



HEARTLAND
WELDING ACADEMY

Student Handbook

Kansas Board of Regents Approved

Revised: December 1, 2021

For 2022/2023 Calendar Years

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Heartland Welding Academy Administration and Staff

Charles Friedrichs: Founder/Managing Director/Instructor

Certified Pipe Welder (MWI)

Certified Welding Inspector (American Welding Society)

Organizational Leadership (Middle Tennessee State University)

Jessica Friedrichs: Director of Admissions

BS in Mass Communications (William Woods University)

MS in Mass Communications (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

Licensing

Heartland Welding Academy is approved by the Kansas Board of Regents to provide postsecondary education in the state of Kansas (certificate #300582)

Kansas Board of Regents

1000 SW Jackson St., Suite 520

Topeka, KS 66612

785.430.4240

Accreditation

Heartland Welding Academy is accredited by the Commission of the Council on Occupational Education. (ID # 358800)

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

The COE Chief Administrator is Jessica Friedrichs

316-776-5246

jessica@heartlandwelding.com

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.

Core Values

It is our RESPONSIBILITY to offer quality education to our students & to provide skilled workers to the industry

It is our COMMITMENT to act as a life-long mentor

To uphold INTEGRITY through honest, unified, & moral education process

To place a high value on SAFETY while students are within our walls

Vision

To be a nationally recognized educator in the welding industry, based on the caliber of skill & work ethic demonstrated by our graduates.

Discrimination Policy

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.

Policy Disclaimers

This handbook does not constitute a contract between Heartland Welding Academy and the student. The information contained in this document is accurate as of the time it was published. Academic requirements, course details, fees and other costs, policies, and any other matters described in this handbook are subject to revision at any time. HWA also reserves the right to make adjustments to the curriculum and academic policies affecting students without prior notification.

Admission Requirements

- Must be at least 17 years of age to enroll and turn 18 by program completion date (proof of identification & age required).
 - Students who are 17 at enrollment are required to have a parent or legal guardian sign the enrollment agreement, as well as a liability waiver.
- A High School Diploma or GED is required.
- Interview with the Managing Director or the Admissions Director
- Must have good eyesight. If corrective lenses are needed it is recommended to have 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*)

Admissions Process

- Fill out and sign Enrollment Form
- Pay \$100 (non-refundable) Enrollment Fee
- Attend a tour/meeting with the Managing Director or the Admissions Director (can be conducted virtually if needed)
- Determine program start date
- Provide proof of age and identification
- Provide proof of completion of high school or GED

Health Requirements

Students with special health concerns, medical conditions, pre-existing injuries, physical limitations, and/or disabilities will need to consult with the Director of Admissions 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. All students are required to sign a liability waiver prior to their first day of class.

Student Health/Accident Insurance

HWA recommends that all students have personal health/accident insurance. Students are responsible for their own health care costs and medical treatment.

Housing

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

Enrollment Fee

Heartland Welding Academy requires a \$100 (non-refundable) fee due at time of enrollment.

Enrollment Periods

Enrollment for a specific program start date begins 120 days prior to the start date, and lasts up to the first day of the program. Enrollment is based on availability, and on a first come/first serve basis.

Program Start Dates: 2022

January 24th, 2022

March 21st, 2022

May 31st, 2022

August 8th, 2022

October 10th, 2022

December 12th, 2022

**program start dates are subject to change, & HWA can add program start dates to meet enrollment demands*

Scheduled School Closures

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

2023 Closures

March 13th-17th Spring Break

April 7th – Good Friday

May 29th – Memorial Day

July 3rd -4th Fourth of July

September 4th – Labor Day

November 22nd-24th Thanksgiving

December 21st-December 29th Christmas Break

Programs offered

- Structural Code Welding
 - Course will be a total of 12 weeks
 - 360 HRS

Completion of the Structural Code Welding course will ready each student for weld testing and employment within structural/ fabrication applications. Applicable industries are Power, Petro-Chem, Oil & Gas, Semi-Conductor, Aerospace, and General Manufacturing markets.

- Practical Pipe & Structural Code Welding
 - Course will be a total of 24 weeks
 - 720 HRS

Completion of the Practical Pipe & Structural Code Welding program will ready each student for weld testing and employment within pipe and structural/ fabrication applications. Applicable industries are Power, Petro-Chem, Oil & Gas, Semi-Conductor, Aerospace, and General Manufacturing markets.

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/ syllabus and invest the same amount of clock hours.

Structural Code Welding

Total program clock hours: 360

Classroom hours: 76

Welding Lab hours: 284

Class times:

Day Class is Monday-Friday 9a-3p

Night Class is Monday-Friday 4p-10p

Training in use and application of the Shielded Metal Arc Welding (SMAW) and Gas Metal Arc Welding GMAW and Flux Cored Arc Welding (FCAW) processes through classroom lecture/discussion and laboratory/shop activities; arc welding safety; welding in the 1F(Flat), 2F/2G (Horizontal), 3F/3G (Vertical) and 4F/4G (Overhead) positions on plate based material to meet or exceed the visual and applicable destructive testing requirements of the latest edition of the American Welding Society D1.1/D1.1M:20XX STRUCTURAL WELDING CODE-STEEL code of construction requirements.

In addition to the SMAW, GMAW, FCAW process instruction, students will also cover the following topics in the classroom

- | | |
|--|-------|
| • Industry Safety | 12 HR |
| • Introduction to Welding | 24 HR |
| • Basics of Pipe & Structural Welding | 12 HR |
| • Math Trade Basics | 8 HR |
| • Professional Development Principles & Interpersonal Skills | 20 HR |

Students will attend class for 6 hours a day, Monday through Friday, for a total of 30 hours of instruction and laboratory time per week.

Students will be provided a mid-term progress report at the program midpoint (180 clock hours). If consistent progress is not present towards the program completion requirements, they will be provided counseling on methods of improvement.

Program Completion Requirements

Successful completion of the program will require:

- 70% cumulative GPA on all textbook written tests
- Meeting visual standard requirements on all welds
 - Students will complete a pre-determined set amount of each weldment. Those unable to attain visual acceptance criteria will not progress forward in laboratory welding assignments until visual acceptance criteria is met.
- Pass required destructive testing
 - Students will have the opportunity to perform pre-determined welding qualification testing at specific points of their weld training.
 - Passing of these specific tests will be required in order to receive a certificate of completion for the program.
- Successfully complete the online OSHA10 training modules
- Maintain satisfactory attendance as per the predefined policy stated in the Attendance Policy
Students are required to complete a minimum of **324 clock hours (10 weeks) to receive a Completion Certificate.**

Cost

Tool Kit/Textbook/OSHA10	\$750
Materials	\$2,100
Tuition	\$4,600
Total Cost	\$7,450

- If paying direct: Full payment is due on or before the first day of class.
Methods of payment include the following; Cash/ Check/ Money Order/ Wire Transfer
- If paying using a financial lender: Approval must be finalized prior to program start date
- If using grant funding or scholarships: Approval must be finalized prior to program start date. If grant does not cover total program cost, student will be responsible for the remaining balance.

Practical Pipe & Structural Code Welding

Total Program clock hours: 720

Classroom hours: 92

Weld Lab hours: 628

Class times:

Day Class is Monday-Friday 9a-3p

Night Class is Monday-Friday 4p-10p

Advanced training in the use and application of the Shielded Metal Arc Welding (SMAW) and Gas Tungsten Arc Welding (GTAW) processes, through classroom lecture/discussion and laboratory/shop activities; welding will be completed on open root pipe utilizing; E6010 and E7018, ER70S-X or ER309L in the 2G, 5G, and 6G pipe positions, to meet or exceed the visual and applicable destructive testing requirements of the latest edition of the American Welding Society D1.1/D1.1M:20XX STRUCTURAL WELDING CODE-STEEL code of construction requirements.

In addition to the SMAW, GTAW, GMAW, FCAW process instruction, students will also cover the following topics in the classroom

- | | |
|--|-------|
| • Industry Safety | 12 HR |
| • Introduction to Welding | 24 HR |
| • Basics of Pipe & Structural Welding | 12 HR |
| • Math Trade Basics & Pipe Fitting 101 | 8 HR |
| • Pipe & Structural Code Welding | 16 HR |
| • Professional Development Principles & Interpersonal Skills | 20 HR |

Students will attend class for 6 hours a day, Monday through Friday, for a total of 30 hours of instruction and laboratory time per week.

Students will be provided progress reports at the program midpoint (360 clock hours). If consistent progress is not present towards the program completion requirements, they will be provided counseling on methods of improvement.

Program Completion Requirement

Successful completion of the program will require:

- 70% cumulative GPA on all textbook written tests
 - Each student will have the opportunity to retake a failed quiz or course. Any repeated test at a higher grade will replace the failed test.
- Meeting visual standard requirements on all welds
 - Students will complete a pre-determined set amount of each weldment. Those unable to attain visual acceptance criteria will not progress forward in laboratory welding assignments until visual acceptance criteria is met.
- Pass required destructive testing
 - Students will have the opportunity to perform pre-determined welding qualification testing at specific points of their weld training.
 - Passing of these specific tests will be required in order to receive a certificate of completion for the program.
- Successfully complete the online OSHA10 training modules
- Maintain satisfactory attendance as per the predefined policy stated in the Attendance Policy

Student must complete a minimum of **648 clock hours (22 weeks) to receive a Completion Certificate.**

- Students must meet AWS D1.1 testing standards in the 5G 6010/7018 SMAW process to receive a Completion Certificate

- If a student fails to meet this requirement, but meets all other requirements they will receive the earned structural welding certifications and a Completion Certificate that states “Partially Completed”

Cost

Tool Kit/Textbook/OSHA10	\$950
Materials	\$3,850
Tuition	\$9,100
Total Cost	\$13,900

- If paying directly: First payment is due on or before the first day of class.
 Second payment is due at program midterm (360 hours)
 Methods of payment include the following; Cash/ Check/ Money Order/ Wire Transfer
- If paying using a financial lender: Approval must be finalized prior to program start date
- If using grant and/or scholarship funding: Approval must be finalized prior to program start date. If grant/scholarship does not cover total program cost, student will be responsible for the remaining balance.

Student Tool Kit

Provided to Student by HWA (Inclusive Within Tuition)

- Hood
- Auto Darkening Len
- Tip Cleaner
- Fitter hand book
- Chipping Hammer
- File
- Heavy Gloves
- Tig Gloves
- Stinger
- Jacket/Weld Cap
- Safety Glasses
- Safety Shield
- Wire Brush
- 4.5” Grinder
- Channel Lock Pliers
- Knipex Pliers

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.

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.

Classroom & Facility Infrastructure

Classroom Items:

- Overhead monitor
- Network and PC access
- Associated classroom tables
- Associated Chairs
- White Boards
- Pipefitting Mockup
- Tool/ Equipment display
- Weld Lab Progression Display

Welding Booths:

- 5'x5'x7' individual welding booths
- Outfitted w/ Lincoln ES 275i

Grinding Booths:

- 5'x5'x7' individual grinding booths
- Outfitted w/ associated grinding equipment

Shop Tools & Equipment:

Welding System(s)

- Miller CP-302
- Miller Matic 250
- 210 Miller Dynasty
- ES 275-I Inverter(s)

Tig Torch Setup(s)

Flow Meters(s)

Grinder(s)

- 4.5" Grinder(s)
- 9" Grinder(s)
- Pencil Grinder(s)
- Bench Grinder

Track Torch(s)

Saddle Torch(s)

Rod Oven

Guided Bend Test System

Materials Stored:

- 6" carbon steel pipe
- 4" carbon steel pipe
- 2" stainless steel pipe
- 8'x4'x ½" carbon plate
- 2 ¼" x ¼" flat bar

-
- 1" x ¼" flat bar
 - 1 ½" x ⅛" flat bar

Associated Welding Gasses:

- 75% Argon/25% Carbon Dioxide
- 100% Argon
- Oxygen
- Acetylene

Normal Consumables:

- 1/8" tungsten
- Leather gloves
- Earplugs
- Face shields
- Welding gloves
- Wire brushes
- 3/32 grinding wheel
- 1/8 grinding wheel
- 1/4 grinding wheel
- 3/32" ER 309L
- 1/8" ER 309L
- 1/8" ER70S-6
- 3/32 ER 70S-6
- 1/8" E7018
- 3/32" E7018
- 1/8" E6010
- .045 E71T-14
- .035 SuperArc L-5

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.

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.

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 in your attendance record. Your instructor will note if you are present when class starts and when class is complete.

Structural Code Welding- You will be allowed 4 unexcused days for sick, late, or personal days during the term of your program. If you exceed 2 days unexcused, 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.

Practical Pipe & Structural Code Welding- You will be allowed 8 unexcused days for sick, late, or personal days during the term of your program. If you exceed 4 days unexcused, 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.

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

Unexcused absences will not have make up time. Excused absences will be allowed make up time on a "scheduled" basis.

Excused absences are as follows with supporting documentation.

- Death of immediate family member
- Court order
- Illness, with proper physician documentation
- Family emergency (to be determined excused by the Director of Admissions)

Other events in which are approved in advance by the Director of Admissions

Notification of Absence

Students are required notify their instructor or the main office if they will be late or absent from class.

Termination due to absence

A student will be considered Withdrawn if they have not attended 4 consecutive classes without notifying an HWA Instructor or the main office. A termination notice will be forwarded to the student's address on file. Any refund due shall be refunded within 45 days of the last date of attendance (see Refund Policy).

Late In's (Tardies)

Two "late-ins" will constitute as one unexcused absence. A "late-in" is considered any time after the prescribed start time of class and/or start time of class after a scheduled break.

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*) Types of leave include planned, unplanned, and military.

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.

On site accident or injury/Medical emergency:

1. Students are to report to instructor immediately.
2. Instructor is to quickly assess the injury to determine if basic first aid is needed, if the student needs to be taken to the emergency room, or if necessary, call 911.
3. All activity will be stopped and all students will need to vacate the immediate area until the situation is resolved.
4. After the injury has been assessed and what action to be taken is determined, the instructor will notify the student's emergency contact on file.

Evacuation:

Any of the following events will require evacuation; fire, smoke, gas leak, explosion, structural damage/collapse, hazardous material spills, odors or fumes.

1. Notify instructor immediately.
2. Calmly move to the nearest/safest exit and proceed out of the parking lot towards the front of the building, cross Ida Street to the sidewalk and/or parking lot directly across the street from HWA.
3. The instructor will ensure that all students have evacuated and will call appropriate emergency personnel.
4. Students and staff should remain together until told they can re-enter the building.

Fire/Explosion:

All fires should be reported to the Wichita Fire Department immediately by dialing **911** at the time of the event, even those that can be extinguished.

1. Evacuate the facility immediately utilizing the evacuation procedure posed at the exits and proceeding to the muster point through the safest and quickest means of egress.
2. The lead instructor will sweep the area for any personnel or students left in the building and confine the fire by closing all doors accessible.
3. If it is safely achievable the lead instructor will attempt to extinguish the fire with the nearest fire extinguisher prior to exiting the building.

Procedure for reporting and Investigating health and safety incidents

- A Health and Safety Incident Report Form should be filled out by an HWA staff member as soon as possible.
 - This form includes date, time, location of incident, type of incident, incident summary, response summary, and recommended corrective/preventative action.
- This form is submitted to the Managing Director, who will determine if the incident requires further action or if the incident is considered resolved
- The form will be permanently filed

Safety and Health Plan

HWA has a detailed Health and Safety Plan that is accessible to students and staff. Students are required to participate in new student orientation that covers this Safety Plan.

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.

Student Guidance/Counseling

HWA instructors and the Director of Admissions are available by appointment to discuss issues directly related to HWA such as student progress, the curriculum, attendance, leave of absence, financial guidance as it applies to HWA, conflict/complaint/grievance, and placement. It is the goal of everyone employed at HWA to help students in any area that we are knowledgeable and qualified. Should a student seek counseling/advisement that HWA staff is not qualified to assist in, every effort will be made to guide that student to the correct outlet.

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.

Employment Placement

Heartland Welding Academy DOES NOT guarantee placement or salary expectations. It is our intent to ready students to the best ability fundamentally and professionally throughout the course(s). HWA conducts the following to assist all students with employment placement; maintaining regular contact with employers, maintaining a database of potential employers, posting job opportunities, along with several elements that are taught in the Professional Development portion of the HWA student textbook.

The required professional development course rounds off each student's personal presentation and addresses needs of "todays" jobsites, in advance of the employer. Career development over time can include journeyman, project management, technical and/or product specialist, or sales representative to name a few.

Brush Up Policy

Any student who successfully completed their program, does not have a balance on their account, and is in good standing is allowed the opportunity for brush up time.

Brush up must be scheduled in advance and is based on availability

There is a 2-day maximum per instance

Brush up is only allowed on processes that the student successfully completed while they were enrolled

Student will provide their own safety equipment. If a specialty material (that is not commonly kept in stock) is needed student must provide

Student Records

Students will receive a copy of their Completion Certificate, all AWS D1.1 Welding Certifications, an exit review, 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.

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.

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 containing personal information will not be faxed or emailed.

Payment(s)

Direct Payments

Methods of Payment accepted

- Check/Cashier's Check/Money Order
can be mailed to:
Heartland Welding Academy
338 S. Ida St
Wichita, KS 67211

- Cash
Payments can be made in person

Wire Transfer (Contact the HWA Director of Admissions for Wire Transfer instruction)

Delinquent Payment

Structural Code Welding Program: If paying direct, full payment 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 could be referred to collections.
Practical Pipe & Structural Code Welding Program: If paying direct, the first payment must be made on or before the first day class. The second payment must be made on or before student has reached their midterm point (360 hours). Failure to pay will be cause for termination. If HWA cannot collect payment, any and all debts could be referred to collections.

Payments from Other Payors

Students receiving funds from other payors; including financial lenders, grants, scholarships, etc must have finalized the required application and approval processes by the first day of class. Documentation of the approved funds must be provided to Director of Admissions prior to the first day of class.

Returned Check (Non-Sufficient Funds) Fee

If a payment made by check is returned, HWA will charge the student a \$35.00 NSF fee.

Financial Assistance Options

HWA is partnered with multiple education loan lenders and/or income share agreement providers. Please contact the HWA Director of Admissions at 316-776-5246 for more information and to schedule a meeting to discuss financing options.

Heartland Welding Academy is approved as a Kansas Eligible Training Provider for adults and dislocated workers receiving WIOA Title I Training Services, please see your local Workforce Development office for information about the WIOA funding (Workforce Innovation & Opportunity Act) and how to apply for funds.

Heartland Welding Academy participates in other grant and scholarship granting programs. An up to date list of financial assistance options can be found at <https://www.heartlandweldingacademy.com/payment-options/>

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. The \$100 enrollment fee is not refundable. All advance tuition payments will be refunded based on the Refund Policy within 45 days of cancellation. All tuition and fees will be refunded if enrollment is rejected by HWA.

If student does not begin classes on date scheduled at time of enrollment, their enrollment will be cancelled, and the \$100 enrollment fee will be retained. Student will be required to re-enroll (fill out another Enrollment Agreement & pay the \$100 enrollment fee) if they seek to attend HWA at a later date.

Program Postponement by the institution

Postponement of the scheduled start date can be affected by unforeseen safety concerns such as natural disasters, disease outbreaks, or damage to the facility due to accident or disaster. 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.

Program 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.

Institutional Refund Policy

Refund prior to Classes Commencing

Program cancelled by the institution

- 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.

Student withdraws on or before the first day of the program

- 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, the \$100 enrollment fee will be retained and all other payments will be refunded. Any money due shall be refunded within 45 days of the class start date.

Enrollment prior to visiting the institution

- Students who have not visited the HWA facility prior to enrollment will have the ability to withdraw without penalty within **three days** of attending a scheduled student orientation or a tour of the facility and inspection of the equipment.

All tuition and fees will be refunded if enrollment is rejected by Heartland Welding Academy.

If student is receiving funds from a third party payor and withdraws enrollment, HWA will notify payor to cancel distribution of funds and/or issue a refund if needed.

Refund After Class Commencing

HWA will retain the \$100 enrollment fee.

Student will not be refunded for the cost of their tool kit, and the student will keep the kit

Refunds of all other tuition and materials fees are based on the following:

- A student who has completed **50 percent or less of the program**, 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 **50 percent or more of the program**, the institution shall retain all of the tuition and materials fees. No refund is owed to the student.

Any refund due to a student shall be refunded within 45 days from the last day of attendance or the date the institution terminates the student, or the date the institution determines the student withdrawn.

- 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.

If student is receiving funds from a third-party payor, HWA will notify payor to cancel distribution of future funds and/or issue a refund if needed.

Termination of Student by the Institution

If a student is considered withdrawn and/or terminated due to non-compliance with any institutions policies, the same refund policy as described above will apply. Any fund providing agencies will be notified by HWA Director of Admissions that the student has been terminated. Any future scheduled funds will be cancelled, and if owed, a refund will be made to the payor.

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.

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

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Heartland Welding Academy

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