWA's program is designed to replicate a job like environment. Classes are five days a week, six hours each day (breaks included). Each day is made up of 5.5 hours applying welding skills and .5 hours per day of in-classroom study.

This program is measured in clock hours and each student must attend class 30 hours per week/ 24 week duration (*please see attendance policy*). Students with advance skills may progress in schedule (if advised by instructor)

Each student will be given a Certificate of Completion in Practical Pipe & Structural Code Welding upon successful completion of core curriculum and practical training to AWS D1.1 standards.

Class times:

Monday thru Friday- 9:00 AM to 3:00 PM
Monday thru Friday- 4:00 to 10:00 PM
Breaks will be scheduled appropriately (*hours may vary due to holiday or weather schedules*)

Cost

First payment is due on or before the first day of class.

Methods of payment include the following; Cash/ Check/ Money Order/ Wire Transfer

Student Tool Kit	\$550
Materials	\$2,850
Tuition	\$8,500
Total Cost	\$11,900

**** HWA requires a \$250.00 down payment that is applied to the total cost listed above. This fee is to be paid at time of enrollment and holds your place for the determined start date. If enrollment is withdrawn prior to first day of class a partial refund of the down payment will apply (see enrollment cancellation policy pg. 24)**

Student Tool List- Inclusive Within Tuition**Tool Maintenance & Care**

All tools must be maintained in accordance with OSHA guidelines. If any tool within HWA premises, whether the property of student or business, becomes damaged or does not meet OSHA standards HWA has the right to remove those tools & equipment from services. Any student tools that become lost, stolen, or damaged is the sole responsibility of the student. You are required to use the tool kit provided by HWA.

Hood	\$65.00
Auto Darkening Len	\$96.00
Tip Cleaner	\$4.00
Fitter hand book	\$35.00
Chipping Hammer	\$10.00
File	\$18.00
Heavy Gloves	\$9.00
Tig Gloves	\$14.00
Stinger	\$68.00
Jacket/ Weld Cap	\$37.00
Glasses	\$4.00
Safety Shield	\$21.00
Wire Brush	\$6.00
4.5" Grinder	\$83.00
Channel Lock Pliers	\$25.00
Knipex Pliers	\$55.00
Total	\$550.00

Structural Code Welding

Core Classes Covered:

Industry Safety/ OSHA 10
Introduction to Welding
Basics of Structural Welding
Math Trade Basics
Structural Code Welding
Professional Development Principles & Interpersonal Skills

Applicable industries:

Power (nuclear & non-nuclear)
Petro chemical
Oil & gas
Semi-Conductor
Aerospace
Manufacturing (i.e. pharmaceutical, food & beverage, etc.)

Objective:

The core class that make up the Structural Code Welding program ready each student fundamentally and professionally for welding opportunities in structural, and manufacturing applications. Completion of this course will ready each student for weld testing and applicable employment in the Power, Petro-Chem, Oil & Gas, Semi-Conductor, Aerospace, and General Manufacturing markets (i.e. pharmaceutical, food & beverage, etc...). The additional focus on professional development rounds off each student's personal presentation and addresses needs of "today's" jobsites, in advance of the employer (e.g., exposure to Microsoft Products). Some of the applicable careers developed over time are journeyman, project management, technical and/or product specialist, sales rep, etc... depending on experience and achievements.

Core welding processes covered include:

Gas Metal Arc Welding (MIG) GMAW
Flux Core Arc Welding (Dual or Inner shield) FCAW
Shielded Metal Arc Welding (Stick) SMAW
HWA's program is designed to replicate a job like environment. Classes are five days a week, six hours each day (breaks included). Each day is made up of 5.5 hours applying welding skills and .5 hours per day of in-classroom study.

This program is measured in clock hours and each student must attend class 30 hours per week/ 12 week duration (*please see attendance policy*). Students with advance skills may progress in schedule (if advised by instructor)

Each student will be given a Certificate of Completion in Structural Code Welding upon successful completion of core curriculum and practical training to AWS D1.1 standards.

Class times:

Monday thru Friday- 9:00 AM to 3:00 PM
Monday thru Friday- 4:00 to 10:00 PM
Breaks will be scheduled appropriately (*hours may vary due to holiday or weather schedules*)

Cost

First payment is due on or before the first day of class.

Methods of payment include the following; Cash/ Check/ Money Order/ Wire Transfer

Tuition Cost

Student Tool Kit	\$550
Materials	\$1,600
Tuition	\$4,550
Total Cost	\$6,700

***** HWA requires a \$250.00 down payment that is applied to the total cost listed above. This fee is to be paid at time of enrollment and holds your place for the determined start date. If enrollment is withdrawn prior to first day of class a partial refund of the down payment will apply (see enrollment cancellation policy pg 24)***

Student Tool List- Inclusive Within Tuition

Tool Maintenance & Care

All tools must be maintained in accordance with OSHA guidelines. If any tool within HWA premises, whether the property of student or business, becomes damaged or does not meet OSHA standards HWA has the right to remove those tools & equipment from services. Any student tools that become lost, stolen, or damaged is the sole responsibility of the student. You are required to use the tool kit provided by HWA.

Hood	\$65.00
Auto Darkening Lens	\$96.00
Tip Cleaner	\$4.00
Fitter hand book	\$35.00
Chipping Hammer	\$10.00
File	\$18.00
Heavy Gloves	\$9.00
Tig Gloves	\$14.00
Safety Shield	\$21.00
Stinger	\$68.00
Jacket/ Weld Cap	\$37.00
Glasses	\$4.00
Wire Brush	\$6.00
4.5" Grinder	\$83.00
Channel Lock Pliers	\$25.00
Knipex Pliers	\$55.00
Total	\$550.00

Classroom & Facility Infrastructure

Classroom Items:

Overhead monitor	Associated chairs
Network and PC access	White boards
Associated classroom tables	Pipefitting Mockup

Welding Booths:

5'x5'x7' individual welding booths

Grinding booth(s)

5'x5'x7' individual grinding booths

Shop Tools & Equipment:

Welding System(s)

Miller CP-302

Miller Matic 250

ES 275-I Inverter(s)

Tig Torch Setup(s)

Flow Meters(s)

Grinder(s)

4.5" Grinder(s)

9" Grinder(s)

Die Grinder(s)

Track Torch(s)

Saddle Torch(s)

Rod Oven

Guided Bend Test System

Materials Stored:

6" carbon steel pipe

2" carbon steel pipe

8'x4'x 1/2" carbon plate

Associated Welding Gasses

Normal Consumables:

1/8" tungsten

3/32 ER 70S-6

Leather gloves

1/8" ER 309L

Earplugs

1/8" ER70S-6

Face shields

1/8" E7018

Welding gloves

3/32" E7018

Wire brushes

1/8" E6010

3/32" ER 309L

.045 E71T-14

.035 SuperArc L-5

Welding Curriculum

Practical Pipe & Structural Code Welding

- I. Industry Safety
 - a. Class Room Safety 2 HR
 - i. Shop Rules
 - ii. PPE Requirements
 - iii. Safety Expectation

 - b. General Field Safety 8 HR
 - i. OSHA 10 Safety
 - ii. Rotating Equipment
 - iii. Hot Work
 - iv. Tie Off Regulation
 - v. Rigging Safety
 - vi. Confined Space
 - vii. Foreign Material Exclusion

- II. Introduction to Welding
 - a. Tools for the Trade 2 HR
 - b. Torch Operation & Safety 4 HR
 - i. Set up
 - ii. Operation & Safety
 - iii. Troubleshooting

 - c. QA/QC & NDE Surveillance 6 HR
 - i. Pre Weld Monitoring
 - ii. Weld Process Monitoring
 - iii. Post Weld Monitoring
 - iv. Weld Repair Acceptance

 - d. Metals & Alloys 8 HR
 - i. Carbon
 - ii. Chrome
 - iii. Stainless Steel
 - iv. Inconel
 - v. Monel
 - vi. Copper Nickel
 - vii. Cast Iron
 - viii. Aluminum

e.	Welding Terminology & Nomenclature	6 HR
i.	Abbreviations	
ii.	Descriptions	
iii.	Reports	
iv.	Electrodes	
v.	Code of Construction	
III.	Basics of Pipe & Structural Welding	
a.	Core Welding Processes	6 HR
i.	Shielded Metal Arc Welding	
ii.	Gas Tungsten Arc Welding	
iii.	Flux Cored Arc Welding	
iv.	Gas Metal Arc Welding	
b.	Defects & Discontinuities	6 HR
i.	Inadequate Penetration	
ii.	Excessive Penetration	
iii.	Insufficient Fill	
iv.	Internal Undercut	
v.	Wagon Tracks	
vi.	Unbroken Land	
vii.	Off Set	
viii.	Incomplete Fusion	
ix.	Tungsten Inclusions	
x.	Slag Inclusions	
xi.	Porosity	
xii.	Burn Thru	
xiii.	External Undercut	
xiv.	Arc Burns	
xv.	Cold Wire	
xvi.	Sugar	
xvii.	Fish Eye	
IV.	Math Trade Basics & Pipe Fitting 101	
a.	Mathematics	8 HR
i.	Measuring devices	
ii.	Fractions	
iii.	Common Math	

V.	Pipe & Structural Code Welding	
	a. Pipefitting 101	4 HR
	i. The Pipefitters Handbook	
	b. Purge & Procedure	4 HR
	i. Why Purge	
	ii. Method & Set Up	
	iii. Weld Tack Procedure	
	c. Blue Prints & Pipe Geometry	8 HR
	i. How to read and apply pipe takeoffs	
	1. Prints	
	2. Pipe Rack	
VI.	Professional Development Principles & Interpersonal Skills	
	a. Professional Development	8 HR
	i. Personal Presentation	
	ii. How to Sale Yourself	
	iii. Questioning and Answering Skills	
	iv. Networks for the Trade	
	v. The Ladder of Success	
	vi. Lessons for the Traveling Craftsman	
	b. Opportunity Placement	6HR
	i. Drafting a Resume	
	ii. Email Etiquette	
	iii. Job Placement/ Opportunity Networking	
	iv. Cold Calls & Interviews	
	v. Travel	
	c. Career Preparation & Readiness	6 HR
	i. Preparation for a Weld Test	
	ii. Never stop Preparing	
VII.	Application and Practical Training	628 HR
	a. Plate	
	i. All Positions	
	ii. Weld Processes Included (SMAW)	
	b. T-Joint	
	i. All Positions	
	ii. Weld Processes Included (SMAW/ GMAW/ GTAW)	
	c. Plate w/ Backing Strip	
	i. All Positions	
	ii. Weld Processes Included (SMAW)	
	d. Plate w/ Open Root	

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- i. All Positions
 - ii. Weld Processes Included (SMAW/ GMAW/ FCAW)
 - e. 6" Pipe w/ Open Root
 - i. All positions
 - ii. Weld Processes Included (SMAW/ GTAW)
 - f. 2" Pipe w/ Open Root
 - i. All Positions
 - ii. Weld Processes Included (SMAW/ GTAW)

Practical Welding Fundamentals & Operations Lab- 628 HRS

Classroom Study- 92 HRS

Total Classroom & Practical Lab- 720 HRS

Welding Curriculum

Structural Code Welding

- I. Industry Safety
 - a. Class Room Safety 2 HR
 - i. Shop Rules
 - ii. PPE Requirements
 - iii. Safety Expectation

 - b. General Field Safety 8 HR
 - i. OSHA 10 Safety
 - ii. Rotating Equipment
 - iii. Hot Work
 - iv. Tie Off Regulation
 - v. Rigging Safety
 - vi. Confined Space
 - vii. Foreign Material Exclusion

- II. Introduction to Welding
 - a. Tools for the Trade 2 HR
 - b. Torch Operation & Safety 4 HR
 - i. Set up
 - ii. Operation & Safety
 - iii. Troubleshooting

 - c. QA/QC & NDE Surveillance 6 HR
 - i. Pre Weld Monitoring
 - ii. Weld Process Monitoring
 - iii. Post Weld Monitoring
 - iv. Weld Repair Acceptance

 - d. Metals & Alloys 8 HR
 - i. Carbon
 - ii. Chrome
 - iii. Stainless Steel
 - iv. Inconel
 - v. Monel
 - vi. Copper Nickel
 - vii. Cast Iron
 - viii. Aluminum

e.	Welding Terminology & Nomenclature	6 HR
i.	Abbreviations	
ii.	Descriptions	
iii.	Reports	
iv.	Electrodes	
v.	Code of Construction	
III.	Basics of Pipe & Structural Welding	
a.	Core Welding Processes	6 HR
i.	Shielded Metal Arc Welding	
ii.	Gas Tungsten Arc Welding	
iii.	Flux Cored Arc Welding	
iv.	Gas Metal Arc Welding	
b.	Defects & Discontinuities	6 HR
i.	Inadequate Penetration	
ii.	Excessive Penetration	
iii.	Insufficient Fill	
iv.	Internal Undercut	
v.	Wagon Tracks	
vi.	Unbroken Land	
vii.	Off Set	
viii.	Incomplete Fusion	
ix.	Tungsten Inclusions	
x.	Slag Inclusions	
xi.	Porosity	
xii.	Burn Thru	
xiii.	External Undercut	
xiv.	Arc Burns	
xv.	Cold Wire	
xvi.	Sugar	
xvii.	Fish Eye	
IV.	Math Trade Basics	
a.	Mathematics	8 HR
i.	Measuring devices	
ii.	Fractions	
iii.	Common Math	

V.	Professional Development Principles & Interpersonal Skills	
	a. Professional Development	8 HR
	i. Personal Presentation	
	ii. How to Sale Yourself	
	iii. Networks for the Trade	
	iv. The Ladder of Success	
	v. Lessons for the Traveling Craftsman	
	b. Opportunity Placement	6 HR
	i. Drafting a Resume	
	ii. Email Etiquette	
	iii. Job Placement/ Opportunity Networking	
	iv. Cold Calls & Interviews	
	v. Travel	
	c. Career Preparation & Readiness	6 HR
	i. Preparation for a Weld Test	
	ii. Never stop Preparing	
VI.	Application and Practical Training	284 HR
	a. Plate	
	i. All Positions	
	ii. Weld Processes Included (SMAW)	
	b. T-Joint	
	i. All Positions	
	ii. Weld Processes Included (SMAW/ GMAW/ GTAW)	
	c. Plate w/ Backing Strip	
	i. All Positions	
	ii. Weld Processes Included (SMAW/ GMAW/ FCAW)	
	d. Plate w/ Open Root	
	i. All Positions	
	ii. Weld Processes Included (SMAW)	

Practical Welding Fundamentals & Operations Lab- 284 HRS

Classroom Study- 76 HRS

Total Classroom & Practical Lab- 360 HRS

Grading Scale

There are two categories of grading;

1. Class Room Text & Quiz- You must carry a C average (Minimum of 70%) or better
 - A 90% to 100%
 - B 80% to 89%
 - C 70% to 79%
 - D 60% to 69%
 - F 59% and below
2. Application and Practical Weld Training- (Each application must meet AWS D1.1 standards)
 - Pass Meets AWS D1.1 standards
 - Fail Does not meet AWS D1.1 standards

Welding Proficiency Schedule

Each application and practical weld training will be monitored by the HWA instructor. The instructor will provide guidance on when it is appropriate to advance to the next skill block within an application (i.e., plate). The practical weld test will be administered at the end of each application (e.g., 6" pipe GTAW/ SMAW weld test @ 45*). There will be 5 weld tests administered by the HWA Instructor throughout this course. The test will be comprised of destructive testing methods.

2G- ½" C/S Plate SMAW V-Groove w/ Backing Strip

6G- 6" C/S Sched. 80 E6010/ E7018 Open Root

6G- 6" C/S Sched. 80 ER70S-6/ E7018 Open Root

6G- 2" C/S Sched. 40 ER70-6 Open Root

6G- 6" C/S Sched. 80 E309L/ E7018 Open Root

Other weld certifications may be addressed based on progression and industry focus.

Progress

Students must meet a 70% average in class room study and quizzes.

Students must meet sufficient skill block progress and practical weld test hold points.

Students must attend class in accordance with the attendance policy. Any violation of the attendance policy will be cause for unsatisfactory academic progress and a forfeit of completion certificate.

Each student will have the opportunity to retake a failed quiz or course. Any repeated test at a higher grade point average or passing remarks will replace the failed test.

Students will be provided progress reports at the midpoint of their term. If consistent progress is not present towards the academic milestones they will be provided counseling on methods of improvement.

Credits

Heartland Welding Academy is based on Clock Hours and does not issue credits. HWA does not accept the transfer of credits from other institutions. All incoming students, despite their level of experience, will follow the same curriculum and invest the same amount of clock hours. Instructors may advance student to practical test based on ability.

Housing

Heartland Welding Academy does not provide student housing. Housing arrangements must be made by the student prior to starting class.

Media Services

Heartland Welding Academy supplies students with all media services needed while enrolled. The following are the media materials supplied to each student; HWA Welding Curriculum, Pipe Fitters Blue Book, various handouts, OSHA10 log in code (via American Safety Council or Career Safe) and teleconference account and log in (if needed for virtual class). Internet access and computer use is also available to students if needed. WiFi internet access is available in the Main Office and Classroom areas. Computers are available for students to use. Usage is during office hours Monday-Friday and can be scheduled with the Director of Admissions.

SCHOOL POLICIES

Admission Acceptance Process

1. Completed enrollment agreement.
2. \$250.00 down payment
3. Must be 18 years of age (proof of state identification & age).
4. Funding of any type must be approved and on file with HWA administration.
5. If you are paying cash for your tuition, the first installment must be made on or before the first day of class.
6. A vision test is required if corrective lenses are needed

Health Requirements

Students with special health concerns, medical conditions, pre-existing injuries, physical limitations, and/or disabilities will need to consult with the Admissions Director before enrolling. It may be required to have a physical examination and medical clearance from a licensed physician prior to admission acceptance. This would also apply to a student who becomes pregnant prior to or during their enrollment.

Students are required to wear personal safety equipment for up to 6 hours per day. This includes safety glasses, face shields, ear plugs, thick leather soled work boots.

Disabilities Policy

Heartland Welding Academy prohibits discrimination of applicants, students, and employees on the basis of a disability. Applicants or students with disabilities should notify the Director of Admissions of the disability, and to discuss accommodation needs. It is the responsibility of the student to notify HWA of the disability and to request academic adjustments and/or accommodations. HWA requires documentation proving diagnosis of the stated disability. HWA is not required to lower or substantially modify the essential requirements of its programs, or to alter the nature of the programs in a way that would result in an unreasonable financial or administrative burden. For more information on the

rights and responsibilities of students with disabilities preparing to attend post secondary education please visit. <https://www2.ed.gov/about/offices/list/ocr/transition.html>

Exceptions to Standard Admission Policy

Heartland Welding Academy does not admit students by exception to standard policies. Admission requirements are based on the reasonable expectations and minimum requirements of employees in the welding industry.

Release of Liability

Student(s) agree that Heartland Welding Academy is free from all claims for injury or personal property received while on the HWA premises.

Student Code of Conduct

Heartland Welding Academy is designed around the employer's environment and expectation. Students will be expected to conduct themselves as in a job-like environment. Any behavior that is disruptive or destructive will not be tolerated. HWA has a zero-tolerance policy and student(s) will be dismissed if not compliant.

Dress Code

- Denim long sleeved shirt or a weld jacket is required to be worn when welding.
- Welding hood, safety glasses, and approved welding gloves are required to be worn when welding.
- Leather upper boots with a defined heel are required to be worn at all times (*traditional cowboy boots are not acceptable*).
- Denim jeans are required to be worn at all times.
- No holes allowed
- No loose or exposed threads (i.e., tattered apparel)
- Pants must be worn properly and tight at the waist
- A short-sleeved shirt with a minimum of a 3 inch sleeves, is acceptable if welding jacket is worn at all times

Drug and Alcohol Policy

HWA has a zero-tolerance policy for the violation of the Drug and Alcohol Policy. If at any time a student is in violation of this policy, they will be dismissed.

- The consumption of alcoholic beverages or use of any intoxicating substance prior to class or during class will prohibited regardless of age.
- If at any time you are suspected to be under the influence, HWA Personnel has the right to remove you from the premises. Student may be subject to termination.
- The possession of drugs, alcohol, or paraphernalia is not allowed on HWA property, including and not limited to personal vehicles. Termination is eminent.
- The purchase, sell, or transmission of illegal or controlled substances is prohibited and punishable by law.
- Any student has the right to inform HWA personnel if aware of any intoxication or substance abuse For-Cause.
- HWA has the right to conduct random drug testing.

Attendance Policy

Heartland Welding Academy manages its attendance policy based on an employer/ jobsite expectation. Your value is only as good as your attendance.

You are required to be at class on time and every day. Tardy, early out, or any other absence will be recorded. Your instructor will note if you are present when class starts and when class is complete. Breaks are staggered based on the hours per shift as a job site will be.

You will notify your instructor or the main office if you are to be late, absent or excused from class.

You will be given 5 days free gratis for sick, late, or personal days during the term of your program. As with an employer you must notify your HWA Instructor to use those days without penalty. If you do not notify HWA or your instructor of your absence it will be documented as unexcused. If you exceed the 3 days free gratis, you will be placed on probation and written up. If you continue to exceed these limits you will be subject to dismissal by the Director of Admissions.

All tardy, sick, personal day, or any other absence will be documented in your attendance record.

You will be considered Withdrawn if you have not attended 3 consecutive classes without notifying your HWA Instructor or the main office. A termination notice will be forwarded to your address on file.

Any behavior that is disruptive or destructive will not be tolerated. HWA has a zero-tolerance policy and student(s) will be dismissed if not compliant.

Make up work and time is not guaranteed by HWA. Make up sessions will be based on scheduling and availability.

Leave of Absence

A student may request a leave of absence (LOA) of up to, but not exceeding 30 days. The request must be approved by the Director of Admissions. At the end of the leave of absence student will resume their practical weld training where they left off when the LOA began. No tuition refunds will be made during a leave of absence. If a leave of absence exceeds 30 days, the student will need to officially withdraw from the program wherein the tuition refund policy will apply. (*For re-enrollment options, see Re-Enrollment Policy*)

Attendance/ Special Conditions

In the event of a medical condition, illness, or family emergency special conditions may be made. Please communicate with the Director of Admissions for advisement on what is acceptable. Documentation may be requested by the Director of Admissions.

A leave of absence will be taken into consideration and timeline decided upon by the Director of Admissions.

If a Withdraw is imminent due to special condition or decision arbitrated by the Director of Admissions, the refund policy may apply.

Inclement Weather Policy

In the event of inclement weather school closings HWA staff will notify students as well as post notifications on social media sites.

Calendar/Closures

2021 Closures

January 1st - New Year's Day
March 15th-19th Spring Break
April 2nd - Good Friday (Easter)
May 31st - Memorial Day
July 5th – Fourth of July
September 6th - Labor Day
November 24th-26th - Thanksgiving
December 23rd -31st - Christmas Break

2022 Closures

March 14th-18th Spring Break
April 15th – Good Friday (Easter)
May 30th – Memorial Day
July 4th – Fourth of July
September 5th – Labor Day
November 23rd-25th – Thanksgiving
December 22nd- 30th – Christmas Break

Student Withdraw

If a student wishes to withdraw their enrollment after they have started a program a Request to Withdraw form will need to be filled out and submitted to the Director of Admissions. Once submitted the Director of Admissions will determine the official withdrawal date and if a tuition refund applies. *See Refund Policy*

Transfer of Programs within the Institution

Students can transfer from one program to another within Heartland Welding Academy, based on availability and approval from the Director of Admissions. A Request to Transfer Form can be obtained from the Director of Admissions.

If requesting to transfer from the 360 hour program to the 720 hour program student must be meeting the attendance and GPA requirements of the institution. The difference in tuition cost must be paid in advance. If student is financing the tuition cost, all approvals and processes must be completed by completion of 360 hours.

If requesting to transfer from the 720 hour program to the 360 hour program student must fill out a Request to Transfer Form prior to completing 360 hours. Student must have completed all required course work, welding processes and quizzes for the 360 hour program to receive certifications.

Disciplinary Action

Note- the Managing Director has the authority to terminate any student that violates policy in an effort to maintain the safety and environment for others.

1. A Student Warning Write Up Form completed by HWA personnel will be provided to the student. The Write Up will be reviewed with the student, in which the student will be given an opportunity to respond. The Form will be signed by the student and HWA personnel. A copy will be provided to the student and a copy will be placed in the student's file.
2. If the student commits a second violation a second Student Warning Write Up Form will be completed. The student will then be required to meet with Director of Admissions and the Managing Director to discuss the Write Up. A signed copy will be provided to student and a copy will be placed in the student's file. Depending on the magnitude of the violation, student termination may be applicable if advised by the Director of Admissions.

3. If a third offense is committed, a written confirmation of the violation will be documented by the Director of Admissions and a signed copy will be provided to student and a copy placed in the student's file. Termination is absolute.

Grievance Process

1. Students are encouraged to first discuss any grievances with their HWA Instructor.
2. Concern/Complaint Forms are made available for students to fill out. Complaints will be addressed in a timely matter by the Director of Admissions.
3. If HWA cannot resolve the student's grievance, please contact the Kansas Board of Regents and/or The Commission of the Council on Occupational Education

Kansas Board of Regents

1000 SW Jackson St., Suite 520

Topeka, KS 66612

785.430.4240

https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process

Commission of the Council on Occupational Education

7840 Roswell Road, Bldg. 300 Suite 325

Atlanta, GA 30350

800-917-2081

www.council.org

Employment Placement

Heartland Welding Academy does not guarantee student placement. It is our absolute goal to leverage HWA's industry experience and personnel network for placement opportunities. HWA's placement activity will also include managing and mining through social links for additional employment opportunities. It is our intent to ready students to the best ability fundamentally and professionally throughout the course(s), though we cannot guarantee placement or salary expectation.

Certificate of Completion

Students will receive a copy of their Completion Certificate, all AWS D1.1 Welding Certifications, and their official transcript in person from an HWA official. If the student cannot be present for reception of certificates, they will be mailed to address on record.

Student Records

Any documents containing student's personal information, are accessible only to HWA Administration and cannot be duplicated for any reason. Students may request to view their records through the Director of Admissions.

Transcripts and Welding Certifications

Completion documents such as official transcripts and welding certifications can be requested in writing to the Director of Admissions. Hard copies can be mailed or picked up in person by the student. Records will not be faxed or emailed.

Payment(s)

Contact the HWA Director of Admissions for Wire Transfer instruction or send your Check/ Money Order to;

Heartland Welding Academy
PO Box 293
Andover, KS 67002

Methods of Payment

Check/Cashiers Check
Cash
Money Order
Wire Transfer

Standard Course Payment Schedule

- First Installment- 50% of course cost before the first day of class
- Second Installment- 50% or balance of course cost on or before the mid-term point

Financial Aid

HWA has partnered with a national private education loan lender and a national income share agreement company. We understand the uniqueness of acquiring funding for a private program and will work with each student to exhaust every opportunity. Please contact the HWA Director of Admissions at 316-776-5246 for further information.

Heartland Welding Academy is approved by Work Force Development as an eligible training provider, please see your local Workforce Development office for assistance with WIOA funding (Workforce Innovation & Opportunity Act).

Heartland Welding Academy does not qualify for FAFSA/ Title IV funding at this time.

VA Education Benefits

Veteran's Policy Statements

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits. (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.)

Heartland Welding Academy permits any covered individual (as defined above) to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Heartland Welding Academy will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, statute allows Heartland Welding Academy to require the covered individual to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. Heartland Welding Academy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

Enrollment Cancellation Policy

Student enrollment may be cancelled in writing prior to the first day of class. All advance tuition minus \$100 of the enrollment deposit will be refunded in full. Any money due shall be refunded within 45 days after cancellation. All tuition and fees will be refunded if enrollment is rejected by HWA.

Enrollment Delay Policy

If student does not begin classes on date determined at time of enrollment, and wishes to delay their start date, an additional \$150 down payment will be required. This will be applied to the total tuition cost. Start dates will be based on availability.

*See Refund Policy for cancellations after start date.

Postponement

Postponement of the scheduled start date can be affected by inclement weather or natural disasters. If an agreed upon start date cannot be solidified within a reasonable window of time (up to 45 days) due to such issues, a full refund will apply.

Re-Enrollment Policy

A student who previously withdrew can request to re-enroll. Previous performance, attendance, and behavior will be evaluated by HWA instructors and Director of Admissions, and re-enrollment is subject to HWA approval. Students who were terminated by HWA are not eligible to re-enroll. Students who have unpaid tuition balances will not be eligible to re-enroll until prior balance is paid in full.

Re-enrollment for Practical Pipe and Structural Code Welding Program (720 clock hours)

If student previously completed less than 12 weeks or 360 hours, they will be required to restart the program at the beginning, and will be responsible for the full tuition amount. If student previously completed more than 12 weeks or 360 clock hours the student will have the option to test back into the course. The HWA Certified Welding Inspector (CWI) will determine where the student will re-start the program in the weld lab section of the program, and the Director of Admissions will determine where the student will restart the text book portion of the program. Tuition cost will be charged based on the amount of clock hours student needs to complete the program, plus materials and tools needed.

Re-enrollment for Structural Code Welding Program (360 clock hours)

Regardless of the number of hours previously completed, all students seeking re-enrollment will be required to restart program from the beginning and will be responsible for the full tuition amount.

Delinquent Payment

Payments must be made on or before the first day of class. Failure to pay will be cause for termination. If HWA cannot collect payment, any and all debts will be referred to collections.

Refund Policy- Regulated by the Kansas Board of Regents and the Council on Occupational Education

Refund prior to Classes Commencing

If tuition and fees are collected in advance of the program start date and student does not begin classes or withdraws on the first day of class all tuition and fees, MINUS \$100 of the enrollment deposit, will be refunded. Any money due shall be refunded within 45 days of the class start date. All tuition and fees will be refunded if enrollment is rejected by Heartland Welding Academy.

Students who have not visited the HWA facility prior to enrollment will have the ability to withdraw within three days of attending a tour or new student orientation.

If tuition and fees are collected in advance of the program start date and Heartland Welding Academy cancels the class 100% of the tuition and fees collected will be refunded within 45 days of the notice of cancellation.

Refund After Class Commencing

A student who has completed 50 percent or less of a course and withdraws, shall be eligible for a pro rata refund. The completion percentage shall be based on the total number of weeks in the course and the total number of weeks completed.

After a student has attended at least 50 percent of the course, tuition and fees shall not be refundable.

If a student is considered Withdrawn due to non-compliance with Policy, any fund providing agencies will be notified by HWA Administration to cancel funding.

Any refund due to a student shall be refunded within 45 days from the last day of attendance or within 45 days from the receipt of payment if the date of receipt of payment is after the student's last date of attendance.

In determining the official termination date and percentage of each course completed, the institution may consider the week during which the student last attended to be an entire week of attendance completed.

*** All refunds, when due, are made without requiring a request from the student.*

Veterans and VA Students Refund Policy (GI Bill Recipients)

VA students attending this facility will be given a pro rata refund which is prorated on a daily basis. The exact portion will be determined on the ratio of the number of days of instruction completed by the veteran/VA student to the total number of instructional days in the course. In the event that the veteran/VA student fails to enter the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded promptly, within 40 days. Registration fee above \$10 is subject to proration.

VA students will not be required to apply for this refund; it will be made when the school becomes aware of the individual's failure to enter the course, withdrawal or other discontinuance there from. If this institution ever applies a more favorable refund policy for the general student population it shall be applied to veterans/VA students as well.

Disclosure

Heartland Welding Academy is registered and approved by the Kansas Board of Regents

Kansas Board of Regents

1000 SW Jackson St., Suite 520
Topeka, KS 66612
785.430.4240

Heartland Welding Academy

Phone: 316.776.5246

Physical Address: 338 S. Ida St. Wichita, KS 67211

Mailing Address: P.O Box 293 Andover, KS 67002

