HEARTLAND WELDING ACADEMY

Student Handbook

Kansas Board of Regents Approved

Revised: June 5th, 2025

For 2025/2026 Academic Year

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Location

Physical Address: 656 N. Andover Rd. Andover, KS 67002
Mailing address: P.O. Box 293 Andover, KS 67002

Office: 316-776-5246

Heartland Welding Academy Administration and Staff

Charles Friedrichs: Owner/Managing Director/Instructor
Certified Pipe Welder (MWI)
Certified Welding Inspector (American Welding Society)
Organizational Leadership (Middle Tennessee State University)

Jessica Friedrichs: Director of Admissions & Financial Aid
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

Forrest (Cody) Parks: Instructor
Certified Pipe Welder (Heartland Welding Academy)
Technical Sergeant (United States Air Force)

Jonah Winter: Program Recruiter
Certified Pipe Welder (Heartland Welding Academy)

Jenny Rijfkogel: Accountant/Office Manager
Garden City Community College/Kansas State University

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

U.S Department of Education
Heartland Welding Academy is an eligible institution under the Higher Education Act of 1965

Students attending Heartland Welding Academy are eligible to participate in Federal Student Financial Assistance Programs under Title IV regulations.
Heartland Welding Academy's Office of Post-Secondary Education Identification Number
(OPEID) 04304500

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.

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.

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.

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.
- Fill out & sign the online Application
- Pay $75 application fee *(this fee is waived for Veterans)*
- Provide a valid photo ID
- Provide a copy of a High School Diploma, high school transcript, or GED completion document
- Interview with the Managing Director or the Financial Aid Director
- If applicable, complete all requirements of financial aid or assistance (see below)
- Sign Enrollment Agreement
- Must have good eyesight or wear corrective lenses. 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*)

Financial Assistance

Students seeking to use any means of financial assistance will need to schedule an appointment with the Director of Financial Aid to go over the processes and requirements.

Financial Assistance Programs Available:

- Federal Student Aid – Department of Education's Free Application for Federal Student Aid (www.fafsa.ed.gov)
    - Available Federal Aid
        - Pell Grant (need based)
        - Direct Student Loans (non need based)
        - Parent Plus Loan (non need based)

- Workforce Innovation Opportunity Act (WIOA) grant funds - https://workforce-ks.com/programs/workforceinnovationandopportunityact/

- Veteran's Education 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."

- Scholarships – HWA maintains a list of scholarships available at https://www.heartlandweldingacademy.com/payment-options/

- Other Financing Options -Students are able to work with private lenders for financing. For more information contact the Financial Aid Director.

Health Requirements

Students with special health concerns, medical conditions, pre-existing injuries, physical limitations, or pacemakers that may cause physical danger to oneself or others 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. 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.

Pregnancy

If prior to enrolling or while attending a student becomes pregnant, they should notify their physician immediately and disclose the physical demands associated with attending the program. Full disclosure will allow the physician to make an informed decision regarding the student's ability to perform in the field of welding. Accommodations may be granted to those who qualify. Students who do not notify a physician of a change in pregnancy status take full responsibility for any difficulties encountered while enrolled in their program. All costs related to health requirements will be the sole responsibility of the student.

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. Disabilities also include unseen disabilities such as learning disabilities, psychological health injuries, and cognitive disabilities. Any disability that presents a physical danger MUST be cleared by a doctor prior to enrollment. 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

Student Responsibilities

- Act as their own self advocate
- Notifying HWA and requesting accommodations (due to risk of violating confidentiality, HWA instructors or staff will not initiate accommodations
- Decide when and/or if approved accommodations will be exercised
- Requesting a review of the accommodation agreement

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 associated with any injury sustained while enrolled.

Housing

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

Application Fee

Heartland Welding Academy requires a $75 (non-refundable) fee due when applying to attend.

Enrollment Periods

Enrollment is based on availability, and on a first come/first serve basis.

Program Start Dates: July 2025 – December 2026

July 7, 2025	January 12, 2026	July 6, 2026
August 11, 2025	February 2, 2026	August 17, 2026
September 8, 2025	March 2, 2026	September 14, 2026
October 6, 2025	April 6, 2026	October 12, 2026
November 10, 2025	May 4, 2026	November 9, 2026
December 8, 2025	June 8, 2026	December 7, 2026

**HWA starts programs once per month, based upon booth availability. Program start dates are subject to change, & HWA can add program start dates to meet enrollment demands as needed.*

Scheduled School Closures

2025 Closures

January 1st – New Year's Day
March 17th-21st – Spring Break
April 18th – Good Friday
May 26th – Memorial Day
July 3rd-4th – Fourth of July
September 1st – Labor Day
November 26th-28th – Thanksgiving
December 22nd-31st – Christmas Break
September 2nd – Labor Day

2026 Closures

January 1st -2nd – New Year's Day
March 16th-20th – Spring Break
April 3rd – Good Friday
May 25th – Memorial Day
July 3rd– Fourth of July
September 7th – Labor Day
November 25th-27th – Thanksgiving
December 21st -31st – 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.

Credit Transfer

HWA will assess prior welding education/training where credits were earned to determine if those credits are in line with our current curriculum and training. Assessments will be made on a case-by-case basis and will require a welding exam.

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 to receive a Completion Certificate**.

Cost

Tool Kit	$860.00
Textbook	$120.00
OSHA10	$65.00
Materials	$3,300.00
Tuition	$5,105.00
Total	**$9,450.00**

- 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 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	$1,065.00
Textbook	$120.00
OSHA10	$65.00
Materials	$6,500.00
Tuition	$10,750.00
Total Cost	**$18,500.00**

- If using Federal Financial Aid (Pell Grant or Direct Loan) have all required documents to the Financial Aid Office prior to start date

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

<u>Tool Maintenance & Care</u>

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 28,621 square feet housing classrooms, computer lab, student break room, area for various mock up stations, instructor & administrative offices, and a conference room. The lab area can manage up to 48 student welding booths networked with inverter welding systems and assemblies. The lab area hosts a separate grinding and coupon preparation area.

Classroom & Facility Infrastructure

Classroom Items:

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

Welding Booths:

- 5'x5'x7' individual welding booths
- Outfitted w/ Lincoln ES 275i
- Outfitted w/ Miller CP-302(s)
- Outfitted w/ Micro Air fume exhaust clean air system

Grinding Booths:

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

Shop Tools & Equipment:

- Miller CP-302(s)
- Miller Matic 250
- 210 Miller Dynasty
- ES 275-I Inverter(s)
- 5'x10' Hornet CNC Plasma Table
- Tig Torch Setup(s)
- Flow Meters(s)
- Grinder(s)
- 4.5" Grinder(s)
- 9" Grinder(s)
- Pencil Grinder(s)
- Bench Grinder(s)
- Watt's Pipe Bevelers
- Track Torch(s)
- Saddle Torch(s)
- Rod Oven(s)
- Guided Bend Test System
- Tungsten Grinder(s)
- Marvel 18" Bandsaw
- 42" Triangle Engineering Heat Buster air movers
- Hypertherm Plasma cutting systems

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
- Profax Weld Torch Diffusers
- Profax Weld Torch Tips
- CK Weld Torch Consumables

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 **6 unexcused absences** during the term of your program. After 6 unexcused absences you will be subject to dismissal. You will be allowed **2 EXCUSED** absences during the 12 week term. Students are allowed to make up time for excused absences, and the hours will be added on to the end of the program.

Practical Pipe & Structural Code Welding- You will be allowed **12 unexcused absences** during the term of your program. After 12 unexcused absences you will be subject to dismissal. You will be allowed 4 excused absences during the 24 week term. Students are allowed to make up time for excused absences, and the hours will be added on to the end of the program.

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 <u>not</u> 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 to notify 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 5 consecutive days without notifying HWA. 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).

10% Allowable Absence Policy & Makeup Hours

Students are allowed a limited amount of scheduled hours to be counted as absences, where those hours do NOT have to be made up prior to program completion. Students are allowed to miss 10% of the total scheduled hours and complete the program as long as all other graduation requirements have been met.

If a student completes the program having attended less than 90% of the scheduled hours the Financial Aid Office will have to complete an R2T4, which will result in the student having a balance on their account.

For the 720 hour program, students are allowed 72 hours (or 12 full days) that do not have to be completed.

For the 360 hour program, students are allowed 36 hours (or 6 full days) that do not have to be completed.

Should a student miss more than 10% of scheduled hours, those hours will be completed as makeup hours. Makeup hours are added on to the student's last scheduled day of attendance, and completed during the student's regular class time. Should students wish to complete makeup hours outside of their regular class time they will need to fill out a Makeup Hours Request Form and have it signed by their instructor.

Late In's (Tardies)

Students are expected to be in class on time every day. Students arriving after the prescribed start time (unless late arrival has been pre approved) will be counted in the attendance as late.

At five "late in's" student will receive a write from their instructor. A "late-in" is considered any time after the prescribed start time of class and/or start time of class after a scheduled break; unless student has received pre-approval.

Early Out's

Students are expected to remain in class for the entirety of their scheduled shift. Students who leave class early (unless the early out is pre-approved) will be counted as an "early out" in the attendance.

At five "early outs" student will receive a write up from their instructor. An early out is considered anytime a student leaves class prior to the prescribed dismissal time; unless student has received pre-approval.

Standard Academic Performance (SAP)

Satisfactory Academic Performance (SAP) are the standards (qualitative, quantatitive, and incremental) that determines whether or not students are making the satisfactory progress required to complete their program. SAP requirements apply to all HWA students.

When is SAP evaluated

SAP is evaluated based on payment periods. A payment period is defined in clock hours and weeks of instructional time. All programs at HWA have two payment periods. The first payment period begins when a student starts their program, and ends when the student has reached half of the scheduled hours/weeks of instruction time. This is also defined by HWA as the program Midterm. The second payment period begins after the program Midterm and ends when the student has completed their program. See chart below.

	1st payment period	2nd payment period
Structural Code Welding	0-360 / 12 weeks	N/A
Pipe & Structural Code Welding	0-360 / 12 weeks	361-720 / 12 weeks

Criteria for SAP

Quantitative criteria

Heartland Welding Academy evaluates the student's pace by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. A student must have completed 85% or greater to be considered making SAP

- Pipe and Structural Code Welding Example: 720 hrs/2= 360 hrs (Midterm point)

85% of scheduled hours per payment period: 360 hrs x 85%= **306 hrs completed to maintain SAP**

- Structural Code Welding Example: 360 hrs/2=180 hrs (Midterm point)

85% of scheduled hours per payment period: 180 hrs x 85%= **153 hrs completed to maintain SAP**

Heartland Welding Academy rounds to the nearest whole number using normal rounding methods

Qualitative Criteria

Heartland Welding Academy has a minimum cumulative letter grade percentage requirement of 70% in classroom quiz/ tests to be considered as meeting SAP.

Heartland Welding Academy evaluates student's progression in the weld lab based on the pace at which they are completing individual skill blocks.

Structural Code Welding Program –at the completion of 180 hours students must have passed the visual inspection of 2G 7018 with backing strip.

Practical Pipe & Structural Code Welding Program –at the completion of 360 hours students must have passed the visual inspection of 4G 6010/7018 weave.

Maximum Time Frame Allowed

For programs measured in clock hours the maximum timeframe allowed for a student to complete cannot be longer than 150% of the published length of the program, as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

Financial Aid Warning

A student is placed on financial aid warning if they fail to meet SAP at the midterm (end of 1st payment period). This could be the result of a cumulative letter grade percentage below the 70% requirement, or from not meeting the 85% attendance requirement. Students are still able to receive financial aid while on financial aid warning.

Notification of SAP results

Students are given a midterm review, that includes SAP evaluation results by their instructor at the end of the first payment period. HWA will conduct this review and notify students of the results within a week of the end of the first payment period.

Incompletes

Heartland Welding Academy does not allow students to receive incompletes. Students who do not meet the Program Completion Requirements as defined in the Student Handbook (pg 7-9) will not be considered as a "Program Completer"

Leave of Absence

The purpose of this policy to confirm that HWA is in compliance with Federal Regulation 34CFR 668.22(d), regarding the process for students requesting A Leave of Absence.

A Leave of Absence (LOA) is a temporary interruption in a student's program of study, and refers to the specific time period when a student is not in attendance. A LOA, together with any additional leaves of absence cannot exceed 180 days in any 12 month period.

<u>LOA Request Requirements:</u>

Students are required to fill out, sign, and date a Leave of Absence Request Form. The request must include:

- Dates of LOA
- Type of Leave – Planned, Unplanned, or Military
- Written explanation of the reason for the request

- Provide additional documentation along with the request that validates the need for of LOA

LOA Request Process:

Students must submit the request & additional documentation to the Admissions Office

The request will be reviewed by the Admissions Office to ensure that it meets the criteria of the Department of Education guidelines 34 CFR 668.22 (d).

The request will then be reviewed and considered by the Managing Director for final approval or denial. HWA will review and grant approval/denial in a timely manner.

In the event that unforeseen circumstances prevent a student from providing a request prior to the LOA (ie Unplanned Leave of Absence) HWA may retroactively grant approval for a LOA if:

- Proper documentation of the unforeseen circumstance is provided, along with completion of the Leave of Absence Request Form. If during the approved LOA the student seeks to amend the LOA in any way, the student will be required to request the change in writing, along with documentation, to the Managing Director. Amending an approved LOA is at the sole discretion of the Managing Director.

Additional Policy Requirements:

- A LOA cannot be granted for academic reasons (i.e to keep a student from failing their program)
- There must be a reasonable expectation that the student will return from the LOA
- A student returning from a LOA must resume training at the same point in the program that they began the LOA
- HWA may NOT asses any additional institutional charges and therefore the student is NOT eligible for any additional Federal Student Aid (Title IV funds)
- If the student is a Title IV recipient, HWA must provide an explanation to the student, prior to approving the LOA, the effects that the student's failure to return from the LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.
- If a student does NOT resume attendance on or before the end of the LOA, HWA must treat the student as a withdrawal. If the student does not return from the LOA, the withdrawal date will be retroactive to the date of signing the LOA. This may affect the student's grace period for student loan repayment.

Safety Policies and Procedures

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, muster point will be on the NW side of the building on the city sidewalk (nearest the large green utility boxes)
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 Andover 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.

Threats of violence/Bomb threats/Suspicious packages:
Whomever intercepts the threat should make every effort to collect as much information as possible. This includes taking notes if threat is received via phone, screenshots if received via social media or email.

1. If the threat is a suspicious package do not touch or move it.
2. If any threats of violence or suspicious packages are received HWA staff will notify law enforcement immediately.
3. All staff and students will evacuate the HWA premises quickly and calmly if necessary.
4. Proceed to evacuation point located on the NW side of the building on the city sidewalk (nearest the large green utility boxes).

Neighborhood disturbances/Civil unrest:
If an incident of civil unrest/civil disturbance/rioting is occurring in the immediate area near HWA, faculty will communicate with law enforcement.

1. 1. Students will be instructed to avoid the area of disturbance and to avoid provoking the demonstrators.
2. Everyone will remain inside and all entrances to the facility will be locked.
3. If notified by law enforcement that it is safe, students and staff will leave the HWA premises through the safest route possible.

Severe Weather:
Winter weather - HWA will make decisions on closures in a timely manner to ensure the safety of all faculty and students.

Thunderstorms - Kansas is prone to severe thunderstorms

- Staff and instructors will monitor weather alerts and warnings.
- If severe weather is expected HWA will cancel or dismiss class if it can be determined that traveling is not safe for staff and students.
- If thunder and lightning are occurring near the facility students will be instructed to remain inside.
- Tornadoes
- If a tornado watch is issued for Butler County or East Sedgwick County instructor will halt all activity and notify students that a watch is in effect.
- If the focused area of the risk is within a 20 mile radius of HWA, students will halt weld related activities and gather in the classroom area until weather threat has subsided.
- If a tornado warning is issued for Butler County, and Andover specifically, is expected to be impacted, students and staff will seek immediate shelter in the central most part of the building which is the Student Break Room.

Student under the influence of drugs/Alcohol:
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.

Active Shooter/Sudden Violence Situations:
Defined as a person/persons who are actively engaged in or seeking to kill and/or injure people. Possible weapons can include firearms, knives, vehicles, etc.
These situations are dynamic and evolve rapidly.
Everyone must be prepared to react quicky.

The best option is to RUN.

- Know escape routes in advance, warn others as you are fleeing and do not waste time gathering your belongings.
- If you encounter police officers while fleeing keep you hands visible, follow their instructions, and move in their direction unless instructed to do otherwise.

- Evacuate to a safe area and take cover until emergency responders arrive.
- If you are unable to escape HIDE.
- Close and lock all doors if possible, turn off lights, silence cell phones, and any other devices that might make noise. Stay out of sight.
- Designate ONE person in the room to quietly call 911.
- Relay the following information to the 911 dispatcher; your name and location, number of people with you, any known injuries, known location of the suspect, physical description of suspect, and types of weapons suspect has.
- Remain in place until police arrive.
- Do not open the door unless you are certain it is the police.
- If confronted by the suspect your only option is to FIGHT FOR YOUR LIFE.
- This means to act aggressively, using physical force to render the suspect unable to continue.
- If possible, work together with others.

Visitor

- All visitors will follow posted signage and wear the appropriate personal protective equipment in marked areas. Visitors will stay inside marked pathways, unless escorted by a school employee.
- If in the case of an emergency or evacuation, all visitors will follow a school employee's direction accordingly.

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

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. Students who have a balance on their account will not receive any completion paperwork until their account is paid in full.

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. Per KBOR regulation student transcripts are kept for a minimum of 50 years; documents relating to Federal Financial Aid are kept a minimum of three years after the academic year the student was enrolled.

Federal Aid Policies & Procedures

Eligibility Requirements to receive Federal Direct Loans

- demonstrate financial need for need-based federal student aid programs;
- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- maintain satisfactory academic progress in college or career school;
- provide consent and approval to have your federal tax information transferred directly into your 2024–25 *Free Application for Federal Student Aid* (FAFSA®) form, if you're applying for aid for July 1, 2024, to June 30, 2025;
- sign the certification statement on the FAFSA form stating that you're not in default on a federal student loan, you do not owe money on a federal student grant, and you'll only use federal student aid for educational purposes; and
- show you're qualified to obtain a college or career school education by providing on of the following:
  - having a high school diploma or a state-recognized equivalent such as a General Educational Development (GED) certificate;
  - completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law)

Verification Policy & Procedures

Purpose: Federal verification is a process that requires institutions to verify the accuracy of the information provided on a student's FAFSA in an effort to ensure federal aid is distributed to those who are eligible. If your FAFSA is selected for verification by the U.S. Department of Education, you are required to provide documentation to the school verifying the information you entered on your FAFSA. Reasons for being selected for verification include: your FAFSA contains estimated information or inconsistencies, was incomplete, or was selected at random.

Procedure: If a student is selected for verification After submitting their FAFSA, they will receive an electronic FAFA Submission Summary, which will indicate if they have been selected for federal verification. In addition, the student will receive notification from the Financial Aid Office regarding the required documentation that must be submitted in order to satisfy the federal verification requirement.

Verification Selection

Students who are selected for verification will be placed in one of the following groups to determine which FAFSA information must be verified.

V1—Standard Verification Group.
Students in this group must verify the following if they are tax filers:
• Adjusted gross income (AGI)
• U.S. income tax paid
• Education credits
• Untaxed portions of IRA distributions
• Untaxed portions of pensions
• IRA deductions and payments
• Tax-exempt interest income
• Household size
• Number in college
Students who are not tax filers must verify the following:
• Income earned from work
• Household size
• Number in college

V4—Custom Verification Group.

Students must verify identity/statement of educational purpose (SEP).

V5—Aggregate Verification Group.

Students must verify identity/SEP in addition to the items in the Standard Verification Group (V1).

Groups V2, V3, and V6 are reserved for future use by the Department

The Financial Aid Office will provide you with a Verification Form based on what verification group (V1, V4 or V5) along with a list of the documents needed to complete the verification process.

It is recommended, once you are notified, to submit the required documents as soon as possible if your FAFSA is selected for verification so your eligibility for federal financial aid can be finalized. Verification is complete when we have reviewed all required documentation, and the data in your financial aid application is accurate according to the documentation submitted.

IRS Tax Return Transcript Request

Tax filers selected for verification and unable to use the IRS Data Retrieval must request a Tax Return Transcript (NOT an Account Transcript) of their tax return from the IRS in one of three ways:

1. The IRS website by selecting "Get Transcript ONLINE" or "Get Transcript by MAIL"
2. The IRS automated phone transcript service at 1-800-908-9946
3. Complete and submit Form 4506T-EZ or Form 4506-T to the IRS by mail

Once the Verification worksheet and other documents are received by the school the Financial Aid Office will upload to the school's third party Title IV processor DJA where a Specialist at DJA will review against the ISIR for accuracy, make any necessary changes so that the Financial Aid Offer can be processed or notify the school if it is necessary to clear up any further discrepancies.

Ineligibility or Changes in Financial Aid

If you are selected for federal verification but do NOT wish to complete the process and want to cancel your aid application, you should send a written notification to the Financial Aid Office. Choosing not to or failing to submit verification documents will make you ineligible for financial aid since we are unable to complete the review for your eligibility of financial aid.

In general, HWA has a practice of completing the verification process prior to preparing a Financial Aid Offer. As a result, the Financial Aid Offer that you receive will reflect your eligibility post-verification. In some cases, the Office of Financial Aid will prepare a Financial Aid Offer prior to the completion of the verification process. In those cases, the Financial Aid Offer will include a message that states that the estimated financial aid is subject to change pending the results of verification. Once verification is complete, the updates will be sent to the Federal Processing System and a revised electronic Financial Aid Offer will be sent to you.

In rare cases, a student who has already been awarded federal financial aid may be selected for verification after financial aid has been disbursed. In the event that this happens, we will send a notification by email. Failure to comply with the verification requirements will result in your aid being canceled and any future aid not disbursing to your student account. If financial aid has already been disbursed to your student account, your financial aid on your account will also be canceled which may result in a balance on your account.

Fraud or Misconduct discovered during verification

By law, HWA must refer to the Department of Education's Office of Inspector General (OIG) any credible information it discovers, including as part of the verification process, that indicates an applicant for federal student aid may have engaged in fraud or other criminal misconduct in connection with their application for

such aid. Common types of fraud or misconduct include false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income.

Professional Judgement Policy

Purpose: The Department of Education accounts for student's unique situations by authorizing Financial Aid Administrators to exercise Professional Judgment to adjust data elements used to determine a student's Expected Family Contribution (EFC), components of a program's Cost of Attendance (COA) and/or dependency status.

The two categories Financial Aid Administrators consider in exercising Professional Judgment are special circumstances and unusual circumstances.

> Special circumstances refer to the financial situations that justify making an adjustment to the data elements in the EFC calculation or the components of the COA.
>
> Unusual Circumstances refer to conditions that justify an adjustment to a student's dependency status based on a unique situation and allow an administrator to complete a Dependency Override.

If a student has a unique situation in either category of special and/or unusual circumstances, they may a request to the Financial Aid Director to review their individual circumstances. Additionally, if a student has attended an institution previously and had a professional judgment determination based on an unusual circumstance that led to an override of the student's dependency status, that determination applies at our institution as well.

Upon review, the Financial Aid Director will make a final determination on where a Professional Judgment is substantiated and make the necessary adjustments to reflect that decision.

Procedures and Review Process:. Students may make a request in person to the Financial Aid Director. When the Financial Aid Director is made aware of student's special and/or unusual circumstances, whether through student request or standard due diligence, the review will be conducted in a reasonable timeframe. A determination will be made within 60 days of the student filing the request. A request may also be denied after 60 days if the student does not provide documents requested by the Financial Aid Director. An interview with the student may be conducted and a request for additional documentation to substantiate the student's situation may be made. Any Professional Judgment exercised by our Financial Aid Director is made on an individual, case-by-case basis. HWA strives for consistency in treatment of students with similar unusual circumstances.

If the Financial Aid Director concludes a Professional Judgment is warranted, they will determine which adjustment applies to the student's circumstances. If the Professional Judgment necessitates changes to the data elements in the Expected Family Contribution (EFC) or the components of the Cost of Attendance (COA), they will document the new figures in the student file. Additionally, the Financial Aid Director will generate a final determination of the review and whether a Professional Judgment was applied under their circumstances.

- If an adjustment is made to the components of the Cost of Attendance, our office will generate an updated Financial Aid Offer.

- If an adjustment is made to the data elements used to calculate a student's EFC, our office will electronically make changes to the student's FAFSA and generate a new valid ISIR. When changes are

made on the FAFSA with a student or parent's updated data element, the EFC is automatically recalculated and will be reflected on the new ISIR. Our office will utilize the new EFC to generate an updated Financial Aid Offer.

- If an adjustment is made to the dependency status of a student, our office will electronically make changes to the student's FAFSA and generate a new valid ISIR that reflects the Independent status and an updated EFC. Our office will utilize the new EFC and Independent status to generate an updated Financial Aid Offer.

Please note: The updated EFC is used for eligibility determination for all academic programs. No payment is made on a Pell grant until a valid ISIR is received.

Examples of Special Circumstances

- Loss of job/reduction in income
- Reduced earnings due to disability or natural disaster
- Death of a parent or spouse listed on the current FAFSA since completion
- Tuition expenses at an elementary or secondary school
- Medical, dental, or nursing home expenses not covered by insurance
- unusually high childcare or dependent care costs

Examples of Unusual Circumstances

- Abandonment or incarceration of the surviving parent(s)
- An abusive family environment that threatens the student's health or safety
- The student being unable to locate his parents
- Human trafficking, as described in the Trafficking Victims Protection Act of 2000
- Legally granted refugee or asylum status

Note: Unusual circumstances do NOT include: parents refusing to contribute to the student's education, parents will not provide information for the FAFSA or verification, parents do not claim the student as a dependent for income tax purposes, or student demonstrates total self-sufficiency.

Please note: *All professional judgment changes apply only to data changes and apply to all Title IV programs.*

Direct Loan Quality Assurance Policy & Procedures

Purpose:

All schools participating in the William D. Ford Federal Direct Loan Program are required to implement a quality assurance process within their financial aid operations. The Direct Loan Program regulations at 34 CFR 685.300(b) (9) require schools to implement and document a quality assurance process to ensure that they are complying with program requirements and meeting program objectives.

A school should have a quality assurance process in place that documents that the school is:

- Reporting loan records, disbursements, and adjustments to disbursements correctly to the Common Origination and Disbursement (COD) System,
- Disbursing and returning loan funds in accordance with regulatory requirements,
- Disbursing the correct loan amount to the correct student,
- Completing monthly reconciliation and Program Year Closeout.

Before requesting funds to be disbursed, the school must confirm that:

• Student is an eligible student
• Student is enrolled in classes for the period
• Student is making Satisfactory Progress
• Ensure the student has completed the previous period (clock hours and weeks)
• Student has begun attendance if disbursement occurs on or after the first day of class
• Student is enrolled at least half time
• First-time FSA borrowers have completed entrance counseling, received the required disclosures, and completed the first 30 days of their academic program
• If the student is on Leave of Absence the school may not disburse Direct Loans.

Heartland Welding Academy, utilizes a third-party financial aid servicer (DJA) to originate Direct Student Loans, request disbursements from the Common Originating Department (COD), draw loans funds from the Department of Education (DOE), and provide monthly accounts reconciliation and reporting of Federal Loan funds disbursed.

Procedure:

1. A Pending List is run from the EDExpress Data Base on a weekly basis and sent to the school by DJA. These reports will show any student who has a signed and accepted MPN on file with COD and are expected to receive a direct loan disbursement within the time period designated on the report. Students will only show on the pending reports if they have completed files, Financial Aid Offers s have been processed and the loans have been originated and accepted in COD.

2. The school reviews the disbursements and notifies DJA of the action to take for each disbursement listed:

   • PAY - Student is in satisfactory progress and has/or will reach the required hours/weeks by the disbursement date listed. DJA will process payment for the credit date listed on the request.

   • CANCEL - If the student is no longer enrolled in the school or program, cancel is notated next to the student's name. DJA will cancel the disbursements.

   • HOLD – No changes will be made.

3. The school must sign and date the pending, provide the date that the students account has or will be credited, and indicate any updates to the payment period start date, the enrollment status or the loan period end date.

4. DJA requests federal funds as needed via the USDE G6 system once authorization is available, typically within two business days.

5. When the student is ready for a second or subsequent loan disbursement, the school sends disbursement requests to DJA. The request must be signed and dated and includes the student's name, SSN, the date the school has or will credit the students account, award year, type of disbursement, verifies that the student is making satisfactory progress and has reached the required hours/credits and weeks. The request must also include the student's enrollment status, the payment period start date as well as any loan changes and a revised loan period end date, if applicable. These fields are now required to be updated on the loan origination record when the funds are disbursed.

6. When a request for disbursement is received, it is verified that the loan originations and eMPN have been completed and accepted BEFORE payment will be disbursed.

7. DJA will then request the funds on the G6 system and provide confirmation of the deposit date along with the corresponding student disbursement report, to the school through the Document Portal.

8. Disbursements are also automatically sent from DJA to Orbund, the Student Information System (SIS) utilized by the school via Application Programming Interface (API). Orbund matches student name and Social Security # to student accounts and posts the loan disbursements directly to the student's account ledger.

9. Students receive notification of the disbursement to their ledger in their Student Account and disbursement notifications are printed and hand delivered to the student.

When a student withdraws during a payment period or period of enrollment in which the student began attendance, the school must determine the amount of assistance that the student earned as of the student's withdrawal date in accordance with USDE regulations.

The school also contracts with DJA to process R2T4s on their behalf.

1. The school completes and submits the R2T4 form to DJA to be reviewed for accuracy and completion, if any discrepancies are found; a memo is sent advising any additional information needed.

2. The school's accounting records are reviewed to confirm the disbursements for the payment period listed. Any future disbursements are canceled from the accounting system and reduced down in COD.

3. The information is entered into the USDE software and DJA prints the calculation to send to the school. The R2T4 calculation is analyzed and the next process is determined. DJA provides a cover sheet sent with the R2T4 explaining in detail any refunds that need to be made, any post withdrawal disbursements the student may be

eligible for, the amount the school should apply to their state institutional refund and any other important information pertaining to the student's R2T4.

4. If a refund is necessary, DJA will also forward a refund deposit form with all the information listed. The school must deposit the funds, complete the deposit date on the form, sign and date the request, and send it back to DJA for processing.

5. Any Direct Loan changes that must be made based on the student's attendance should be reported on the refund request form. The school must provide a revised loan period end date and a revised academic year end date. DJA will update this information and submit to COD.

6. Once funds are returned to COD DJA sends notification to Orbund via the API and a Return to Fund Source is posted on the student's account ledger, showing that the R2T4 has been completed. The Financial Aid Director then cancels any unearned charges from the student's account and determines if the student still owes any amount to the school for costs not covered by Federal Financial Aid.

Monthly and Annual Loan Program Reconciliation

Purpose:

Schools that participate in the William D. Ford Federal Direct Loan Program are required to perform a reconciliation of Direct Loan payments on a monthly basis to safeguard that federal funds are properly accounted for.

Procedure:

1. DJA automatically receives a SAS (School Account Statement) reconciliation file from COD at the beginning of each month to ensure all Direct Loan disbursements and records processed throughout the Award Year balance properly.

2. DJA identifies and resolves any discrepancies and documents the reason for any Ending Cash Balance. This process ensures the records are reconciled both on the cumulative level as well as the individual student level.

> The report provides a balance sheet for each deposit and excess cash processed by the school through DJA and G6 as well as a list of students and their individual disbursement amounts and dates disbursed at the time of the report.

3. DJA processes the Direct Loan SAS reports every month for all open Award Years and the reports are made available monthly via the Document Portal.

> The school keeps these reports to have readily available for audit and program reviews as proof that all Direct Loan disbursements and records reconcile back to G6 and COD.

4. Student accounts are also reconciled weekly by an outside accounting firm ensuring that funds posted to student accounts match funds disbursed to school from COD.

Title IV Code of Conduct for Institutional Financial Aid Professionals

As required by the U.S Department of Education Heartland Welding Academy has a code of conduct that prohibits a conflict of interest with the responsibilities of an agent of the school with respect to Federal Family Education Loan Programs (FFELP) or private education loans. The code of conduct applies to officers, employees in the financial aid office, and agents of HWA. This code of conduct prohibits the following:

1. Revenue sharing agreements with any lender, including Title IV and private education lenders
2. Receiving gifts from a lender, guarantor, or loan servicer
3. Any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans
4. Directing borrowers to particular lenders
5. refusing or delaying loan certifications based on a borrower's lender selection
6. Offers of funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of FSA loans, a specified loan volume, or a preferred lender arrangement.
7. Call center or financial aid office staffing assistance from any lender
8. Compensation provided to financial aid professionals or other employees for service on advisory boards or commissions established by a lender or guarantor, except for reimbursement of reasonable expenses incurred for such service.

Student Loan Default Management & Prevention

Purpose:

The Department of Education requires that schools participating in the Direct Loan program for the first time, or schools who have undergone a change in ownership that resulted in a change in control, develop a default prevention plan. It is the goal of HWA to focus on taking the necessary steps to ensure all students are successful in repayment of their Student Loans.

Procedure:

Pre-Enrollment Efforts

- Financial Aid opportunities are discussed during an initial tour of HWA, and prospective students receive handouts outlining all the options available for Federal Financial Aid as well as private lending.
- Financial Aid Packaging is done based on encouraging a conservative approach of only taking out loans to cover the institutional charges per pay period
- Students receive an Award Offer after Federal Aid has been packaged based on the ISIR, and receive an explanation as to what our loan funds versus grant funds.

- Loan Entrance Counseling is required to be completed before any student loan funds are requested by the financial aid office on behalf of the student

Enrollment Efforts

- Attendance/Not meeting SAP/Withdraws – Students who drop out typically have poor attendance early on. This is identified by the instructors, and the admissions office and financial aid offices are notified. This allows for these offices to contact these students, engage with them on the topics of debt even after withdrawing from school.
- Enrollment Reporting – with the assistance of third party Title IV processor DJA, HWA completes Enrollment Roster Reporting every 60 days and submits to the National Student Loan Data System (NSLDS). Having accurate and up to date enrollment information ensures that borrowers receive their full grace period and that the contracts for their loan servicer occur at the right time, and that servicers have up to date contact information for the student.
- Exit Counseling – Students are required to complete exit counseling at the end of their program. This is also a requirement to receive graduation paperwork. Students who withdraw are also encouraged to complete Exit Counseling, and the information is sent to them along with their withdraw documentation from the school.

Students are provided with the below resources as posted on the HWA website and listed in the Student Handbook/Catalog

The Student Guide and NSLDS for Students

http://www.studentaid.ed.gov

How much will it cost?

http://nces.ed.gov/ipeds/cool/

http://www.dlssonline.com/tools/search.asp (for Direct Loan Borrowers)

How will I pay for it?

http://studentaid.ed.gov/students/publications/student_guide/index.html

Will I make enough money in my chosen occupation to repay student loans I receive?

http://www.bls.gov/search/ooh.asp?ct=OOH

http://data.bls.gov/PDQ/outside.jsp?survey=nc

Repaying Your Student Loans

http://www.studentaid.ed.gov/students/publications/repaying_loans/index.html

Ombudsman Office

http://www.ombudsman.ed.gov

Mapping Your Future

http://www.mapping-your-future.org

Jump Start Coalition for Personal Financial Literacy

http://www.jumpstart.org

The success of our students academically and financially is a school wide initiative. This plan is to be evaluated on an annual basis by determining what worked well for HWA students and provided positive outcomes, what didn't work well or provide the anticipated results.

Consumer Info

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA sets limits on the disclosure of personally identifiable information from school records and defines the rights of students to review school records and request changes.

Right to Review: HWA ensures that students have the right to review their educational records. Students who desire access to their educational records must make a request in writing with Student Services by filling out a Request for Information Form.

Consent for Disclosure: Students have the right to provide consent for the disclosure of their records. Parents, guardians, or other designated individuals are only permitted access to a student's records with prior written consent from the eligible student. A student must provide signed and dated written consent before the school may disclose personally identifiable information (PII) or education records.

This consent is required to include the records that may be disclosed, the purpose of the disclosure, and identify the party (or parties) to whom the disclosure may be made. HWA is required to provide the student with a copy of the records that have been disclosed, if requested. HWA maintains a listing in the student's file to whom personally identifiable information was disclosed and the legitimate interests of the parties had in obtaining the information.

Request Amendments: HWA ensures that students are allowed to request amendments of information within their educational records on the grounds that the records are inaccurate, misleading, or violate the rights of the student. A request for an amendment of educational records can me made by following the published Grievance Policy.

Disclosure Without Consent: Under provisions of the act (34CFR 99.31) there are certain conditions where the school is permitted to disclose PII and education records without consent from the student.

HWA is permitted to give access to student education records to the following parties without consent from the student:

- Specified school officials whom have legitimate educational interest. These school officials include persons employed by HWA in an administrative, supervisory, academic, or support staff position.
- Persons serving on the board or advisory committees

- Contractors who perform service functions and who are under direct control of the school with respect to the use and maintenance of personal identifiable information; such as an attorney, auditor, or collection agent.
- U.S Comptroller General, U.S Attorney General, U.S Department of Education
- State & local officials
- Authorized organizations conducting educational research
- Accrediting Agencies
- Alleged victim of a crime
- Parent of a Dependent Student as defined by the IRS
- Officials at another school in which a student is seeking to or intends to enroll
- Parent of a student under the age of 21 regarding the violation of law regarding drug or alcohol abuse

Additional exceptions:

- Court order or lawfully issued subpoena

  HWA is required to make a reasonable effort to notify a student who is the subject of a subpoena or court order before complying, so that the student may seek protective action (unless the court or issuing agency has prohibited such disclosure).

- Health & Safety exception

  HWA is permitted to disclose personal identifiable information from a student's record in case of an immediate threat to the health & safety of students or other individuals. HWA may only disclose personally identifiable information from an education record to appropriate parties in connection with an emergency IF knowledge of the information is necessary to protect the health or safety of the student or other individuals.

- Information that HWA has determined to be "directory information"

  This information includes name address, telephone number, date/place of birth, and dates of attendance, program enrolled in, enrollment status, & most recently attended educational institution.

  HWA must notify students about directory information and allow the student a reasonable amount of time to request that directory information about them not be disclosed.

Annual Policy Notification: HWA is required to notify students annually of their rights under FERPA. This notices includes the following student rights; review of records, request changes to records, disclosure consent process, and complaint process. HWA notifies students via the Student Handbook/Catalog and as part of the Student Orientation Process.

Complaint Process: Students have the right to file a complaint with the U.S Department of Education in regards to HWA's failure to comply with the requirements of FERPA. Complaints made be sent to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-4605

Copyright Infringement

As part of the Higher Education Act, HWA is required to readily make available to prospective and current students, policies and sanctions related to copyright infringement. The policy is included in the Student Handbook, the institutions website, and included in the annual Consumer Information Disclosure.

For the purpose of this policy copyright infringement is defined As a general matter, when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.

Unauthorized distribution of copyrighted material, including peer to peer file sharing, may subject students to civil and criminal liabilities. (see summary below)

> Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
>
> Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees.For details, see Title 17, United States Code, Sections 504, 505.
>
> Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at https://copyright.gov

Drug & Alcohol Prevention

As required by the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101.226. Sec. 22) This policy states HWA's standards of conduct related to drugs and alcohol, a description of the legal sanctions (local, state, and federal) for the unlawful possession or distribution of illicit drugs and alcohol, a description of associated health risks from drug & alcohol abuse, and available counseling and treatment programs available. Heartland Welding Academy is required to evaluate this policy biennially to determine its effectiveness, determine the number of drug and alcohol related violations, the number and type of sanctions imposed, and to ensure that the sanctions are consistently enforced.

Heartland Welding Academy is a drug and alcohol-free facility and there is zero-tolerance for the violation of the Drug and Alcohol Policy. Students and HWA personnel who are found to be in violation of this policy are subject to termination as well as legal sanctions as imposed by local, state, and federal law.

Per this policy the following conduct is strictly prohibited:

- Attending class while under the influence of, or impaired by illicit drugs or alcohol
- Public intoxication on HWA property
- The use, possession, manufacture, purchase, sale, or furnishing of illicit drugs, narcotics, or other controlled substances; including marijuana
- The use, possession, manufacture, purchase, sale, or furnishing of alcohol

- Drug paraphernalia on HWA property, including and not limited to personal vehicles, lockers, etc.
- Operating or attempting to operate a vehicle while intoxicated
- Possession or consumption of alcohol by persons under the age of 21
- Furnishing, dispensing, and/or providing alcohol to persons under the age of 21

Any student has the right to inform HWA personnel if aware of any intoxication or substance abuse For-Cause.

Drug Testing

HWA has the right to conduct random drug testing. This applies to HWA staff, current students, and students in the admissions process. Drug testing may be conducted at any time and for any reason deemed necessary by HWA staff or administration.

Federal Law

Penalties for violations of drug and alcohol under federal law for unlawful possession of a controlled substance in violation of 21 U.S.C. §844(a), include:

First Conviction: term of imprisonment of not more than 1 year, a minimum fine of $1,000, or both.
Second Conviction: At least 15 days in prison but not more than 2 years, minimum fine of $2,500 but not more than $250,000 for an individual, or both.

After two convictions: At least 90 days in prison but not more than 3 years, minimum fine of $5,000 but not more than $250,000 for an individual, or both.

For more information about maximum penalties for violation of the Federal Controlled Substances Act and Related Laws, see http://www.fas.org/sgp/crs/misc/RL30722.pdf

Unlawful distribution of a controlled substance to an individual without that individual's knowledge with the intent to commit a crime of violence, including rape is punishable by up to 20 years of imprisonment; a maximum fine of $250,000. 21 U.S.C. §841(b)(7).

Unlawful distribution of a controlled substance, possession with intent to distribute, or manufacturing a controlled substance in, on or within 1000 feet of a public college or university is punishable by not less than 1 year of imprisonment and twice the maximum penalty provided by law. For second convictions, the mandatory minimum term of imprisonment is 3 years and three times the maximum punishment provided by law. 21 U.S.C. §860.

Penalties for drug traffickers and possessors also include loss of federal benefits, including student loans and federal financial assistance, and civil penalties up to $10,000 for each violation. 21 U.S.C. §862 and 21 U.S.C. §844a(a).

Kansas Law

Penalties under Kansas law for the unlawful possession or distribution of drugs are based on the quantity of drug, type of drug, and criminal history of the defendant. See K.S.A. 2012 Supp. 21-5706. Maximum penalties range from fines of $100,000 to $500,000 and imprisonment from 10 months to 17 years.

Alcohol-related penalties under State law

It is illegal under Kansas law and local ordinance for a person of any age to consume alcoholic liquor on public property except when permitted by Kansas Board of Regents and University policy. A violation of this state law is punishable by a fine of not less than $50 nor more than $200, imprisonment for not more than 6 months, or both.

It is illegal under Kansas law and local ordinances for persons under 21 years of age to possess, consume, obtain, purchase or attempt to obtain alcoholic liquor or cereal malt beverages. Maximum penalties include a fine up to $500 dollars (a mandatory minimum fine of $200 for persons 18 and 21 years of age); completion of 40 hours of public service; completion of a community-based alcohol and drug educational or training program with costs assessed to the offender; and mandatory suspension of driving privileges for 30 days for a first conviction; 90 days for a second conviction; and 1 year for a third or subsequent conviction.

Convictions for Driving Under the Influence (DUI) include a mandatory alcohol and drug evaluation and requirement to following any recommendation made as a result of that evaluation with costs assessed to the defendant, and additional penalties, including

First Conviction

- A fine of not less than $750 nor more than $ 1,000, and
- Imprisonment of not less than 2 days nor more than 6 months.
- Mandatory minimum 48 consecutive hours in imprisonment
- Driving privileges suspended for 30 days, followed by a 180-day ignition interlock restriction

Second Conviction

- A fine of not less than $1,250 nor more than $1,750
- Imprisonment of not less than 90 days nor more than 1 year
- Mandatory minimum 120 hours imprisonment
- Driving privileges suspended for one year, followed by a 1 year ignition interlock restriction

Third Conviction

- A fine of not less than $1,750 nor more than $2,500
- Imprisonment of not less than 90 days nor more than 1 year
- Mandatory minimum 90 days imprisonment
- Driving privileges suspended for 1 year, followed by a 2 year ignition interlock restriction

Fourth Conviction

- A fine of not less than $2,500
- Imprisonment of not less than 90 days nor more than 1 year
- Mandatory minimum 90 days of imprisonment
- Driving privileges suspended for 1 year, followed by a 3 year ignition interlock restriction (For a fifth conviction, driving privileges are suspended for 1 year, followed by a 10 year ignition interlock restriction)

Refusal to take a preliminary breath test is a traffic infraction usually resulting in a fine. Refusal to take the breath, blood or urine test offered at the police station for a first offense will result in suspension of driving privileges for one year, and two years required use of an ignition interlock device.

City of Andover controlled substance ordinances (per City Code Chapter 13, Article 4)

Except as authorized by State law, it shall be unlawful within the City for any person to:

(a) Manufacture any controlled substance or controlled substance analog in violation of K.S.A. 21- 5703;

(b) Cultivate, distribute, or possess any controlled substance or controlled substance analog in violation of K.S.A. 21-5705;

(c) Possess any controlled substance or controlled substance analog in violation of K.S.A. 21-5706;

(d) Obtain a prescription-only drug in violation of K.S.A. 21-5708;

(e) Abuse toxic vapors in violation of K.S.A. 21-5712;

(f) Distribute, possess, or manufacture any simulated controlled substance in violation of K.S.A. 21-5713;

(g) Distribute or possess any substance that is not a controlled substance in violation of K.S.A. 21-5714; or

(h) Receive or acquire proceeds or engage in transactions involving proceeds known to be derived from prohibited activities hereunder in violation of K.S.A. 21-5716.

13-403. Drug Precursors and Paraphernalia; Penalties.

(a) Except as authorized by State law, it shall be unlawful within the City for any person to:

(1) Use or possess those substances set forth in K.S.A. 21-5709(a), (c), and (d) in violation thereof;

(2) Use or possess any drug paraphernalia in violation of K.S.A. 21-5709(b).

(b) In determining whether an object is drug paraphernalia, a court or other authority shall consider, in addition to all other logically relevant factors, those factors set forth in K.S.A. 21-5711.

13-404. Penalties.

Any person who violates Section 13-402 or 13-403 shall be guilty of a Class A misdemeanor. Upon conviction of a violation of Section 13-402 or 13-403, all costs or expenses of any chemical tests of or for a controlled substance together with the costs or expenses associated with the introduction of evidence concerning such testing shall be payable by the defendant as court costs.

Health Risks associate with Drug and Alcohol Abuse

Alcohol: The consumption of alcohol poses several health risks including impaired judgment, impaired coordination, and impaired attention which may lead to difficulty in safely navigating one's environment or difficulty in safely operating a motor vehicle.

Consuming alcohol may alter a person's ability to learn or retain information, or negatively impact academic, occupational, or social functioning. At low doses, alcohol causes disinhibition and mood lability, increasing risk of inappropriate sexual acts or aggressive behavior. Alcohol depresses the central nervous system and at high doses can cause respiratory depression and death. Repeated use of alcohol can lead to a maladaptive usage pattern referred to as alcohol dependence.

Alcohol dependence is marked by increased physiological tolerance of alcohol's effects and alcohol withdrawal upon sudden cessation of use. Alcohol withdrawal symptoms include autonomic hyperactivity such as anxiety, sweating, and tachycardia; tremors, nausea, vomiting, hallucinations, psychomotor agitation, seizures, and death. Long-term use of alcohol can cause permanent damage to vital organs, particularly to the brain and the liver.

Controlled Substances Uses and Effects

Narcotics

- Possible effects: euphoria, drowsiness, depression of respiratory system, GI upset, constricted pupils
- Effects of overdose: Slow shallow respirations, clammy skin, convulsions, coma, and possible death.
- Drugs: Opium, Morphine, Codeine, Heroin, Methadone, Meperidine, Hydromorphone

Depressants

- Possible effects: slurred speech, disorientation, drunken behavior with or without alcohol odor.
- Overdose: Depressed respiratory system, clammy skin, pupils dilated, rapid weak pulse, coma, and possible death
- Drugs: Chloral hydrate, Barbiturates, Benzodiazepines, Quaaludes.

Stimulants

- Possible effects: Increased alertness, inability to sleep, decreased appetite, euphoria, rapid pulse rate and increased blood pressure
- Overdose: Agitation, increase in body temperature, hallucinations, convulsions, possible death
- Drugs: Cocaine, Amphetamines, Phenmetrazine, Methylphenidate

Hallucinogens

- Possible Effects: Poor perception to time and distance, illusions and hallucinations
- Overdose: Longer more intense episodes of euphoria, psychosis, possible death
- Drugs: LSD, Mescaline , Peyote, PCP, Amphetamine variants

Cannabis

- Possible effects: Euphoria, disorientation, increased appetite, relaxed inhibitions
- Overdose: Fatigue, paranoia, possible psychosis
- Drugs: Marijuana, Hashish, Hashish oil

Treatment and Rehabilitation

Heartland Welding Academy will make every effort to assist students or staff in locating the proper community agencies for drug and alcohol related problems. Heartland Welding Academy encourages all students and staff to maintain health lifestyles and to seek help when needed. Please see list below for local agencies.

Kansas Department of Health – Butler County

https://kdads.ks.gov/kdads-commissions/behavioral-health/services-and-programs/substance-use-disorder-treatment-services

Kansas Department of Health – Sedgwick County

https://www.sedgwickcounty.org/comcare/addiction-treatment-services/

Substance Abuse and Mental Health Services Administration (SAMHSA)

https://www.samhsa.gov/find-treatment

Title IX

Enacted in 1972, Title IX prohibits discrimination on the basis of sex in education programs and activities that receive Federal Financial Assistance. "No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance." (20 U.S.C 1681)

Heartland Welding Academy believes that all students and/or staff have the right to learn/work in an environment that prohibits inappropriate conduct or harassment of a sexual nature. All students and staff have the right to learn/work in an environment free of sexual harassment. HWA prohibits crimes of dating violence, domestic violence, sexual assault and stalking as defined below by Kansas state law.

Definitions:

This policy requires HWA to provide the below definitions as stated by Kansas law.

Domestic Violence (domestic battery) – Knowingly or recklessly causing bodily harm by a family or household member against a family or household member; or knowingly causing physical contact with a family or household member by a family or household member when done is a rude, insulting or angry manner

Dating violence - Knowingly or recklessly causing bodily harm to a person with whom the offender is involved or has been involved in a dating relationship or a family or household member; or

knowingly causing physical contact with a person with whom the offender is involved or has been involved in a dating relationship or a family or household member, when done in a rude, insulting or angry manner. (21-5414)

Stalking - "an intentional harassment of another person that places the other person in reasonable fear for that person's safety. (Protection from Stalking Act Article 31A)

Sexual harassment - "Harassment" means a knowing and intentional course of conduct directed at a specific person that seriously alarms, annoys, torments or terrorizes the person, and that serves no legitimate purpose.

Sexual harassment may include any of the following:

- Any instance of quid pro quo harassment by a school's employee;
- Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access;
- Any instance of sexual assault, dating violence, domestic violence, sexual harassment, or stalking as defined in the Violence Against Women Act

Sexual assault - A nonconsensual sexual act; or

an attempted sexual act against another by force, threat of force, duress or when the person is incapable of giving consent.

Rape - Knowingly engaging in sexual intercourse with a victim who does not consent to the sexual intercourse under any of the following circumstances:

(A) When the victim is overcome by force or fear; or

(B) when the victim is unconscious or physically powerless;

Knowingly engaging in sexual intercourse with a victim when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by the offender or was reasonably apparent to the offender;

- sexual intercourse with a child who is under 14 years of age;
- sexual intercourse with a victim when the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual intercourse was a medically or therapeutically necessary procedure; or
- sexual intercourse with a victim when the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual intercourse was a legally required procedure within the scope of the offender's authority.

Consent - the legal age of consent in the state of Kansas is 16. Individuals age 15 or younger are not legally able to consent to sexual activity, therefore such activity would be considered statutory rape.

Sexual battery- (a) Sexual battery is the touching of a victim who is 16 or more years of age and who does not consent thereto, with the intent to arouse or satisfy the sexual desires of the offender or another.

(b) Aggravated sexual battery is sexual battery, as defined in subsection (a), under any of the following circumstances:

- When the victim is overcome by force or fear;
- When the victim is unconscious or physically powerless; or
- When the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by, or was reasonably apparent to, the offender.

Sexual battery is a class A person misdemeanor.

Aggravated sexual battery is a severity level 5, person felony.

(d) Except as provided in subsection (b)(3), it shall not be a defense that the offender did not know or have reason to know that the victim did not consent to the battery, that the victim was overcome by force or fear, or that the victim was unconscious or physically powerless. (21-5505)

Prevention and Awareness Campaigns:

Students are made aware of their rights under Title IX as well as information on dating violence, domestic violence, sexual assault and stalking during their new student orientation.

Awareness programs include bystander intervention, primary prevention, and risk reduction.

Faculty and staff undergo Title IX training as part of their annual Professional Development

Procedure:

Disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

Reporting – Any person who believes they have been a victim of sexual harassment by a student, staff member, or a guest should immediately file a Grievance Report with the Title IX coordinator. This reporting will remain confidential. If the Title IX coordinator deems that further investigation of the complaint is needed, and a criminal report needs to be filed by the victim the Managing Director will also be notified.

Investigation - To determine whether the alleged conduct is sexual harassment the nature of the sexual advances and the context in which they occurred will be considered. The incident will be fully documented (including date, time, witnesses, and a clear statement of what happened).

Action - Students, faculty, staff, or guests of HWA that engage in sexual harassment is subject to immediate discipline including termination. After the investigation has concluded the complainant and the perpetrator will be provided with the results. Any investigation that is found to have merit will be turned in to the Andover Police Department.

Retaliation – against an individual who has made a formal complaint of sexual harassment is strictly prohibited and will result in termination

False Claims – false claims of sexual harassment can also result in disciplinary actions

For Questions regarding Title IX Policy

Contact Title IX Coordinator:
Jessica Friedrichs (316)-776-5246 (ext 101)
jessica@heartlandwelding.com

Voter Registration

HWA encourages all students 18 or older to register to vote. Voter registration info for the state of Kansas can be found at https://www.kssos.org/forms/elections/voterregistration.pdf

Students can get assistance obtaining a voter registration form from Student Services.

Constitution Day

All educational institutions that receive Federal Funds from the U.S Department of Education are required to hold an educational program pertaining to the United States Constitution on September 17th of each year. This is to commemorate the September 17, 1787 signing of the Constitution. Should September 17th fall on a weekend Constitution Day will be held on the preceding or following week. HWA will hold a special class session on this day.

Vaccination Policy

Heartland Welding Academy does not have any vaccination requirements for students or employees.

Code Of Conduct for Institutional Financial Aid Professionals

As required by the U.S Department of Education Heartland Welding Academy has a code of conduct that prohibits a conflict of interest with the responsibilities of an agent of the school with respect to Federal Family Education Loan Programs (FFELP) or private education loans. The code of conduct applies to officers, employees in the financial aid office, and agents of HWA. This code of conduct prohibits the following:

9. Revenue sharing agreements with any lender, including Title IV and private education lenders
10. Receiving gifts from a lender, guarantor, or loan servicer
11. Any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans
12. Directing borrowers to particular lenders
13. refusing or delaying loan certifications based on a borrower's lender selection
14. Offers of funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of FSA loans, a specified loan volume, or a preferred lender arrangement.
15. Call center or financial aid office staffing assistance from any lender
16. Compensation provided to financial aid professionals or other employees for service on advisory boards or commissions established by a lender or guarantor, except for reimbursement of reasonable expenses incurred for such service.

Graduation and Placement Rates

	Graduation Rate	Placement Rate
7/1/2021-6/30/2022	91%	89%
7/1/2022-6/30/2023	85%	85%
7/1/2023-6/30/2024	81%	95%
7/1/2024-6/30/2025	81%	78%

Financial Assistance

Students who are interested in financial assistance options can schedule an appointment with the Financial Aid Director.

Federal Student Aid: Students may apply for Federal Student Aid by filling out the Department of Education's Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov For detailed information on preparing to fill out, completing, and submitting the FAFSA form please visit https://studentaid.gov/apply-for-aid/fafsa/filling-out Eligibility requirements for Federal Aid Programs consist of U.S Citizenship or permanent residency, enrollment or accepted enrollment in the school, and satisfactory progress in one's program of study. Students must maintain Satisfactory Academic Progress (SAP) as defined in HWA's policy to remain eligible to receive Federal Financial Aid.

Private lending: HWA is partnered with multiple private lenders. Please contact the HWA Financial Aid Director to learn more about these options.

Programs Available

Kansas Workforce Development: 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.

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.

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

Entrance/Exit Counseling

Students who are eligible to receive Federal Aid are required to complete **Entrance** Counseling prior to the release of any funds. Entrance Counseling is completed online at https://studentaid.gov/entrance-counseling/

Students receiving Federal Financial Aid are required to complete **Exit** Counseling at program completion. Exit counseling can be completed at https://studentaid.gov/exit-counseling/ . Students will not receive their graduation documents & certifications until Exit counseling has been completed.

Enrollment Cancelation Policy

Student enrollment may be cancelled in writing prior to the first day of class. The $75 application 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 $75 application fee will be retained. Student will be required to re-enroll (fill out another Enrollment Agreement) if they seek to attend HWA at a later date. Any application fee paid is good for the remainder of that academic year.

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 Managing Director, 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.

If approved for re-enrollment, students will be assessed on where they were at in the skill block progression when they withdrew. Welding ability in that skill block will be evaluated by an instructor to determine if the student will need to re-complete any skill blocks.

If a student has been withdraw from HWA for 12 months or longer, they will have to start the program from the beginning

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 Admissions office. Once submitted the Financial Aid Director 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. A Request to Transfer form must be filled out and submitted prior to completing 120 hours (or 4 weeks)

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 120 hours (or 4 weeks). Due to the how the classroom portion of the program operates a student wishing to transfer to the 360 hour program will have to wait until the next start date for that program.

Payment(s)

Direct Payments
Methods of Payment accepted

- Check/Cashier's Check/Money Order can be mailed to:
  Heartland Welding Academy
  PO Box 293
  Andover, KS 67002
- Cash Payments can be made in person
- Wire Transfer (Contact the HWA Financial Aid Director 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.

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 $75 application 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 $75 application 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.

Return to Title IV (R2T4)

Heartland Welding Academy is required by the Department of Education to provide students with all refund policies applicable at the institution as well as information on the Title IV requirements for determining the amount of Title IV funds a student has earned when they withdraw.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. If a student withdraws, they may no longer be eligible for the full amount of Title IV funds that they were initially awarded.

A. Payment Periods

Listed below are the payment periods in which students are disbursed Title IV funds. The disbursement is made at the beginning of each pay period. If the student withdraws, a Return of Title IV funds may be required. Transfer student's payment periods will vary.

Practical Pipe & Structural Code Welding

0-360	361-720
12 weeks	12 weeks

B. Withdrawal from the School

When a student officially or unofficially withdraws from their course of study and a withdrawal date and determination date have been determined, a refund calculation (R2T4) is performed.

C. Determination Date

The date of determination is defined as the date that the school determines when the student dropped. In the event student misses 14 consecutive days of school, a refund calculation (R2T4) will be performed on the 14th day. The withdrawal date will be the students' last day of physical attendance and the 14th day missed will be the date determined.

In the event a student does not return from a Leave of Absence on the scheduled date or if the student notifies the school that they will not be returning from Leave of Absence, a refund calculation (R2T4) will be performed on the earlier of the two dates. The withdrawal date will be the students' last day of physical attendance and either the scheduled return date or the date the student notifies the school they will not be returning, whichever date is earlier, will be the date determined.

D. Official Withdrawal

When a student officially withdraws from their program, the date determined will be the date that the student notifies Heartland Welding Academy. In the event we receive notification of termination via the U.S. Postal Service, the postmark date will serve as the date of determination.

E. Unofficial Withdrawal

If a student does not officially withdraw, Heartland Welding Academy will determine a withdrawal date and determination date and proceed with the Return to Title IV (R2T4) calculations set forth by the Department of Education. All refunds due to the Dept. of Education will be returned within 45 days from the date of determination of withdrawal. Unofficial withdrawals are determined through monitoring attendance at least every fourteen days.

F. Return of Unearned Title IV Funds

If a Title IV financial aid recipient withdraws from their program after beginning attendance, but prior to course completion, a calculation for return of Title IV funds will be completed based on the guidelines set out by the Department of Education and any applicable returns by Heartland Welding Academy shall be paid. Unearned funds must be returned to the Department of Education within 45 days from the date Heartland Welding Academy determined that the student withdrew.

The order in which Title IV funds are returned are as follows:

a. Federal Direct Loan Program Unsubsidized
b. Federal Direct Loan Program Subsidized
c. Federal Direct Loan Program PLUS
d. Federal Pell Grant
e. Iraq and Afghanistan Service Grant
f. Federal, State, private or institutional student financial aid programs
g. Student

After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by Heartland Welding Academy and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. If the amount disbursed to the student is less than the amount the student earned and is eligible for, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Any refunds due to the student will be made within 14 days.

When a student withdraws during a period, a Title IV credit balance created during the period is handled as follows:

1. Heartland Welding Academy will not release any portion of a Title IV credit balance to the student and will not return any portion to the Title IV programs prior to performing an R2T4 calculation.
2. Heartland Welding Academy will perform the R2T4 calculation and include as disbursed aid any existing Title IV credit balance funds for the period.
3. Heartland Welding Academy will apply any applicable refund policy (state, accrediting agency, and institutional) to determine if doing so creates a new or larger Title IV credit balance.
4. Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. Heartland Welding Academy will return such funds to the Title IV grant account within 14 days of the date the institution performs the R2T4 calculation.
5. Within 14 days of the date the R2T4 calculation was done, Heartland Welding Academy will pay any remaining Title IV credit balance funds in one of the following ways:
    - To pay authorized charges at the institution.
    - With student's written authorization to reduce the student's Title IV loan debt
    - To the student
    - If the student (or parent in case of a PLUS loan) to whom a Title IV credit balance must be paid cannot be located, Heartland Welding Academy will return the credit balance to the Title IV programs.

Heartland Welding Academy is required to make (or offer as appropriate) post-withdrawal disbursements. If the student is eligible for a post-withdrawal disbursement it must be made within 180 days of the date the institution determines that the student withdrew. The amount of any post withdrawal disbursement is determined by the R2T4 calculation. Post withdrawal disbursements must be made from available grant funds first, before loan funds. For loan funds, Heartland Welding Academy must notify a student (or parent in the case of a PLUS loan) in writing, prior to making any post-withdrawal disbursement.

This notification needs to be done within 30 days of the date of determination the student has withdrawn.

Heartland Welding Academy must notify a student, or parent for a Direct Parent PLUS Loan, in writing prior to making any post-withdrawal disbursement of loan funds, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent). The information provided in this notification must include the information necessary for the student, or parent for a Direct Parent PLUS Loan, to make an informed decision as to whether the student or parent would like to accept any disbursement of loan funds and must be provided within 30 days of the date of HWA's determination that a student has withdrawn. In addition, the notice must request confirmation of any post-withdrawal disbursement that the student or parent, as applicable, wishes HWA to make.

G. Determination of Title IV Earned by the Student

Up through the 60% point in each payment period, a calculation is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds.

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.

Institutional Grievance/Complaint 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 Owner/Managing Director.
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 Complaint Process

It is the goal of the Kansas Board of Regents to ensure that the institutions subject to Board authority comply with the applicable laws as they provide educational training and programs. Thus, the Board office accepts complaints involving these institutions.

If an individual does not wish to be identified or to put anything in writing, it is very hard for the Board office to investigate the complaint. It is very important that all persons who have a complaint about such a school understand that this agency does not represent individuals and cannot act as their legal representative. However, all individuals have the right to seek advice from a private attorney.

When problems or concerns arise, the involved individuals should attempt to reach a fair and reasonable solution by first taking the following steps:

1. Discuss the issue thoroughly with the teacher or other involved school employee(s).
If there is no resolution continue to Step 2.

2. Discuss the issue with the manager or director of the school.

Individuals with a complaint about a private or out-of-state school operating in Kansas must use the online submission form provided at the link below and provide the requested information. Failure to do so may result in the Board office being unable to accept or process the complaint.
https://www.kansasregents.gov/academic_affairs/private_out_of_state/complaint_process

If the Board office receives the completed complaint form together with any other pertinent written information, Board staff will ordinarily take the following steps:

1. Review the submitted information in order to determine if it is sufficient. If insufficient information has been submitted, the complainant will be so informed and given a deadline for submitting additional necessary information.

2. Once sufficient information is provided, the Board office will determine if it has jurisdiction and authority over the matter. If it does not, the complainant will be so informed and the file closed.

3. If the complaint appears to involve matters over which the Board has legal authority, the Board office will conduct an investigation in the manner that it deems appropriate under the circumstances. In most instances the school will be contacted, provided a copy of the written complaint, and given an opportunity to respond to it in writing. In other situations, the Board office may conduct interviews and speak to witnesses including the involved parties.

4. Based upon the results of the investigation, the Board office will determine whether the matter has been resolved or requires further action by the Board.

5. The matter may also be referred to other governmental agencies that may have authority over aspects of the complaint such as the Consumer Protection Division of the Office of the Attorney General or a District/County Attorney.

6. The complainant will be notified of any proposed resolution or final action by the Board office, if doing so will not compromise any further investigation or adjudicative actions, and will always be informed when their complaint file is being closed.

Commission of the Council on Occupational Education Complaint Process

A complaint maybe brought against an institution by one or more parties, including students, instructors, administrators, state or federal agencies, employers, vendors, another institution, or others. A complaint may also take the form of a lien, lawsuit, disciplinary action, negative action by another accrediting body or a regulatory agency or board, or a decision of a criminal or civil court.
Complaints that do not relate to the Commission's Standards, Criteria, Conditions, Policies, and/or procedures are referred to the appropriate federal or state agency.
When a complainant is associated with an institution in some capacity and contacts the Commission in person or by telephone, the complainant is asked whether institutional grievance procedures have been followed. If not, it is recommended to the complainant that he or she do so prior to making a formal complaint to the Commission. The complainant is also told to submit the complaint in writing, to address the complaint specifically to the Commission, and to include any supporting documentation. https://www.surveymonkey.com/r/ComplaintSuv

The complaint must be signed and must provide the name and mailing address of the complainant.
The Commission may review any oral or written complaint that alleges a safety or health problem at a candidate or accredited institution.

A. Complaints
The Commission reviews certified complaints (as documented on the Complaint Certification form) that allege non-compliant activities and practices regarding applicant, candidate, and accredited institutions. Complainants are sent an email describing the process and containing a Complaint Certification form. The email also informs the complainant (when associated with the institution) that it is assumed he or she has exhausted the grievance procedures of the institution prior to submitting the complaint. The

complainant must return the Complaint Certification form and any supporting documentation within 14 days of the email.

B. Grievance Certification
A Complaint Certification form is sent along with the email to the complainant. This form is to be completed and attests either that all grievance procedures have been exhausted, or that grievance procedures have not been followed due to reasons stated on the form. The form is signed, dated, and returned. (See Complaint Certification and sample letters.) Uncertified complaints will not be processed.

C. Institution Notification
After receiving any additional information as requested from the complainant that substantiates the allegations of the complainant, the complaint is sent to the institution requesting that a written reply be furnished to the Commission within 21 calendar days from the date of the letter. The standard form letter informs the institution that the complaint, if true, may be a serious violation of the Commission's 52 - Council on Occupational Education Standards, Criteria, Conditions, Policies, and/or procedures and requires a reply with documentation demonstrating that (a) the complaint has been resolved, (b) the complaint has no merit and documentation is offered in support of this position, or (c) the complaint has merit and documentation is offered to support changes that will eliminate such complaints in the future. The institution is informed that the complaint, together with the institution's response and the complainant's comments of the response, will be taken to the Commission for review and appropriate action.

D. Comment on Institutional Response
A copy of the institutional response to the complaint received by the Council will be transmitted to the complainant for review. The complainant will have an opportunity to review and make comments on the institution's response. The comment on the institutional response should be submitted in writing by the complainant to the Council within 7 calendar days of the date the institutional response is transmitted to the complainant by the Council and may include supporting documentation.

E. Commission Review
The Commission, or the Commission Executive Committee acting on behalf of the Commission, then determines whether the complaint has merit or not, and considers whether the institutional response is adequate. The Commission or the Commission Executive Committee will then take appropriate action within 21 days, which may include one or more of the following:

1. Resolution of the Complaint
2. Deferral of Action for Additional Information
3. Deferral of Action for Site Visit
4. Placement of Institution on Conditional Status
5. Removal of Conditional Status
6. Severance of Its Relationship with the Institution