

2024

Orientation Guide for Midwest Welding Academy Students



Midwest Welding Academy Inc.

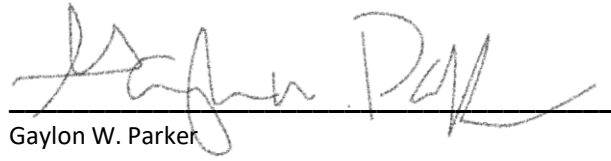
300 S Martha St.

Sioux City, IA 51105

712-454-5959

Publication Date: January 15, 2024

I certify this catalog to be true and correct at the time of publication.


Gaylon W. Parker

1-15-2024

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Revisions:

July 2021-

- Updated contents
- Updated consumer protection disclosure
- Updated refund policy

April 2022-

- Updated hours
- Updated enrollment & start dates
- Updated contents & school policies

July 2022-

- Updated tool list
- Updated emergency plan
- Updated consumer protection disclosure

Mission

Our mission is to provide superior quality, journeyman-level training, and create technically skilled and efficient individuals entering the welding profession.

School Faculty Information

The faculty at Midwest Welding Academy are qualified, experienced, and driven. The instructors and administrators have worked in every level of the occupation from mechanical to pipe welding to supervising and directing welders and fitters in the piping industry.

Gaylon Parker- Owner, Director

Gaylon is an AWS Certified Welding Inspector (CWI) which confirms his ability, talent and knowledge to accurately direct and perform operations associated with welder training and classroom instruction. Gaylon is a United States Army Veteran who received awards for some of his welding performed for the US Military. He has 22 years of experience in pipe welding with all major welding processes, GTAW (gas tungsten arc welding), SMAW (shielded metal arc welding), GMAW (gas metal arc welding) and FCAW (flux-cored arc welding). He has extensive experience welding many alloy metals in the construction industry. He has worked as a pipe fitter, pipe welder, foreman, supervisor, and superintendent in the industrial field. He is NCCER+ (National Center for Construction Education and Research) certified and an NCCER performance evaluator for pipefitting, boiler making and ironworking as part of the Standardized Craft Training and National Craft Assessment and Certification program.

Robb Holtz, Lead Instructor

Robb has multiple certifications along with several years of experience with all major welding processes, GTAW (gas tungsten arc welding), SMAW (shielded metal arc welding), GMAW (gas metal arc welding), & FCAW (flux-cored arc welding). He has experience pipe welding, fitting, & fabricating.

Consumer Protection Disclosure

In 2020, 90% of our students who enrolled in our combination course graduated within the timeframe the course is designed to take to complete with the most recent graduate of 2020 being in December; In the year 2020, 10 students enrolled, 9 graduated, 1 terminated prior to completing due to coronavirus.

In 2021, 90.5% of our students who enrolled in our combination course graduated within the timeframe the course is designed to take to complete with the most recent graduate of 2021 being in August of 2021; In the year 2021, 19 students enrolled, 17 students graduated, 2 terminated prior to completing due to withdrawal in relation to personal matters.

As of October of 2022, 12 students enrolled, 9 graduated, 3 have yet to graduate, 0 terminated prior to completion.

Corporate Board of Directors

Gaylon Parker-President

School and Staff Contact Information

Midwest Welding Academy

300 S. Martha St.
Sioux City, IA 51105
712-454-5959

www.midwestweldingacademy.com

Gaylon Parker-Owner

601-770-9748

Robb Holtz – Lead Instructor

563-920-1160

Hours of Operation

Monday - Friday 7 AM to 5 PM

Class Times

Monday – Thursday
7am – 5pm

Enrollment & Start Dates

2024 Enrollment dates

Open

2024 Start Dates

TBD

Start dates are subject to cancellation if the required number of students do not enroll. In the event of cancellations, you will be notified via mail as well as email/phone & the total tuition amount will be refunded to you. You may also enroll in the following class utilizing your tuition balance.

Holidays/Makeup Days

Major Holidays are: New Year's Eve and Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving and the day after, Christmas Eve, & Christmas Day. Midwest Welding Academy reserves the right to add additional days as necessary. All current students will be notified immediately of any changes to the class schedule.

Class Cancellation: We will notify each student in the event of a class cancellation due to unforeseen circumstances or inclement weather. Class cancellation will also be posted above time clock in the classroom.

Course Information and Tuition Rates

SMAW (Stick) Pipe Welding Certificate Program

- Duration: 320 Hours
- Tuition cost: \$8,597.00
- Tuition includes all consumable supplies and books, certificates, & state taxes. For a continued list of equipment included with tuition, see page 6 of this school catalog.
- No additional fees.
- No prerequisites required.
- Lifetime job placement assistance is included.
- Lifetime brush-up opportunity is included.

The class starts with basic arc control in structural positions and moves to cover carbon steel pipe with E6010 root/hot pass and 7018 fill/cap. Includes uphill progressions for root pass in 6-G position and finishes students at a first-class skill level for full penetration joints.

GTAW (TIG) Pipe Welding Certificate Program

- Duration: 400 Hours
- Tuition cost: \$10,165.00
- Tuition includes all consumable supplies and books, certificates, & state taxes. For a continued list of what is included with tuition, see page 6 of this school catalog.
- No additional fees.
- No prerequisites required.
- Lifetime job placement assistance is included.
- Lifetime brush-up opportunity is included.

This course will cover carbon steel and stainless-steel training up to first class skill level for full penetration joints.

GTAW/SMAW (Combination) Pipe Welding Certificate Program

- Duration: 720 Hours
- Tuition cost: \$17,655.00
- Tuition includes all consumable supplies and books, certificates, and state taxes. For a continued list of what is included with tuition, see page 6 of this school catalog.
- No additional fees.
- No prerequisites required.
- Lifetime job placement assistance is included.
- Lifetime brush-up opportunity is included.

Combo welders are capable of both GTAW and SMAW processes. This course follows the curriculum for GTAW and SMAW, but at an advanced pace and includes combination welding tests to a first-class skill level for full penetration joints.

GMAW/FAW (Structural/Plate) Welding Certificate Program

- Duration: 240 Hours
- Tuition cost: \$5,400.00
- Tuition includes all consumable supplies, books, certificates, and state taxes. For a continued list of what is included with tuition, see page 6 of this school catalog.
- No additional fees.
- No prerequisites required.
- Lifetime job placement assistance is included.
- Lifetime brush-up opportunity is included.

**Course information is continued on page 6.
Course Information and Tuition Rates (continued)**

Structural stick welding course – Fillet welds

- 6010/7018
- Duration: 160 Hours (4 weeks)
- Tuition Cost: \$4,000
- Positions: 1F, 2F, 3F, 4F

Structural stick welding course – Groove welds

- 6010/7018
- Duration: 160 Hours (4 weeks)
- Tuition Cost: \$4,000
- Positions: 1G, 2G, 3G, 4G

Carbon stick pipe welding course

- 6010/7018
- Duration: 160 Hours (4 weeks)
- Tuition Cost: \$4,000
- Positions: 2G, 5G, 6G

Carbon TIG pipe welding course

- Duration: 160 Hours (4 weeks)
- Tuition Cost: \$4,000
- Positions: 2G, 5G, 6G

Stainless TIG pipe welding course

- Duration: 160 Hours (4 weeks)
- Tuition Cost:\$4,000
- Positions: 2G, 5G, 6G

Structural MIG welding course

- Duration: 160 Hours (4 weeks)
- Tuition Cost: \$4,000
- Positions: 1G, 2G, 3G, 4G

Stainless structural TIG welding course

- Duration: 160 Hours (4 weeks)
- Tuition Cost: \$4,000
- Positions: 1G, 2G, 3G, 4G

Stainless structural stick welding course

- Duration: 160 hours (4 weeks)
- Tuition Cost: \$4,000
- Positions: 1G, 2G, 3G, 4G

For 160 Hour courses only:

Tuition Includes consumable supplies & welding equipment.

Student must supply personal welding equipment including welding hood, gloves, PPE, FR clothing, etc. A full list of personal equipment needed will be supplied to you upon course inquiry.

Day Rate-\$175.00

Upon completion of designated course requirements, students will be awarded a certificate of completion and welding certs. These are all included in the tuition cost and will not be an additional fee.

Tools & Supplies

Equipment Supplied by Midwest Welding Academy:

The following items will be supplied by the school on the first day of class. Students will be responsible for the cost of any replacement.

- Midwest Welding Academy/Lincoln Electric Curriculum (yours to keep)
- 12.5' 150amp TIG Rig with Valve
- 10' Lead including Stinger
- Flow Meter
- 25' Argon Hose
- Wedge
- Leather Bibs
- Midwest Welding Academy short or long sleeve t-shirt
- Safety Glasses (if lost, school will supply you with a new pair at cost)
- Welding Hood (yours to keep)
- First pair of welding gloves (TIG and Stick, yours to keep; school will supply more gloves to you at cost)
- 4- ½" Electric Angle Grinder *you will be responsible for damage/repair/replacement resulting from the use
- All Carbon Steel Materials and Consumables
- All Stainless-Steel Materials and Consumables
- Welding Machines, Grinders, Grinding Wheel and other consumables for class use
- Bucket to store tools (yours to keep)
- Crescent wrench for using table fixtures
- First long sleeve shirt made from cotton (this will protect you from UV lighting)
- Pair of lineman-type electrical pliers or heavy-duty wire cutters
- Half round file
- Wire brush

Safety Equipment Supplied by Student:

The student must provide the following tools and daily personal protective equipment. Instructors will be able to answer questions about where to obtain any welding equipment needed.

- Steel-toed safety boots (these will be required in class and necessary for any employment at all fabrication facilities)

Admission Policies and Requirements for all Students

Our welding instructors will perform skill level assessments prior to enrollment. Once your skill level has been determined by an instructor, the director of admissions will be notified of the appropriate/recommended training level.

Step 1: Complete Application

You will need to completely fill out your application completely. Application will be reviewed. Deposit required.

Step 2: Payment

You will need to pay your tuition fee. Once full tuition payment is received, you will be set up for orientation.

Step 3: Orientation & Start date

Orientation paperwork & safety training will be completed. All students will also sign an acknowledgment of school policies, as listed in this course catalog. Any oversight to these policies, accidental or intentional, on the part of the student may be grounds for removal from the program. Students will begin the program the same day as orientation.

Method of Instruction

The language of instruction used is English. Midwest Welding Academy has a bilingual instructor available to instruct students who primarily speak Spanish as well. Faculty members are carefully selected for their knowledge and experience and their ability to stimulate and develop each student's potential.

Hands-on training offers students the experience and the self-assurance required to expand their understanding of information processing techniques. Midwest Welding Academy uses ideal equipment as instructional devices to boost the learning experience of the students. The work of all students at Midwest Welding Academy is reported in terms of grades. Instructors are required to assign grades for each student registered in the program.

Grading is as follows:

- 70% Hands-on training
- 10% Classroom participation
- 10% Following safety procedures
- 10% Attendance

Grading Scale

Letter	Percentile/Detail	Point
A	90-100	4
B	80-89	3
C	70-79	2
D	Fail, <69	1
I	Incomplete	NA
W	Withdraw/Terminated	NA

Grade Point Average (GPA)

Student's grade-point average is determined by dividing the total number of grade points earned by the number of weeks attempted. The total grade points earned for each course equals the number of weekly grade points assigned for the class. Students must maintain a C average, or a 2.0 GPA in all courses taken, for satisfactory standing.

I – Indicates that a portion of required coursework has not been completed and assessed in the given period due to unexpected, but fully justified reasons, and that there is still a possibility of earning a grade. It shall be the responsibility of the student to bring applicable information to the attention of the instructor in writing to determine the remaining course requirements to remove or replace the Incomplete. The final grade is assigned when that work has been completed and assessed.

W – Indicates that the student was permitted to drop a course. It carries no suggestion of quality of student performance and is not used in calculating student's GPA.

***Training hours accumulated at Midwest Welding Academy may not transfer to accredited schools.

Attendance Policy

Midwest Welding Academy's attendance policy is designed to ensure that students uphold satisfactory academic development in all the courses required in their program of study. Students will be expected to present for classes on time, attend all classes, stay for the duration of the class and be an active participant in class.

Attendance Records and Unexcused Absences

Attendance is recorded, and our records are maintained daily to ensure that you meet completion requirements. Students should notify a staff member at least 24 hours in advance of any anticipated absences if possible.

Midwest Welding Academy will monitor the student's attendance by the following procedure:

1. Attendance will be recorded daily
2. Tardies/leaving early- you are considered tardy if you are not in class or your designated area for your scheduled shift. Students who leave before dismissal will be docked for the time not present.
3. The instructor shall report each absence in the monthly evaluation kept for each student.
4. If attendance drops below 90% during any course, the student will be subject to a period of attendance probation. The probation period will last 30 days. During the probation period the student will remain in school and must maintain 90% attendance (9 out of every 10 days elapsed) during the designated probationary period. If the student complies with probationary requirements successfully the student shall return to good standing. If absences continue during the probationary period, the student shall be terminated from the program.

Anti -Discrimination Policy

Midwest Welding Academy will not deny any admission to the program based on age (see age requirements), race, color, religion, gender or national origin.

Age Requirements

Applicants must be 18 years or older. A parent or legal guardian will be required to sign a consent form and co-sign the enrollment agreement for all students under the age of 18. You must be 18 years of age in order to utilize our job placement assistance.

Previous Training

Applicable previous training will be taken into consideration when beginning this program. Previous training will be reviewed, and program credit granted as applicable. If after the review it is determined that credit should be granted, the student enrollment will be adjusted to reflect the adjustment (cost and term of program).

Students who can progress quickly through the program may be eligible for early, successful completion, given that they are able to perform all requirements of Midwest Welding Academy skills assessments, and complete final coursework.

Minimum Physical Requirements

Midwest Welding Academy requires all students to certify they are capable of the following physical performance, to ensure that they meet the minimum employment requirements of the welding industry.

By completing all Midwest Welding Academy application forms, you are certifying that you meet the following minimum physical requirements.

- Be able to squat, kneel, sit or stand for extended periods without rest
- Be able to lift and carry fifty (50) pounds or less
- Be capable of reading, hearing and understanding the spoken instructions in English. (Hearing devices may be allowed given they will not affect safety or PPE (personal protective equipment) requirements of Midwest Welding Academy.
- Have the ability to freely perform fine, detailed movement in both arms, during a complete workday.
- Students must have 20/20 vision, naturally or corrected. If asked to do so, you must be able to pass a school-issued eyesight check **at any time throughout the program**. If at any time an instructor suspects the vision of a student is impaired, Midwest Welding Academy reserves the right to require proof of a professional eye examination.

- Students must have reliable transportation to and from class for the duration of this program
- Students must provide a list of any prescription medications that may impair their ability to perform physical tasks, concentrate, may create a safety risk in any aspect, or any medicines that may prevent them from obtaining employment.

Student Conduct/Standards

Students are expected to act appropriately and professionally at all times. Midwest Welding Academy aims to create a real-life working environment, therefore holds high expectations for student behavior to develop professionalism for entering the workforce upon completion of this program. Potential employers seek individuals who will be valuable additions to their company.

The following behavior is grounds for immediate dismissal from the premises and/or termination from the program:

- Any violation of the safety rules or repeat of minor offenses
- Dishonesty including cheating, plagiarism, giving false information, forgery or using false documents
- Intentional disruption or obstruction of teaching
- Harassment of any kind will not be tolerated. There will be no physical or verbal altercations. If this occurs, students will be suspended until the board members meet and choose actions to be taken.
- Theft of any kind. Any removal of items from school constitutes as theft and actions will be taken accordingly.
- Intentional damage to property or vandalism of any kind.
- Use or possession of any alcohol, any illegal substances, firearms, weapons or any other dangerous chemicals on school grounds.
- Any violation of federal, state or local laws on school grounds.

Drug and Alcohol-Free Campus

Midwest Welding Academy maintains a drug- and alcohol-free campus. Students and employees must refrain from the use of alcohol and illegal drugs while on campus or at school-sponsored activities. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or drug on premises.

All students and employees shall observe federal, state, and local laws regarding the sale and use of alcohol and drugs. The use by Midwest Welding Academy students and employees of a controlled substance that is not medically authorized, is strictly prohibited.

Students and employees who violate the drug- and alcohol-free campus regulations on campus or within the institution's jurisdiction or at any event controlled by Midwest Welding Academy may be subject to, as applicable, discipline, suspension, expulsion, or termination of employment. In addition, violating this policy (and concurrent law) may subject students and employees to criminal prosecution. Drug paraphernalia, particularly that containing drug residue, may be considered evidence of drug use. Documented violations of illegal possession, consumption, provision, or sale of narcotics or drugs, or possession of paraphernalia, may result in disciplinary sanctions from Midwest Welding Academy and/or referral to law enforcement officials.

Sexual Misconduct Policy

Midwest Welding Academy is committed to providing and maintaining a positive learning and working environment, free of any form of sexual abuse or assault, for all students, staff, faculty, and other members of the school community.

Individuals who violate this policy will be disciplined and potentially subjected to further corrective action up to and including termination or expulsion as well as having the event reported to the local authorities.

Midwest Welding Academy administrators are responsible for assuring that effective measures are taken to implement this policy's procedures. It is a violation of this policy for any member of the Midwest Welding Academy community to engage in any form of sexual abuse or assault. It is a violation of this policy for any member of the Midwest Welding Academy community to make an intentionally false accusation of sexual harassment. Any person who has been accused of sexual abuse or assault pursuant to the terms of this policy who retaliates against his or her accuser in any manner will be charged with violating this policy. Any member of the Midwest Welding Academy community who is found in violation of this policy will be subject to appropriate sanctions, which may include discharge or expulsion.

Pursuant to Iowa Code Section 261.9(1)(h), any Midwest Welding Academy employee located in Iowa who in the scope of the person's employment responsibilities examines, attends, counsels or treats a child must report suspected physical or sexual abuse to the institution's administration and to law enforcement. Any report of suspected child physical or sexual abuse should be made as soon as possible, but within 48 hours, to a Midwest Welding Academy staff member and the employee shall immediately make a report to local law enforcement.

Military Excusal

Iowa Code Section 261.9(1) (g)

A member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to national guard duty or federal active duty is entitled to any of the following options:

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

Student Records

Files will be kept confidential and will be made available as needed. All student records will be kept on file. The student, parent or legal guardian must sign a release of information for any student files to be released to another person or agency. Students may obtain a copy of their academic records at any time with no fee. Student records will be locked and secured in a fire safe filing cabinet.

A student may request a copy of his or her attendance record, grades or course completion certificate.

Grievance Procedure

Fairness is important to Midwest Welding Academy faculty. We aim to ensure that students with a grievance related to their schooling can use a procedure which will help resolve all grievances as quickly and fairly as possible.

*A grievance is defined as a real or imagined wrong or other cause for complaint or protest due to unfair treatment.

Steps to file a grievance are as followed:

1. Student will first try to resolve the issue verbally with the person or persons involved. We hope majority of concerns can be resolved this way.
2. If a student feels the matter has not been resolved through informal discussion, the student will submit a written letter to include the student's name, all parties involved in the complaint, and any appropriate documentation supporting the concern. It will be turned in to the director. Director will review the letter and resolution will be attempted at the lowest level possible. If a solution cannot be reached within a reasonable period, the grievance will be presented to the board members.
3. If a solution cannot be reached within a reasonable period, students have the right to contact the Iowa College Student Aid Commission (Iowa College Aid), 430 E. Grand Ave., 3rd floor, Des Moines, IA 50309. Students with a concern or complaint about Midwest Welding Academy may call Iowa College Aid toll-free at (877) 272-4456 or complete an online Student Dispute Resolution Form at <https://www.iowacollegeaid.gov/sdrf-start>.

Information Updates

It will be student's responsibility to notify school faculty when any information changes (i.e., address change, new phone number/email address) This may be done verbally or expressly written.

Shop Safety Rules

Midwest Welding Academy is preparing students for a real work-like environment. Safety is the number one priority while working in the industrial field. The places you will work for have a zero tolerance for safety violations. For that reason, we take safety very seriously and students violating any safety rules will be penalized.

*Unsafe practices will be logged in the student's files. Repeat offenders of any safety rules will be dismissed from the program.

General Shop Rules

- No cell phone usage of any kind will be allowed in the shop. You will not be able to use your cell phone on a job site. Special allowances will be issues for emergencies only but must be approved in advance by the instructor.
- There will be no smoking in the shop. Students may smoke outside of the shop at break times only and must properly dispose of all butts. Failure to do this will result in Midwest Welding Academy being a smoke-free campus.

- If you use smokeless tobacco, you may not spit on the floor, sinks, fountains, toilets, or trash cans. You must spit in a container with a lid, and you must take it with you when you leave.
- Breaks will be taken at break times only. If you need to use the restroom, cool off or get a drink, you must quickly and quietly do so and return to your station.
- You must clean up all messes that you make. **If the area you are working in is messy at the beginning of the day, notify the instructor.**

PPE (Personal Protective Equipment)-will be worn at all times while in the shop and is also required on any job site.

- Safety glasses shall be worn at all times
- Earplugs (voluntary but encouraged)
- Steel-toe boots are mandatory
- Gloves (except when using specific equipment)
- Clothing-long sleeve cotton shirt, pants to protect you from UV light when welding.

**Students shall be required to abide by Midwest Welding Academy’s standards of behavior. The standards, regulations, and shop rules will be posted in the shop area, visible to all students. These standards will be reviewed with each student and will be strictly enforced.

Financial Aid and Tuition Policy

The educational cost will be primarily the responsibility of students and their families. Midwest Welding Academy may assist in financial advising and applying for aid through financial assistance programs available to the school at the time of application.

Payment

Registration fee & deposit is due at the time of application to reserve student’s position for the upcoming enrollment date. Registration fee & deposit are put towards total tuition cost & are non-refundable. Full tuition cost and fees are due before student’s start date.

Start dates are subject to cancellation if the required number of students do not enroll. In the event of cancellations, you will be notified via mail as well as email/phone & the total tuition amount will be refunded to you. You may also enroll in the following class utilizing your tuition balance.

Midwest Welding Academy is not responsible for any equipment left behind when students graduate or terminate.

- Payments may be made with cash, check, or money order. Make payable to Siouxland Pipe Welding School, Inc.
- Payments should be made in person during regular office hours or mailed prior to the start date. Students will be charged a \$25 processing fee on returned checks for non-sufficient funds and will no longer be able to use checks as a form of payment.

Determination of Absences and Tardies

Absences are determined by failing to attend class. Tardies/leaving early is determined when a student is not present for class after the designated start time or leaves before dismissal from the lead instructor.

Students with excused absences must notify a Midwest Welding Academy staff member at least 24 hours in advance if possible. Excused absences are subject to review and shall fall within the overall attendance policy.

Examples of excused absences include:

- Doctors appointment or injury
- Illness of self, child or spouse
- Family emergencies including funerals
- Work (one-day maximum per month)

Examples of unexcused absences include:

- Oversleeping

Leave of Absence

Midwest Welding Academy recognizes that there may be times when a student may require a leave due to an extreme circumstance. In these situations, the school director may approve a leave of absence in writing for up to 180 days. Under no circumstances can leave of absence be extended past 180 days. Midwest Welding Academy requires that a student request for a leave if he/she is planning to be absent for more than five (5) consecutive school days.

Reasons for a leave of absence include, but are not limited to:

- Serious student medical problem
- Military duty
- Death of an immediate family member

Time for approved leave of absence may be included in the calculation of a student's maximum program length. If a leave of absence begins before student completes the program of study, grade of "I" will be recorded in the student's record. With notification of the student's plan to return, the student may be scheduled for reinstatement.

Withdrawal or Termination from Program

Students have the right to withdraw from the program at any time. The student shall be considered to have withdrawn from the program when any of the following occurs:

- The student notifies the school of withdrawal by written statement
- Midwest Welding Academy terminates your enrollment
- You fail to attend any classes for five (5) consecutive scheduled class days, excluding school holidays.

Refer to Refund Policies and Procedures section for more information on the issuance of refunds for student withdrawals.

Determination of the Withdrawal Date

The student's withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution's attendance records. Refer to Refund Policies and Procedures section for more information on the issuance of refunds for student withdrawals.

Refund Policies and Procedures (Effective July 1st, 2021)

****For students admitted prior to July 1, 2021, please see the refund policy in catalogs dated prior to July 1, 2021**

Midwest Welding Academy will make a pro-rata refund of tuition charges to a student who terminates from any of our postsecondary educational programs in an amount that is not less than ninety-five (95) percent of the amount of tuition charged to the student for the program multiplied by the ratio of the number of scheduled clock hours remaining in sixty (60) percent of the program to the total number of scheduled clock hours in sixty (60) percent of the program.

Midwest Welding Academy shall refund all tuition charges to a student who withdraws within the first two calendar weeks of instruction.

If a terminating student has completed sixty (60) percent or more of the program period, the student is not entitled to a refund of any tuition charges.

However, if, at any time a student terminates one of our postsecondary educational programs due to the student's physical incapacity or due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student for the program multiplied by the ratio of the remaining number of scheduled clock hours in the program to the total number of scheduled clock hours in the program.

In the event of Midwest Welding Academy announcing course cancellation before your start date, you will be notified via mail as well as email/phone & the total tuition amount will be refunded to you. You may also enroll in the following class utilizing your tuition balance.

*** Midwest Welding Academy will determine whether a terminating student is eligible for a refund of any tuition charges and, if applicable, adjust the student's account accordingly within 45 days of determining that the student withdrew.

GI Bill® Policy (For GI Bill® Recipients Only)

Refund Policy 38 CFR 21.4255(See state of Iowa's refund policy)

Refund for Veteran Benefit Program Participants –A student who receives Veteran's benefits must provide written notice of cancellation to receive a refund. Refunds for all courses starting after the receipt of cancellation will be calculated on a pro-rata percentage based on the in-class hours of the program, minus 10%of the total amount. \$10 is deducted from refunds on registration fees. No refunds are given for materials and equipment.

Section 103 Policy (Late Fees Chapter 31 and 33

In accordance with the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code, Midwest Welding Academy's policy is that any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

- Will be permitted 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.
- Midwest 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.
- The restriction on penalties does not apply in cases where the student owes additional payment to the school beyond the amount of the tuition and fee payment from VA to the school.

Satisfactory Academic Progress

Midwest Welding Academy certificate program relies on satisfying skills requirements for successful graduation. The academic portion of the course centers on basic pipe welding and equipment knowledge but cannot, by itself satisfy the requirements necessary of a gainfully employed welder. For this reason, the skills portion makes up most of the course in terms of focus and level of difficulty. It is essential for students to be capable of meeting the minimum standards of the program each week, in order to proceed to the next step in the training.

Midwest Welding Academy conducts evaluations of each student's academic progress at the end of each week. This evaluation standard applies to all certificate programs. At each of these points in a student's program, the student must maintain a minimum grade of C. Students with a GPA below 2.0 will not be allowed to continue to the next step of the program until minimum standard is reached. Should this occur, students may still be capable of finishing the program if deficiencies are corrected and all subsequent steps are caught up successfully.

Welding is a skills training development program, any portion of the class repeated will not affect the student's overall opportunity to graduate, however, if a student exceeds the time allotted for the overall course, additional fees may be charged to the student on a daily rate to reimburse school for materials, facilities, and labor associated with the overtime required.

VA benefits students: Student placed Academic Probation will be allowed ten days to correct GPA above 2.0 AND recover lost time. IF at any time the 10-day window is exceeded, benefits will be terminated. Student will be required to make alternative payment arrangements before continuing the program if termination occurs during the proration period for refunds to the VA. See refund policies for details on calculation of refunds.

Emergency Evacuation Plan

School evacuation plan is a document showing evacuation routes on the building structure. Preparation in advance can prevent emergency injuries and disasters. Schools should prepare students well by letting them get familiar with the school escape routes, so that when accident occurs, they know where to go and what actions to take.

Emergency Evacuation Plans will be practiced quarterly.

Potential Risks:

- Natural disasters: (floods, heavy rain and wind, earthquakes, tornado, fires.)
- Incidents: (quarrels, violence, external aggression, and gas and chemical leakage).

General Evacuation Guidelines:

- Follow the nearest escape route and the exit.
- When using stairs & ramps, keep close to the wall and rails.
- Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- Students are to line up in and remain standing one in front of the other.
- The staff will ensure that all doors and windows are closed behind them as they leave the building.
- The staff members will coordinate upon reaching the assembly point to ensure everyone is evacuated from the facility.
- All students shall remain at the assembly point until instructed to move by a staff member.

Assembly Point

A location designated as the place for a group to meet or for people to gather in an emergency.

Assembly point is also defined as a specific designated open space where people can congregate in the event of a fire. This should be easy to reach and also free from dangers of the fire. The main reason why people need to get to the fire assembly point is because it helps identify any missing people. It is important that assembly signs be well designed with clear visibility. They should be able to guide people to safety without problem.

Assembly Points:

- Fires, Chemical leakage, gas leakage – Grass Lot west of Midwest Welding academy, East of Hy-Vee Wine & Spirits parking lot.
- Floods, heavy rain and wind, earthquakes, tornados, external aggression, quarrels, & violence– Women’s bathroom located in hallway adjacent to the classroom.

Summary of Evacuation Procedures:

- On discovering a fire everyone is required to evacuate the building immediately.
- Escort all persons to the assembly point through emergency exits.
- Make sure that all staff and students are gathering at the design noted assembly points.
- When students reach assembly areas, implement the form of student accountability (head count system should be implemented).

Student Services/Resources

The staff is available to attend to the needs of the student body at Midwest Welding Academy. Such services include providing students with information regarding transportation, childcare, professional counseling services available within the community, as well as attend to any other concerns which may arise while attending Midwest Welding Academy.

Special Instructional Assistance

Students who have occasional difficulty with study are urged to seek assistance from their instructor during class hours. Informal guidance services are available for students depending on their individual needs. Assistance in program selection is available.

Students encountering problems which interfere with their education are encouraged to bring these issues to the attention of their instructor.

Midwest Welding Academy recognizes the existence of external factors, which may interfere with study of the program, such as physical or substance abuse. Midwest Welding Academy will offer referrals to student to services available through local agencies. Students must take the initiative in asking for guidance.

Referral Services

Medical Care

Midwest Welding Academy is located near clinics and hospitals and will make any needed referrals. In case of emergencies, 911 will be called.

Drug, Alcohol, Mental Health and Sexual Abuse Resources

IOWA:

Transitional Services of Iowa
1221 Pierce St.
Sioux City, IA 51105
712-255-0204
www.transitionalservicesofiowa.org

Siouxland Counseling Services
409 11th St.
Sioux City, IA 51105
712-560-7045

Council on Sexual Assault and Domestic Violence (CSADV)
712-258-7233

NATIONAL:

Alcoholics Anonymous
<http://www.aa.org/>

National Institute on Alcohol Abuse and Alcoholism
Alcohol & Your Health

<http://www.niaaa.nih.gov/alcohol-health>

Public education materials

<https://niaaa.nih.gov/publications/brochures-and-fact-sheets>

Federal Substance Abuse and Mental Health Services Administration

Behavioral Health Treatment Services Locator

<https://findtreatment.samhsa.gov/locator/home>

Rape, Abuse & Incest National Network (RAINN)

(800) 656 HOPE (4673)

Safety and Prevention

<https://www.rainn.org/safety-prevention>

Center for Changing our Campus Culture

Victim Services/Advocates

<http://changingourcampus.org/category/victim-services/>

Housing

Midwest Welding Academy does not have on-campus housing. However, several apartments, rental homes, RV sites and motel accommodations are available within easy commuting distance. Midwest Welding Academy assumes no responsibility for student housing but can offer a list of current & updated recommendations to look into.

Employment Assistance

Midwest Welding Academy can provide training on job search. The instructors & office managers maintain contact with many employers, as well as construction projects needing welders. Opportunity for employment is the true reward a student graduate will receive.

Job placement assistance is available. Midwest Welding Academy **does not guarantee a job to anyone.**