



# **ARKANSAS ELITE WELDING ACADEMY, LLC STUDENT CATALOG & HANDBOOK**

**2022-2023**

333 Rosebud Road  
Quitman, AR 72131  
833-354-8310

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

Follow us on:

Facebook - @arkansasewa

Instagram - @arkansas\_elite\_welding\_academy

TikTok - ar.elite.welding.academy

FIRST PRINTING: DECEMBER 09, 2015

REVISION DATE: January 1, 2022

## TABLE OF CONTENTS

About Arkansas Elite Welding Academy, LLC (Mission, Vision, Facilities)	Page 4
Employee Bios	Pages 5
Admission and Enrollment	Page 8
Financial Aid Resources	Page 10
Payment Policies and Procedures	Page 12
Policies for Students Receiving VA Education Benefits	Page 16
Programs	Page 18
Certifications and Bonus Curriculum	Page 20
Program Completion Standards	Page 22
Attendance / Withdrawal / Dismissal	Page 24
Skill Performance and Evaluation	Page 28
Safety	Page 30
Student Records	Page 32
Student Grievance Procedure and Complaints	Page 36
Standards of Conduct	Page 38
Steps in Disciplinary Action	Page 43
Student Services	Page 44
Alumni Services	Page 45
Appendix A - Enrollment Forms	Page 47
Appendix B – 2022 Calendar	Page 68
Appendix C - Program Orientation	Page 69

## DISCLAIMERS

Arkansas Elite Welding Academy, LLC, does not discriminate based on sex, race, ethnic origin, or religion.

Completing an enrollment agreement, and paying the registration fee and tuition deposit, does not guarantee an applicant will be accepted to begin a program.

Completing an enrollment agreement, and paying the registration fee and tuition deposit, does not guarantee an applicant will be able to start a program on their preferred start date.

Start and end dates are subject to change and will be communicated as soon as possible to current and future students.

Arkansas Elite Welding Academy is not approved to accept federal financial aid (aid you apply for through the FAFSA - Free Application for Federal Student Aid). Students are responsible for securing their own funding.

Arkansas Elite Welding Academy does not guarantee student housing.

AEWA reserves the right to add, delete, or modify any program (including cost and curriculum), regulation, or policy in this Student Catalog at any time during the period it is in effect. The Core Management Team (CMT) will determine effective dates of changes, and students/applicants will be properly notified of the changes.

By completing an Enrollment Form, students acknowledge that the student catalog and handbook is accessible to them, and they agree to abide by the school's policies and procedures as stated.

Any behavior on or off campus that is considered disruptive to the educational environment or that is destructive to property is unacceptable and the student may be dismissed.

Enrollment at AEWA is totally voluntary, and a student may withdraw at any time that he/she feels that the obligations are disproportionate to the benefits.

Failure to comply with AEWA rules and policies may result in dismissal.

All materials distributed to students are considered property of AEWA. Unlawful sharing or distributing of such materials is considered a Copyright Infringement.

*Arkansas Elite Welding Academy is licensed by the Arkansas Division of Higher Education,  
423 Main Street, Suite 400, Little Rock, AR 72201.*

## **ABOUT ARKANSAS ELITE WELDING ACADEMY, LLC**

Arkansas Elite Welding Academy (AEWA), LLC is a for profit institution mission is to provide elite, rigorous, and revolutionary training. The school was established in 2016 to train dedicated individuals to fill the growing demand for qualified pipe welders in refineries, plants and pipelines. Course offerings have been expanded to include Structural Welding, a Downhill program, and an integrated Combined Structural Pipe Welding program. Most recently, AEWA was approved to offer a Pipefitting Program which is anticipated to begin in August 2022. AEWA is licensed to operate by the Arkansas Division of Higher Education.

### **Mission**

Provide elite, rigorous, and revolutionary training.

### **Vision**

Equipping graduates with the skills, knowledge, and ethics to improve their quality of life and the world around them.

### **Facilities**

Arkansas Elite Welding Academy, LLC is located at 333 Rosebud Road in Quitman, AR. AEWA is located on approximately 4 acres consisting of one building containing the following:

- Shop/lab which has 62 welding booths and various real-world welding simulators
- Tool room
- Administrative offices
- Conference room
- Student break and vending room
- Student computer lab
- Classroom
- Bathrooms

The campus also houses an outdoor covered grinding area, outdoor covered cutting area, and a mock pipe system offering multiple weld positions for simulated field welding. The mock pipe system also serves as a lab for the pipefitting program.

## **CORE MANAGEMENT TEAM (CMT)**

### **Travis Bird “T.Bird” – Owner / President / Lead Instructor**

T.Bird started out in 2000 at the local welding shop. He went to welding school in 2003 to learn the trade, and by 2004 he has progressed to working in refineries and power plants across the U.S. In early 007, T.Bird began running a rig truck and worked on various projects such as pipelines, compressor stations, fab yards, etc. In 2016 he founded Arkansas Elite Welding Academy (AEWA), LLC. In 2020, T. Bird was named the Arkansas Business Person of the Year.

### **Josh Waymack – Vice President/QC Manager/Instructor, CWI, CWE, API 510**

In 2001 Josh started working for an industrial fabrication shop as a laborer and structural welder in his hometown. After high school, Josh went to welding school, and upon completion of welding school, he went to work at a fabrication shop where he gained knowledge in structural fabrication. In 2007 Josh moved into pipe and tube trades where he traveled all across the nation welding in chemical plants, mills, refineries, power plants, etc. He was a top welder on heavy wall pipe and restricted welds. In 2013 he obtained his CWI and started into weld inspection as a Field QC. In 2016 he acquired an API 510 certification and became a Quality Control Manager for numerous projects across the United States. Josh joined AEWA in 2018.

### **Travis Faulk –Instructor, CWI, CWE**

After completing welding school, Travis began his welding career in 1995 in a local mechanical company in Conway, AR. He moved into working shutdowns as a pipe welder until he hired in at Brownings Welding in Wooster, AR. There he traveled the United States installing boilers. In 2003, Travis started his own business upgrading the piping in food grade, water bottling, ice cream, and milk plants across the southeast United States. In 2009, Faulk started as a Natural Gas Pipeline Inspector for SWN on pipeline and compressor station projects, and in that time, he was promoted to Construction Supervisor running up to 14 inspectors spread among various projects. He obtained his Certified Welding Inspectors Certification (CWI) in 2017 and his Certified Welding Educator Certification (CWE) in 2020. He joined AEWA full time in 2019 after serving as an adjunct instructor since the school opened in 2016.

### **Sancy Faulk – Enrollment Director**

Sancy has over 17 years of experience in higher education administration, serving as a college vice president for 15 years. She has supervisory experience in the areas of admissions, development, financial aid, housing, public relations, and student services. She holds a Bachelor of Arts in Psychology and a Master of Science in College Student Personnel Services and Administration. She joined AEWA in 2021.

## **INSTRUCTOR'S AND INSTRUCTOR'S ASSISTANTS**

### **Dennis Black – Instructor**

Dennis started his career in 1976 on a barge in the North Sea. He then spent 29 years working in plants, specializing in stainless steel and boiler tubes. In 2005, Dennis started pipelining until 2017, when he became an instructor at AEWA.

### **Doug Elliott – Welding Instructor / Lead Pipefitting Instructor**

Doug graduated welding school in 1998. He has worked in the refrigeration industry, cold storage, and food processing. In 2005 Doug began welding in pipeline construction and compressor fabrication. He worked his way up to welder foreman in 2010 and was in charge of layout and fabrication of compressor stations and pipeline maintenance. Doug joined the AEWA team in 2022.

### **Grant Ragland – Instructor / Registered Nurse / Safety Coordinator**

Grant started his welding career in June of 2019 after completing the Elite Pipe Program at Arkansas Elite Welding Academy. He spent two years on the road as a pipe welder, welding in new construction and food processing plants, and fabrication, before coming to AEWA full time in 2021. Grant is also a Registered Nurse with a Bachelor of Science in Nursing.

### **Brandon Telford – Instructor's Assistant**

Brandon began his career in the welding industry in 2014 when he attended a welding course sponsored by the Independence Power Plant in Newark, AR. Once equipped with the ability to pass a 6G combo test, he broke out as a Tube Welder in many power plants across the nation. Since that time, Brandon has worked in fabrication shops that built heavy wall chrome headers and pipe, commercial sanitary stainless jobs, and capital projects at chemical plants, among other things. Brandon joined AEWA in 2022.

### **Teaching Assistants**

Teaching Assistants will be utilized on an as needed basis and will have sufficient experience in the industry.

## **STAFF**

### **Reid Birch - Recruiter / Social Media Coordinator**

Reid began his welding career in a fabrication shop in Little Rock, Arkansas in 2016. After a college tennis career, Reid decided to attend welding school at Arkansas Elite Welding Academy. Graduating in January of 2021, he hit the road working jobs in Texas, Louisiana, and Arkansas. Reid's passion for video work and managing social media accounts, combined with his knowledge of welding, uniquely qualify Reid to serve as AEWA's Recruiter and Social Media Coordinator. Reid joined the AEWA team in 2022.

### **Jake Odom – Student Advisor and Housing Coordinator**

Jake began working in the gas industry locally as an Electrical & Instrumentation technician and has traveled the state working in various refineries, chemical and petrochemical plants, and food processing facilities. Jake started his tenure with AEWA in 2020 to work locally and ensure students are meeting their goals in and out of school.

### **Kelly Patrick – Finance Director**

Kelly brings a wealth of professional experience to AEWA. She has more than 30 years of experience in various customer service roles, finance administration and property and casualty insurance. Kelly currently holds a property and casualty insurance license, is a licensed Notary Public and is a licensed Admissions Representative. Kelly was AEWA's first employee.

### **Hunter Sherman – Recruiter / Instructor's Assistant**

"Sherm" began his welding career in 2015 when he graduated high school early and went to work at a local fab shop in his hometown of Bryant. There he welded structural I-beams and metal building components for four years before learning about the pipe welding side. He pursued training at AEWA, and since his graduation, has been in the field as a combo welder on various projects across the nation. Sherm joined the AEWA staff in 2022 and is excited to give back to those who opened doors for him.

### **Lucas Stacks - Materials, Tools, and Logistics Manager**

After working as a lead warehouse manager at Amtran, Lucas went to work for Mountain Pure Water in Little Rock. While there he supervised over 60 employees, was over warehousing, and managed the sale of bottled water to Walmart. He then went to work in the oilfield industry for DNOW. While working there, Lucas managed inventory at four different branch locations and provided service for SWN. After moving four times, he decided to move back home to Central Arkansas, and he joined the AEWA team in late 2021.

## ADMISSION AND ENROLLMENT

*For assistance with your enrollment form, selecting a start date, or other things related to admission or enrollment please contact:  
Sancy Faulk, Enrollment Director: [sfaulk@arkansasewa.com](mailto:sfaulk@arkansasewa.com) or 501-755-1073*

### Admission Requirements

- Be at least 17 years old at the time of a student's program start date and be at least 18 years old by the time of the student's program completion date.
- Be a high school graduate or have earned a GED certificate. Submission of a copy of a student's high school transcript, high school diploma, or GED certificate is required to complete a student's enrollment file and must be submitted before the program start date.
- Be able to read, write, and understand English.
- Welding is a physically demanding career, and AEWA runs its training programs as a job site which means your training is physically demanding. AEWA recommends that all new students have seen their primary care physician for a physical and have had a recent eye exam. Please note that welding in contact lenses is prohibited. If you need corrective lenses, you must wear glasses. *Please note that while physical handicaps do not preclude a student from admission to the school, individuals with physical handicaps should consult with their physician and AEWA to determine if the training requirements can be accomplished.*

### 2022 Enrollment Dates

Arkansas Elite Welding Academy, LLC has classes starting monthly, except for December. Program hours are Mondays – Thursdays from 8:00AM - 6:00PM. 2022 start dates are as follows:

January 11, 2022	May 24, 2022	September 20, 2022
February 15, 2022	June 21, 2022	October 11, 2022
March 29, 2022	July 12, 2022	November 29, 2022
April 19, 2022	August 16, 2022	December – no start date

A full calendar is available at [www.arkansasewa.com](http://www.arkansasewa.com).

### Enrollment Steps

Visit [www.arkansasewa.com](http://www.arkansasewa.com). Click the red "Apply Now" button, and then choose the program you would like to enroll in. Complete the enrollment form and submit. Upon submission you will be asked to make a \$250 payment. The \$250 payment includes a \$100 non-refundable registration fee and a \$150 refundable tuition deposit that is applied toward an applicant's final bill. The enrollment form is not complete until this \$250 payment is made. Upon receipt of the



enrollment form, including payment, an AEWA representative will confirm your start date and reserve your booth space. *Please note that start dates are filled on a first come, first served basis. If the originally selected start date is filled by the time the enrollment form and payment is received, the applicant will be contacted to select an alternate start date.*

### **Transfer of Credits**

Arkansas Elite Welding Academy programs are determined by clock hours instead of credit hours; therefore, we do not issue credits. Transferability of AEWA's clock hours to another institution is determined exclusively by the receiving institution. No person can imply or guarantee that clock hours will be converted to credits to be transferable. As a vocational training program, it is very unlikely that any credit will be given at another post-secondary institution that offers credits instead of clock hours for training received by Arkansas Elite Welding Academy.

AEWA does not give credit for prior welding training. All students begin at the beginning of their program curriculum and progress through the entire curriculum, regardless of prior weld knowledge possessed.

### **Notifications**

*AEWA does not use erroneous, deceptive, or misleading practices.*

*AEWA does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.*

## FINANCIAL AID RESOURCES

*Please note that Arkansas Elite Welding Academy is NOT approved to accept Title IV funding including federal student loans or Pell Grants. This is funding you would qualify for by completing a FAFSA Form (Free Application for Federal Student Aid).*

- **MILITARY EDUCATION BENEFITS:** Arkansas Elite Welding Academy, LLC is approved to accept military education benefits for those who qualify. Visit <https://www.va.gov/education/how-to-apply/> to apply for benefits. For additional information visit <https://benefits.va.gov/gibill/>. Call 888-442-4551 for questions or assistance in applying for your benefits.
- **ARKANSAS RURAL ENDOWMENT FUND:** This option is available **ONLY** for Arkansas residents. AREF provides funding for student loans for students who attend colleges or proprietary schools which usually do not participate in the federal student loan programs. These loans will be set at a competitive interest rate and will require a co-maker. The co-maker must be currently employed. Complete the online application, and call AREF at 800.232.5505 to pay your non-refundable \$20 application fee. This must be done before your loan application will be processed. Visit <http://www.aref.org/index.cfm> for more information and to complete your online application.
- A listing of private scholarships is available online at [arkansasewa.com/financial-aid/](http://arkansasewa.com/financial-aid/)
- Arkansas Elite Welding Academy provides scholarships annually to High School Seniors through welding competitions. See the AEWA Scholarship Policy on the following page for more details.

*This is not meant to be an exhaustive list of financial aid options, only things for a prospective student to consider. However, don't forget to inquire about what is available in your local community. Civic clubs like Rotary, Kiwanis, Lions Clubs; school district Alumni Associations; local FFA chapters, home/auto insurance companies, local foundations.*

### **AEWA Welding Competition Scholarship Policy**

AEWA hosts a Welding Competition each year for current high school seniors. All AEWA Welding Competition participants receive a tuition scholarship. Additional scholarships are awarded for the competition winners. AEWA also awards competition scholarships each year to current high school seniors at various other competitions. A student may only use ONE (1) AEWA Welding Competition Scholarship.

*NOTE: If a student competes at multiple competitions and receives multiple AEWA scholarship awards, the student can select one scholarship award to use toward their tuition bill. AEWA scholarships can be applied to tuition charges only and cannot be used for materials fees or tools fees.*

AEWA scholarships are non-transferrable and have the following expiration deadlines. A student must enroll\* within 12 months of their high school graduation date and begin\*\* an AEWA program within 18 months of their high school graduation date.

*\*Enroll means a student must have completed an enrollment form, paid the \$100 non-refundable application fee and the \$150 refundable tuition deposit, and reserved their spot for a future start date.*

*\*\*Begin means that a student starts attending classes in an AEWA program of study.*

#### *Example:*

A student competes at an April 2022 competition.

They will graduate from high school in May of 2022.

They must enroll by the end of April 2023.

They must begin a program by October 2023.

## PAYMENT POLICIES AND PROCEDURES

*For assistance with making a payment, confirming funding, or confirming a payment please contact: Kelly Patrick, Finance Director: [kpatrick@arkansasewa.com](mailto:kpatrick@arkansasewa.com) or 501-755-1074*

Each program of study offered at AEWA has its own tuition and fees schedule. The cost for each program is listed below for reference and on the enrollment agreement that each student completes to begin the enrollment process.

### PROGRAM LENGTH AND TOTAL COST OF ATTENDANCE BY PROGRAM

#### **Elite Combined Structural/Pipe Welding Program: 920 hours - 23 weeks**

Registration Fee	\$ 100 (Non-Refundable)
Tools	\$ 1100 (Non-Refundable)
Lab Fees	\$ 2600
Tuition	\$ 20300
Total	\$ 24100

#### **Elite Pipe Welding Program: 720 hours - 18 weeks**

Registration Fee	\$ 100 (Non-Refundable)
Tools	\$ 1000 (Non-Refundable)
Lab Fees	\$ 2000
Tuition	\$ 15000
TOTAL COST	\$ 18100

#### **Elite Structural Welding Program: 420 hours - 10.5 weeks**

Registration Fee	\$ 100 (Non-Refundable)
Tools	\$ 600 (Non-Refundable)
Lab Fees	\$ 1250
Tuition	\$ 8650
TOTAL COST	\$ 10600

**Elite Pipefitting Program: 680 hours - 17 weeks**

Registration Fee	\$ 100 (Non-Refundable)
Tools	\$ 1500 (Non-Refundable)
Lab Fees	\$ 4500
Tuition	\$ 10000
TOTAL COST	\$ 16100

**Elite Downhill Pipeline Program: 240 hours - 6 weeks**

Registration Fee	\$ 100 (Non-Refundable)
Tools	\$ 0
Lab Fees	\$ 2500
Tuition	\$ 5000
TOTAL COST	\$ 7600

**Payment Policy**

The program cost must be paid in full, or funding source(s) confirmed, by the payment deadline for each start date. Students not able to complete the payment process will be moved to a future start date. AEWA accepts online payments via credit/debit card and ACH. Onsite payments can be made via cash, credit/debit or check.

**Program Start Dates and Payment Deadlines:**

Payment deadlines for each program are approximately two and a half business weeks before the program start date. Due to holidays and scheduled breaks, the payment deadline may be earlier. Having payment made, or a funding source confirmed, by these dates allows AEWA to fill booth space if a student is not able to attend.

<u>Program Start Dates</u>	<u>Payment Deadlines</u>
January 11, 2022	December 16, 2021
February 15, 2022	January 27, 2022
March 29, 2022	March 3, 2022
April 19, 2022	March 31, 2022
May 24, 2022	May 5, 2022
June 21, 2022	June 2, 2022
July 12, 2022	June 23, 2022
August 16, 2022	July 28, 2022
September 20, 2022	September 1, 2022
October 11, 2022	September 23, 2022
November 29, 2022	October 27, 2022

**Documentation of Student Accounts**

Any funds received from, or on behalf of, a student shall be recorded on the Student Ledger in each student's file in a timely manner. The funding source and the reason for the charges shall be clearly identified. Receipt of payment will be provided to the student as well as placed in the student file.

**Cancellation Refund Policy**

A full refund will be made to any student who cancels the enrollment contract within seventy-two (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the enrollment contract is executed. The date the enrollment contract is executed is the date an online application is submitted. Enrollment must be cancelled in writing by emailing [info@arkansasewa.com](mailto:info@arkansasewa.com). The school shall promptly fully refund all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty (30) days after cancellation. All monies paid by an applicant, less a \$25 fee, will be refunded if the applicant is not accepted by the school.

**Withdrawal and Dismissal Refund Policy**

Students must withdraw from AEWA according to the withdrawal policy located on page 26 of this Student Catalog. Refunds will not be calculated or issued until the withdrawal process has been completed. Students who are dismissed by AEWA will also be subject to this refund policy.

AEWA uses the State of Arkansas Rules and Regulations to determine any refunds/debt after a withdrawal or termination. The effective date for withdrawal or termination, for refund purposes, will be the last date of attendance.

1. AEWA may retain a registration fee associated with withdrawal or termination not to exceed \$100.
2. All tuition (not including tool fees) paid in excess of the registration fee of not more than one hundred dollars (\$100) shall be refundable.
3. The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.
  - i. At completion of less than twenty five percent (25%) of the program, the refund of tuition and lab fees shall be made on a pro rata basis
  - ii. At completion of 25% but less than 50% of the program, the student will be refunded 50% of tuition and lab fees.
  - iii. At completion of 50% but less than 75% of the program, the student shall be refunded 25% of tuition and lab fees.
  - iv. At completion of 75% or more of the program no refund is due to the student.

**Policy for Processing Student Refunds**

AEWA will process student refunds in accordance with federal and state regulations. Refunds will be processed within 30 Days using the Student Refund Calculation Worksheet. The Finance Director will issue a check in cases where monies are due to the student. The Student Ledger will be updated appropriately.

**Notification of Funding Agency Upon Student Cancellation, Withdrawal, or Dismissal**

Arkansas Elite Welding Academy will notify a student's funding agency upon their cancellation, withdrawal, or dismissal.

## **POLICIES FOR STUDENTS RECEIVING VA EDUCATION BENEFITS**

### **VA Pending Payment Policy**

In accordance with Title 38 US Code 3679(c), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation & Employment (Ch.31) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certification of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

### **Standards of Progress for VA Students**

Evaluation of progress of VA students will be conducted by the school's evaluation policy schedule. Students with a minimum of 80% academic average and 85% attendance will be considered making satisfactory progress until the next scheduled evaluation.

In order for a student to be considered making satisfactory progress the student must meet both attendance and academic minimum requirements. Students receiving VA benefits who fail to meet minimum progress and attendance requirements will be placed on **probation** for 30 days. At the end of the probationary period, the student's progress (academic and attendance) will be re-evaluated. If the student is meeting minimum requirements, the student will be determined to be making satisfactory progress and will be considered off Probation.

### **Suspension/Withdrawn/ Termination**

If the student fails to meet minimum requirements in either academics or attendance, the school's certifying official will submit a 22-1999b effective on the last day of probation.

**Reinstatement of VA student's educational benefits:** Once VA student's educational benefits has been suspended and after 30 days and the student is meeting the minimum standards of progress, the school's certifying official will submit a 22-1999.



**Refund Policy**

In the event a veteran fail to enter the course or withdraws or is discontinued a refund will be based on a pro rata refund of the unused portion of tuition, fees and charges. This refund will be returned promptly as required under 38 CFR 21.4255

**REFUNDS:** Refunds will be made based on the chart below within 40 days of withdrawal.

<b>STUDENT ENTITLED UPON WITHDRAWAL/TERMINATION</b>	<b>REFUND</b>
10% of program completed	90%Refund
20% of program completed	80% Refund
30% of program completed	70% Refund
40% of program completed	60% Refund
50% of program completed	50% Refund
60% of program completed	40% Refund
70% of program completed	30% Refund
80% of program completed	20% Refund
90% of program completed	10% Refund

**Prior Credit**

It is the policy of this institution that an evaluation of previous education and training will be conducted, appropriate credit granted, if applicable, the institution's duration in the course will be shortened proportionately, and that the Veteran's Administration and the student will be so notified. VA credit will be given for prior training for veterans and eligible programs.

Authority 38 CFR 21.4253 and 38 CFR 21.4254.

## **PROGRAMS**

### **Elite Structural Welding Program**

The Elite Structural Welding Program prepares students for journeyman level positions in residential, commercial, and industrial structural steel welding. These types of welders can be found in various areas such as light and heavy commercial or industrial shop fabrication, plants, refineries, power plants, manufacturing facilities, and more.

Class times for the Elite Structural Welding Program: The program will be held Monday - Thursday 8:00 AM - 6:00 PM. The program meets approximately 10.5 weeks at 40 hours a week of instruction. (Note: number of hours per week may vary depending on holiday schedule).

Total Program Cost: \$10,600 (*Non-Refundable Registration Fee \$100 / Non-Refundable Tools Fee \$600 / Lab Fee \$1,250 / Tuition \$8,650*)

### **Elite Pipe Welding Program**

The Elite Pipe Welding Program prepares students for journeyman level positions in commercial and industrial pipe welding. These types of welders can be found in various areas such as industrial pre-fabrication shops, paper mills, refineries, power plants, chemical plants, food processing plants, oil and gas pipelines and more.

Class times for the Elite Pipe Welding Program: The program will be held Monday - Thursday 8:00 AM - 6:00 PM. The program meets approximately 18 weeks at 40 hours a week of instruction. (Note: number of hours per week may vary depending on holiday schedule).

Total Program Cost: \$18,100 (*Non-Refundable Registration Fee \$100 / Non-Refundable Tools Fee \$1,000 / Lab Fee \$2,000 / Tuition \$15,000*)

### **Elite Combined Structural / Pipe Program**

The Elite Combined Structural / Pipe Program prepares students for journeyman level positions in residential, commercial, and industrial structural steel and pipe welding. These types of welders can be found in various areas such as light and heavy commercial or industrial shop fabrication, paper mills, refineries, power plants, chemical plants, food processing plants, oil and gas pipelines, manufacturing facilities, and more. This program integrates the Elite Structural Welding Program curriculum with the Elite Pipe Welding Program curriculum providing the training offered in both programs.

### **Elite Combined Structural / Pipe Program Continued**

Class times for the Elite Combined Structural Pipe Program: The program will be held Monday - Thursday 8:00 AM - 6:00 PM. The program meets approximately 23 weeks at 40 hours a week of instruction. (Note: number of hours per week may vary depending on holiday schedule)

Total Program Cost: \$24,100 (Non-Refundable Registration Fee \$100 / Non-Refundable Tools Fee \$1,100 / Lab Fee \$2,600 / Tuition \$20,300)

### **Elite Pipefitting Program**

The Elite Pipefitting Program prepares students to enter the field with basic pipefitting knowledge such as jobsite safety, basic tool knowledge, blueprint and isometric drawing interpretation, sizing and schedules of pipe, various fittings to be applied, pipefitters math, offset calculations, hands on pipe fitting, rigging, and lifting. Pipefitters are found various areas such as industrial shop fabrication, paper mills, refineries, power plants, chemical plants, food processing plants, oil and gas pipelines and more.

Class times for the Elite Pipefitting Program: When offered, the program will be held Monday - Thursday 8:00 AM - 6:00 PM. The program meets approximately 17 weeks at 40 hours a week of instruction. (Note: number of hours per week may vary depending on holiday schedule).

Total Program Cost: \$16,100 (Non-Refundable Registration Fee \$100 / Non-Refundable Tools Fee \$1,500 / Lab Fee \$4,500 / Tuition \$10,100)

### **Elite Downhill Pipeline Program**

This Elite Downhill Pipeline Program is only available for Arkansas Elite Welding Academy graduates that have been in the field for at least one year. The Downhill program is only offered when pipeline work is available. Typically, when oil and gas prices are low, AEWA does not offer this course. To join the program waiting list, contact an AEWA Recruiter by emailing [info@arkansasewa.com](mailto:info@arkansasewa.com).

Class times for the Downhill Pipeline Program: When offered, the program will be held Monday - Thursday 8:00 AM - 6:00 PM. The program meets approximately 6 weeks at 40 hours a week of instruction. (Note: number of hours per week may vary depending on holiday schedule).

Total Program Cost: \$7,600 (Non-Refundable Registration Fee \$100 / Lab Fee \$2,500 / Tuition \$5,000)

## **CERTIFICATIONS AND BONUS CURRICULUM**

### **CERTIFICATIONS**

Welding certifications are formal assessments given to verify welding skills. Arkansas Elite Welding Academy, LLC has developed a weld procedure specification (WPS) for each offered program. ASME IX and/or AWS D1.1 certifications can be earned if a student passes the final test at the end of their curriculum on the first attempt. Tests are administered by an on staff Certified Welding Inspector (CWI). Certifications are not guaranteed. Earning a certification is not a requirement for successfully completing a program, does not guarantee employment, and does not make a person more employable.

A welding certification can be earned by all students on their final test. Students can use their remaining program hours to practice for the test. Once the student has reviewed and accepted the WPS and rules, they begin the test. Students have one attempt to earn a certification. Students may retest if they fail the first time, but they are no longer eligible to receive a certification. By code requirements, a certification can only be awarded on the first test attempt. Students must pass the final test to successfully complete their program of study, but do not have to receive a certification to successfully complete the program.

More detailed information is available on the Weld Test Instructions which are available from an AEWA CWI.

### **TOP GUN\***

Students enrolled in the Structural Program have the opportunity to move on to the Top Gun Bonus Curriculum if they have a minimum of 100 hours remaining after completion of the Structural Program Curriculum. The Top Gun Curriculum is offered so that students can gain practice and proficiency with more advanced types of industry welding processes. Students who complete the Top Gun Bonus Curriculum will receive a gold seal on their program certificate of completion.

### **GOLDEN ARM\***

Students enrolled in the Pipe Program have the opportunity to move on to the Golden Arm Bonus Curriculum if they have a minimum of 100 hours remaining after completion of the Pipe Program Curriculum. The Golden Arm Curriculum is offered so that students can gain practice and proficiency with more advanced types of industry welding processes. Students who complete the Golden Arm Bonus Curriculum will receive a gold seal on their program certificate of completion.

\*Students enrolled in the Elite Combined Structural / Pipe Program can choose to complete one or both bonus curriculums if they have the remaining time after completing the Elite Combined

Structural / Pipe Program Curriculum. Gold seals for the bonus curriculum completed will be placed on the program certificate of completion.

## PROGRAM COMPLETION STANDARDS

### Standards for Satisfactory Completion of Training

To satisfactorily complete an AEWA program, students must meet the following requirements:

- complete 85% of the required training hours
- maintain daily production of at least 85%
- score 80% or better on all weld skill evaluations
- maintain at least an 80% average in safety
- Complete OSHA-10 training
- Complete 20 hours of job placement assistance training unless a job placement waiver is requested. See the following page for more information.)

*Student Progress Binders are maintained and available for student review at any time. Students who fall below these standards at any time may be placed on an improvement plan. More details about student improvement plans can be found on page 28.*

Upon completion of these training requirements students will be given a Certificate of Completion and a copy of their transcript.

### Grading Scale

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

**If you are a student receiving VA Education Benefits, please see the POLICIES FOR STUDENTS RECEIVING VA EDUCATION BENEFITS located on page 16.**

**Job Placement Assistance**

Job attainment for all programs will be based on the individual's ability to pass the contractors weld test(s) based on the governing code of construction, testing, and the weld test administrator. AEWA does not guarantee employment or wages upon program completion.

Students complete twenty (20) hours of Job Placement Assistance Training as part of each program's curriculum. Students are provided with resume assistance, assistance in creating and completing online profiles with contractors, and assistance making calls about potential jobs. Students will demonstrate the ability to apply for jobs, speak to recruiters and HR Personnel, schedule weld tests and begin employment. Students complete a job call log during this training to schedule a weld test(s).

AEWA in no way guarantees employment or wages upon program completion.

**Job Placement Assistance Waiver**

Job Placement Assistance Waivers are available for students who have a job lined up prior to beginning the Job Placement Assistance Program or who do not plan on obtaining employment within 30 days of a completion date.

## **ATTENDANCE / WITHDRAWAL / DISMISSAL**

### **Attendance**

Attendance is essential to benefit from class and shop instruction. Students are required to be (1) on time for each class, (2) stay for the duration of the class session, and (3) participate fully in each shop and classroom session.

### Legal Holidays

The school will observe the following legal holidays: New Year's Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and Memorial Day. Refer to the School Calendar in Appendix A for a full listing of school closings for holidays.

### Attendance Policies

- Students must complete 85% of the required training hours and complete all curriculum requirements to receive a Certificate of Completion.
- Safety Meetings begin promptly at 8:00 am each day. If students are not present at 8:00 am they are considered tardy.
- Each student will record time-in and time-out by badging in and out with their student ID card.
- Lunch is from 12:00PM to 1:00PM.
- Students found loitering in other areas may be counted absent for the time spent away from their assigned area (booths/classroom).
- Students are to leave and return from breaks on time daily.
- Tardies and Early Outs will result in lost attendance for the student.
- Excessive tardies, early outs, and/or absences may result in the loss of the privilege of attending make-up class times.
- Attendance is monitored continuously. An audit will be conducted at each program mid-point. If a student falls below the 85% attendance requirement at any time, they may be dismissed.
- If a student's absences at any time near or exceed 15%, they will be placed on a student improvement plan. The student improvement plan will include stipulations for improving attendance.
- Students should notify the Student Advisor if they are unable to report at the scheduled time.
- Students who have not called in or attended class for 5 consecutive days will be considered dismissed. The withdrawal date will be the last date of class attended.

*NOTE: Arkansas Elite Welding Academy, LLC reserves the right to deviate from the stated attendance policy in cases where student absences are so excessive at any evaluation point that the student cannot mathematically achieve 85% attendance.*



### Friday Attendance

- Free Fridays are optional unless a student is on an improvement plan, then they are mandatory.
- Friday hours are 7:00am until noon.
- Students do not clock in or out on Fridays.
- Students can sign up and request to attend by noon on Thursday of the week they wish to attend.
- If a student is late or misses a Friday they signed up for, Friday privileges will be suspended until further notice. This loss of privilege will be communicated to the student.

### **AEWA Student ID Badge Use**

Students are issued an AEWA Student ID Badge during their orientation day. Beginning on Day 1 of his/her individual program, each student should scan in between 7:30AM and 8:00AM each day and should scan out at the end of each day between 5:30PM and 6:00PM. Do not scan in and out for lunch and do not scan in or out on Fridays.

If a student forgets to scan in or out, he/she should inform the Student Advisor immediately. Missed scans will be counted as absences/tardies.

Students should NOT scan in or out for any other student. Students should NOT ask another student to scan in or out for them. If students are caught doing this, both students will receive a write-up and face disciplinary action.

If a student loses his/her AEWA Student ID or the badge stops scanning, he/she should inform the Student Advisor immediately to receive a replacement badge. Any missed scans that occurred during the time a badge was missing/not functioning will be counted as absences/tardies. Replacement badges cost \$10.

### **Leave of Absence Policy**

Leave of Absence (LOA) request must be submitted and approved by the CMT (Core Management Team). Documentation may be required. Students will be given a leave of absence form for their signature.

- If the leave of absence is no more than 2 weeks (80 hours of class), the student will resume where he/she left off in the curriculum, with a change in his/her completion date.
- If the leave of absence is longer than 2 weeks, the student will need to meet with the Student Advisor before returning to class. A weld skill evaluation may be conducted to determine the restart status after the leave of absence. AEWA must be informed 14 days prior to the proposed return to school date so that appropriate placement can be determined.
- A student in the military may leave and return with verification of the military training.

- Should a student decide not to return from the LOA, it is necessary to inform AEWA promptly and complete a withdrawal form. If the student does not communicate with AEWA, the dismissal policy may apply. The Refund Policy will be followed when calculating funds owed to AEWA or to be refunded to the student. The withdrawal date will be the last date of class attended.

When a student returns from a LOA, the student will return to school in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the student's contract period and maximum time frame by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation.

### **Withdrawal Policy**

Students wishing to withdraw from their program should contact the Student Advisor to complete a withdrawal form. The withdrawal date will be the last class date the student attended, regardless of when the form is completed. If a student does not attend class and does not complete a withdrawal form for five consecutive days, the Dismissal Policy will apply.

The Refund Policy will be followed when calculating funds owed to AEWA or to be refunded to the student.

The re-admittance procedure is applicable should a withdrawn student desire to return to class.

### **Dismissal Policy**

A student may be dismissed by AEWA if his/her attendance falls below the 85% requirement, daily production falls below 85%, and/or a student's cumulative score on weld skill evaluations falls below 80%, and/or a student's safety score falls below 80%. A student can also be dismissed because of a conduct issue. If a student is dismissed for one of these reasons, a dismissal form will be completed. A Core Management Team (CMT) member and the Student Advisor will meet with the student to explain the dismissal. The student and an AEWA representative will sign the dismissal form. If the student is not available for a meeting, the student will be notified of the dismissal by phone.

A student will be considered dismissed when they have not contacted AEWA or attended class for five (5) consecutive days. Students will be notified of this action. The date of dismissal will be the last class date the student attended. The date of determination would be the date that AEWA determines that a student has been absent without notice for five (5) consecutive days.

The Refund Policy will be followed when calculating funds owed to AEWA or to be refunded to the student.

The re-admittance procedure is applicable should a dismissed student desire to return to class.

**Re-Admittance after Withdrawal or Dismissal**

The student who desires re-admittance after withdrawal or dismissal must first make an appointment with the Student Advisor. The Student Advisor, along with a member of the CMT, will determine if the student has resolved the problems causing the dismissal or withdrawal. Any outstanding debt to the school shall be met before re-admittance can occur. The returning student's weld skills will be re-evaluated to determine placement. The Student Advisor will determine an appropriate start date by reviewing daily production sheets and results of weld evaluations. The student will begin at the next available start date. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same academic progress status as at the time of withdrawal or dismissal.

**If you are a student receiving VA Education Benefits, please see the POLICIES FOR STUDENTS RECEIVING VA EDUCATION BENEFITS located on page 16.**

## **SKILL PERFORMANCE AND EVALUATION**

### **Student Performance Monitoring**

An audit will be conducted at each program mid-point by and the Student Advisor and the Lead Instructor. If safety, production, or weld skill evaluations fall below the minimum satisfactory requirements listed on page 22, the student will be placed on an improvement plan and monitored. Student progress is monitored daily in accordance with the curriculum pacing guide. Students are notified of their placement on an improvement plan if they are not making satisfactory progress. If a student falls below any of the standards at any time, they may be dismissed.

*NOTE: Arkansas Elite Welding Academy, LLC reserves the right to deviate from the stated Student Performance Monitoring policy in cases where student performance is so low at any evaluation point that the student cannot mathematically achieve the minimum satisfactory requirements.*

### **Student Improvement Plan**

Students who fail to maintain standards may be placed on an improvement plan in order to bring their attendance, safety, production, and/or weld skill evaluations up to minimum standards. A Student Improvement Plan is considered a probationary period to allow a student the opportunity to meet minimum standards. Students who do not follow their student improvement plan, or who do not progress, may be dismissed from the program.

### **Elite Individualized Training (E.I.T.)**

Students can request "Elite Individualized Training (E.I.T.) from the Student Advisor.

#### E.I.T. Terms and Conditions

- If students fail to maintain daily production and/or attendance requirements, they will be ineligible to receive E.I.T.
- E.I.T. can be denied at the discretion of the Student Advisor based upon students' needs.
- The Student Advisor shall check the requesting student's curriculum based hours to verify if E.I.T. is essential for student progression.
- The requesting student will receive support and instruction at the discretion of the instructor which is examining the student's real time welding.
- The instructor will remain with the requesting student until the student has demonstrated proficiency and conquered any obstacles that are keeping the student from progressing. This will be limited to two hours per E.I.T. session.

### E.I.T. Preparation Instructions

Students signed up for E.I.T. should have:

- One days' worth of production prepped.
- Proper land size on coupons for process that will be utilized.
- Coupons untacked so Instructor can visually examine land size and consistency.
- A clean work area and floor swept free from debris and clutter.
- All necessary hand tools organized and on tabletop (File, chipping hammer, hand brush, locking pliers, Kleins).
- Adequate number of Tungsten sharpened if on GTAW process.
- Rod pouch filled with necessary rods and / or filler material and hanging in close proximity.
- GTAW filler material clipped into halves or thirds and in rod pouch.
- Grinder(s) hanging with grinding discs and or wire wheels in work area.
- A clean working face shield.
- Machine set and ready to weld.

*\*\*\* Students who fail to follow these guidelines could lose future E.I.T. privileges. \*\*\**

## **SAFETY**

A safety session, along with a Safety Orientation Test, is part of Orientation Day activities.

### **OSHA-10 Training**

Students are also required to complete OSHA-10 training as part of their program curriculum. Students must log in and create an account within 30 days of their program start date. Students must complete the OSHA-10 training within 60 days of their program start date. If these deadlines are not met, students will be suspended, and unable to attend classes, until the training has been completed. All hours missed while on suspension are counted as absences. If students need access to a computer, they can use a computer in the AEWA student lab on Fridays.

### **Safety Score**

All students begin an AEWA program with a 100% in Safety. Each safety violation will result in a 10% grade deduction. On the first violation the student will be required to complete an essay documenting 3 cases of bodily injury or death due to specified safety violation and present it to the entire class at the next morning safety meeting. On the second violation, depending on the severity, the student can be suspended 2-5 days or dismissed at the discretion of a member of the CMT team. Upon receiving a third safety violation a student will be suspended for a minimum of 5 days and may be dismissed at the discretion of the CMT team. The attendance policy applies while a student is serving a suspension.

### **Dress Code**

Students will be expected to dress appropriately for a welding vocation. Students must always wear long sleeved shirts (preferably cotton or FR), long pants, and leather safety shoes/boots on the shop floor. Steel toes are not required, but recommended, and will be required on the job. Safety glasses shall always be worn in the shop area. The items listed above are mandatory. If proper dress code is not followed, students will be sent home to obtain the proper attire. While students are obtaining the proper attire, the attendance policy will apply.

### **Safety Protection Guidelines**

- ANSI Z87+ approved safety glasses are always required in the shop when across the yellow safety line.
- Students shall wear safety glasses underneath their welding hood while welding
- Students shall wear safety glasses, clear face shield and leather gloves while grinding or using rotating equipment (porta-band saw, bench grinder etc.)
- Students shall have, at a minimum, the front of their shirttail tucked in while using rotating equipment such as grinders or bandsaws
- Students shall wear safety glasses along with a properly tinted (shade 5 minimum) face shield while flame cutting.

- Students shall wear leather gloves while performing any type of hot work such as (welding or flame cutting processes).
- Pants shall be outside, and not tucked, into boots
- If hearing protection is required, ear plugs are located hanging on the wall by the restroom door.
- Welding in contact lenses is prohibited. If students need corrective lenses, glasses must be worn. Side shields for prescription glasses are located in the AEWA Tool Room.

*NOTE: Environmental conditions may necessitate the requiring of additional safety equipment or guidelines, either temporarily or permanently. Students will be notified of such changes and expected to comply.*

### **Inclement Weather Policy**

Arkansas Elite Welding Academy, LLC will be closed whenever Quitman Public Schools are closed due to inclement weather. A notification will be posted in Google Classroom and on AEWA social media.

In instances where AEWA does not close, it is each students' responsibility to determine if safe travel is possible from outlying areas. If it is not possible, the student should contact the Student Advisor to inform AEWA of the absence.

## **STUDENT RECORDS**

### **Access to Student Records**

Instructors and/or students are permitted view binders, including curriculum and production sheets, at any time upon request. Instructors and/or students should contact the Student Advisor to request access. Instructors and/or students can view binders with the Student Advisor. If the Student Advisor is not present, students can request access from an Instructor.

A Student's file, which include enrollment information and payment information, can be viewed by the student at any time by request to the Enrollment Director or Finance Director.

Upon program completion, the binder and student file will be combined into the student file.

Alumni may request their records from the Student Advisor, Enrollment Director, or Finance Director.

Student Records will be locked and stored in fireproof cabinets while unattended.

### **Maintenance and Retention of Student Records**

Arkansas Elite Welding Academy shall record all student transcript records indefinitely. These will be kept in hard copy and electronic form. Enrollment information, payment information, production sheets, etc. will be maintained for at least three (3) years following completion, dismissal, or withdrawal of the student. These will be kept in hardcopy. ALL hard copies of student records will be maintained in a Fireproof Cabinet for the first three (3) years, unless electronic back up has been scanned to external hard drive or uploaded to student tracking system.

Student Records shall be open for inspection by authorized representatives of the Arkansas Division of Higher Education or the Department of Veterans Affairs.

The school may retain a student's academic transcript, certificate of completion, or any pertinent record if a student's financial obligations are not paid in full.

### **Transcript Request**

Students in good standing can request a copy of their transcript from the Finance Director.

### **The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.

These rights afforded to eligible students with respect to education records include:



1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access. A student should submit to the Finance Director a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position. A school official also may include a volunteer or contractor outside of the School who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **Directory Information Public Notice**

Schools may disclose, without consent, "directory" information. AEWA considers the following to be directory information: a student's name, address, telephone number, date and place of birth, photograph, program enrolled in, program completion date, and dates of attendance. Schools must notify eligible students annually of their rights under FERPA, and AEWA makes this disclosure through the Student Catalog.

See the list below of the disclosures that postsecondary institutions may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials determined to have legitimate educational interests (see #3 in the listing above)
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the School's education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or nonforcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Upon entry to the School, students will have the opportunity to complete a "Consent to Release Education Record" form. This form allows students to give authorization to individuals they wish to have access to their education records. This declaration will remain in effect until revoked in writing by the student. Please note that parents may obtain non-directory information (including information related to grades and attendance) at the discretion of the institution and only after it has been determined that their student is legally their dependent.

Further information regarding the Family Education Rights and Privacy Act of 1974 (FERPA) may be found at <https://studentprivacy.ed.gov/audience/parents-and-students>.

## **STUDENT GRIEVANCE PROCEDURE AND COMPLAINTS**

The purpose of the student grievance procedure is to ensure that students have the opportunity to present grievances to a school representative regarding actions or inactions by a member of the school, including employees and students. A student may submit a grievance when he/she believes that a member of the school has violated their rights. The definition of a grievance is the violation of written policies or procedures and/or unequal application of written policies or procedures.

### **Student Grievance Policy**

Any student, who has a grievance of any kind against Arkansas Elite Welding Academy, LLC may seek resolution in writing from a member of the Core Management Team (CMT) other than the President. A list of CMT members can be found on page 5 of this publication. The grievance must be addressed by the CMT member in writing within 48 hours of the time received.

### **Appeal Procedure**

Within 48 hours of the receipt of the CMT member's decision, a student who is not satisfied with the decision may appeal one time to the AEWA President by submitting the following in writing:

- the original written grievance
- the director's written decision
- the reason why the director's decision is not satisfactory

The AEWA President will respond in writing within 48 hours to the student, and his decision is considered final.

Students dissatisfied with the resolution may contact the Arkansas Department of Higher Education according to the *Form 8000 Notice to Students* found on the following page.



## Arkansas Department of Higher Education

423 Main Street, STE 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Asa Hutchinson  
Governor

Maria Markham, Ph.D.  
Director

### FORM 8000 NOTICE TO STUDENTS

This school is licensed and regulated by the Arkansas Department of Higher Education (ADHE) under Arkansas Code Annotated §6-51-601 et.seq. The school, among other things, shall:

- Furnish to the student no later than the first day of attendance a copy of the program outline, schedule of tuition, fees and other charges, policies pertaining to excused and unexcused absences, make-up work, tardiness, grading system, satisfactory progress, refund policy, rules of operations, and a complaint procedure which includes information on how to contact ADHE.
- Publish and administer admissions requirements.
- Not promise employment of any type, for any period of time, nor for any rate of pay to a prospective student, unless such conditions for employment are clearly stated in the enrollment contract signed by the prospective student and/or the student's parent, guardian or guarantor and by an authorized official of the school.
- Publish and adhere to a procedure for handling student complaints.
- Publish and adhere to an attendance policy.
- Have facilities, equipment, instructional materials, instructional staff and other personnel to provide educational services necessary to meet the stated objectives for which the educational services are offered.
- Offer only programs that have been properly licensed by ADHE.
- Provide locations for students to complete their internship, externship, etc. if the program in which enrolled requires this component. If the internship, externship, etc. requires the student to complete this at a time different from the hours they normally attend class, the student shall be notified in writing prior to enrollment.

If you have questions or believe your rights have been violated, you may contact ADHE.

Arkansas Department of Higher Education  
423 Main Street, Suite 400  
Little Rock, AR 72201  
Dhe.private.careered@adhe.edu

## **STANDARDS OF CONDUCT**

By completing an Enrollment Form, students acknowledge that the student catalog and handbook is accessible to them, and they agree to abide by the school's policies and procedures as stated. Failure to comply with the directives of an AEWA Representative is considered insubordination.

Students have a responsibility to themselves, the school, and their peers to adhere to standards of conduct. The purpose of these rules is not to restrict the students right, but rather to ensure everyone understands what conduct is expected and necessary. Students are expected behave appropriately.

Any behavior on or off campus that is disruptive to the educational environment or that is destructive to property is unacceptable and the student may be dismissed.

The standards of conduct will be enforced according to the guidelines contained in the "Steps in Disciplinary Action" section.

Failure to comply with AEWA rules and policies may result in dismissal.

### **Cleanliness**

Students are expected to clean up after themselves in their booths, the shop, grinding and cutting areas, and in the break room. Failure to do so will result in disciplinary action.

### **Communicable Diseases**

AEWA reserves the right to restrict school access to any student who has been diagnosed as having a contagious or communicable disease or virus. It is assumed that all students are free of any such diseases or viruses, however; if any student knows or has reason to believe he/she may be infected, they must report this information immediately to the Safety Coordinator. Any restrictions and/or exclusions deemed necessary by school officials for the welfare of all students will be determined in light of the most current medical knowledge and in accordance with state and federal laws and guidelines.

In order to be complaint with AEWA, state, or federal guidelines, students may be advised and/or required to leave campus and return home immediately upon notification of a communicable disease or virus. Students may also be required to obtain documentation from a Medical Doctor before they can return to campus.

**Policy for Protecting against Copyright and Software license Infringements**

Arkansas Elite Welding Academy, LLC expects that all students of the learning community respect the rights of ownership of intellectual property by adhering to United States copyright law including the Digital Millennium Copyright Act. All Program Curriculum and Lesson Plans are the property of the Arkansas Elite Welding Academy and under its copyright.

1. It is the policy of the Arkansas Elite Welding Academy, LLC that no student or instructor may copy, reproduce, or distribute any materials within the Learning Center except as expressly permitted or with the written consent of the Arkansas Elite Welding Academy, LLC as the copyright holder or as otherwise permitted under Federal law. Willful infringement may subject a student or instructor to discipline and can impact the privilege to use information technology resources within Arkansas Elite Welding Academy, LLC.
2. Students should honor copyright laws when sharing information as part of their learning process, including articles, quotes, videos, and other materials covered under federal law. According to law, students may incorporate portions of copyrighted materials when producing a project for a specific course.
3. It is the commitment of the Arkansas Elite Welding Academy, LLC that contractually protected and/or copyrighted computer software shall not be improperly copied, distributed, or used by its students or faculty.

**Disorderly Conduct**

Students must be aware of the school's commitment to having an environment which discourages exaggerated conduct that draws attention to oneself or to a group. Disorderly or obscene conduct, or any breach of peace on the school property, is prohibited. No student shall push, strike, or physically assault any member of the staff, administration, student body or any visitor on the campus. Horseplay or sabotage of another student's work and being out of a student's assigned work area is disruptive and will result in disciplinary action.

**Drug Free Policy**

AEWA is a drug-free environment. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace or any area on school property, or during school sponsored activities. This also includes possession of alcohol. This applies to employees of AEWA and to students. If needed, AEWA can make referrals regarding drug counseling, rehabilitation programs, or other substance abuse assistance programs.

## **Drug and Alcohol Policy**

Arkansas Elite Welding Academy is a drug and alcohol free institution. At this time drug testing is not required to obtain admission to AEWA, but students may be subject to drug and alcohol testing at any time they are enrolled.

Students are prohibited from:

- Using, possessing, or being under the influence of any alcoholic beverage, illegal drug, or illegal substance, while on AEWA premises, regardless of age.
- Misusing over-the-counter or prescription drugs while on AEWA premises.
- Possessing paraphernalia used in connection with any drug or controlled substance.
- Manufacturing, distributing, or dispensing illegal drugs or controlled substances.

**\*\*\*AEWA reserves the right to search student and alumni toolboxes and vehicles while on school grounds if they are suspected of being in possession of a prohibited item.\*\*\***

The following are reasons for selection for a drug and/or alcohol test:

- Selected for a random test(s). While enrolled at AEWA, a student's name will always be in the random pool. Students can be chosen more than once for a random drug and/or alcohol test.
- A student is exhibiting observable behavior that leads a school official(s) to believe they are under the influence of drugs and/or alcohol.
- A student is involved in an accident or safety violation on school grounds, which could have or did result in a serious injury of themselves and/or others and/or caused property damage.
- Beginning job placement.

Upon notification that a student has been selected for a drug and/or alcohol test, he/she must report to the school's designated location for collection. Upon completion of the test, he/she will return specimen to the test administrator. If a student does not provide a valid urine and/or saliva specimen within 1 hour of a testing notification it will be considered a refusal to test resulting in immediate dismissal. A refusal to test, a tampered with, or an adulterated specimen, will result in immediate dismissal.

Students violating the drug and/or alcohol policy in any way, including having a positive drug and/or alcohol test or refusing to take a drug and/or alcohol test, is considered a major offense and may result in disciplinary action.

Drug testing is required before each student begins job placement. If the on-site test is positive, the student will be sent to Sherwood Urgent Care in Quitman for a confirmation test. If the confirmation test is also positive, the student will be dismissed from the program immediately and will receive no alumni benefits.



A student will be notified of test results **only** if it is positive or adulterated. Students will **not** be notified if results are negative. All drug and/or alcohol test results are confidential. Students have the right to request a confirmation test of positive results by the school's designated testing facility. School officials can also request that a student be tested off-site, and if the student refuses to test, they will be immediately dismissed.

### **Harassment**

AEWA strives to provide a learning environment free from all types of harassment. Harassment demeans individuals and creates unacceptable stress for the entire organization. A student will be in violation of the harassment policy if they engage in any unwelcome action, whether physical, verbal, or nonverbal, towards another person. This can be a single incident or a series of incidents that occurs on or off campus.

Examples of harassment are as follows (*this is not intended to be a comprehensive list*):

- Creating an environment that is intimidating, threatening, hostile, and/or offensive
- Insulting, criticizing, taunting, or demeaning another person to the point that the action interferes with another person's academic progress or employment
- Making sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, a condition of academic progress or employment
- The use of force or the threat of force to engage a person in sexual activity without that person's consent
- Hazing (visit <http://www.stophazing.org/arkansas/> for a legal definition of hazing)
- Stalking (i.e. following or contacting a person repeatedly, making that person fearful for his/her life or personal safety)
- Threatening another person's safety, privacy, property, academic progress, or employment • Displaying violence that results in physical contact
- Retaliating against a person who complains about your conduct

Harassment will not be tolerated, is considered a major offense, and may result in dismissal from the program.

### **Insubordination**

By completing an Enrollment Agreement, students acknowledge that the student catalog is accessible to them and they agree to abide by the school policies and procedures as stated. Failure to comply with the directives of a school official or other authorized guidelines is considered insubordination. Refusing to cooperate with efforts made to help the student adjust to their chosen program of study will be considered insubordination.

### **Music**

Music in your work area must be kept low and should not disturb others. Earbuds are allowed but not recommended. Hanging cords are not permitted.

### **Prohibited Materials**

AEWA strictly prohibits pornographic, lewd, vulgar, racial, or any form of provocative or demeaning material. This includes but is not limited to magazines, t-shirts, decals, stickers, electronic downloads, and material posted or shared to a student's personal social media accounts.

***\*\*Student and alumni toolboxes and/or vehicles are subject to being searched while on AEWA property.\*\*\****

### **Questionable Honesty**

Any form of dishonesty, including but not limited to cheating on an assignment, plagiarism (claiming the work of another person), falsification of attendance or production, forgery, and/or lying to school officials, is prohibited and may result in dismissal.

### **Sexual Misconduct**

Any individual who demonstrates obscene, lewd, or indecent behavior is in violation of the sexual misconduct policy of AEWA. Sexual misconduct by AEWA's students is harmful to the image and reputation of AEWA and will not be tolerated.

### **Smoking and Tobacco Use**

There is absolutely no smoking or use of e-cigarettes in the shop. Students are only permitted to smoke in the designated outdoor smoking area and only during designated break times. Students should not have e-cigarettes or butane lighters on their person while in the shop. The use of smokeless tobacco is permitted. Violation of the smoking policy will result in disciplinary action.

***\*\*\*The designated smoking area is located outside the west roll up door.\*\*\****

### **Social Media**

Students are strongly encouraged to use caution when using any form of social media, video source, or any social networking website. All information posted online is public information. Pictures, vulgar language, or other documentation of students violating, or reasonably suggesting a violation of AEWA policy on or off-campus is subject to further verification by the school. All online information can be used as a personal admission of guilt. Any conduct policy violations that are documented as a result of such verification will result in disciplinary action.

### **Theft**

No student shall take, attempt to take, or keep in his possession items of school property or items belonging to others without proper authorization. Whenever theft occurs, the student shall contact a school official immediately. If deemed appropriate the school will investigate, including searches. The Sheriff's Office may be asked to assist with the investigation. AEWA is not responsible for personal items students choose to bring on campus. Violation of the theft policy will be treated as a third offense.

## STEPS IN DISCIPLINARY ACTION

First Offense: written document using the Student Incident Form. An AEWA representative will review the document with the student giving the student the opportunity to write a response. Both the student and the AEWA representative will sign and date the document. A copy of the document will be given to the student and a copy will be placed in the student file.

Second Offense: written document using the Student Incident Form. An AEWA representative will review the document giving the student the opportunity to write a response. Both the student and the AEWA representative will sign and date the document. A copy of the document will be given to the student and a copy will be placed in the student file. A suspension may occur at a director's discretion. An AEWA Director has the authority to dismiss any student who violates the schools published policies.

Third Offense: written document using the Student Incident Form. An AEWA representative will review the document giving the student the opportunity to write a response. Both the student and the AEWA representative will sign and date the document. A copy of the document will be given to the student and a copy will be placed in the student file. A mandatory one week suspension will result. While students are suspended, the attendance policy will apply. Hours missed because of a suspension cannot be made up. If the suspension results in the student falling below the attendance benchmark, the student may be dismissed. An AEWA Director has the authority to dismiss any student who violates the schools published policies.

**AEWA reserves the right to immediately dismiss a student based on the individual circumstance. The steps outlined above are a courtesy offered to a student and are not guaranteed in every situation.**

## **STUDENT SERVICES**

### **Computer Lab**

AEWA provides an on-site computer lab used during the job placement assistance portion of the curriculum. Students are able to use the computer lab for resume development, craft profile development, job searches, and job application.

### **Job Placement Assistance**

Job attainment for all programs will be based on the individual's ability to pass the contractors weld test(s) based on the governing code of construction, testing, and the weld test administrator. AEWA does not guarantee employment or wages upon program completion.

Students complete twenty (20) hours of Job Placement Assistance Training as part of each program's curriculum. Students are provided with resume assistance, assistance in creating and completing online profiles with contractors, and assistance making calls about potential jobs. Students will demonstrate the ability to apply for jobs, speak to recruiters and HR Personnel, schedule weld tests and begin employment. Students complete a job call log during this training to schedule a weld test(s).

AEWA in no way guarantees employment or wages upon program completion.

### **Tool Room**

AEWA provides an on-site Tool Room managed by the Logistics and Materials Manager. The Tool Rom is stocked with tools and supplies needed for the welding profession. Students are able to purchase items during regular business hours.

## **ALUMNI SERVICES**

Part of a student's graduation checklist is signing a Graduation Agreement and a Job Placement Assistance Agreement. Those terms are outlined below.

### **Graduation Agreement**

The graduate must send a copy of one (1) check stub in a welding related field within 30 days of graduation. The graduate must also provide the contractor's name, phone number, supervisor name, phone number, and location in which they are/were employed.

Below are the AEWA Alumni Benefits, including but not limited to, that will be lost in the case that this agreement is not met:

- Life-time brush up and practice eligibility
- Resume and other graduate assistance services
- Alumni Facebook page availability
- Eligibility to enroll in the AEWA Down Hill Welding Course

### **Job Placement Agreement**

The student agrees to provide the job foreman's name and phone number for on the job performance monitoring. The student must receive a good report upon completion of job to be eligible for future recommendations.

Below are the AEWA Alumni Benefits, including but not limited to, that will be lost in the case that this agreement is not met:

- Life-time brush up and practice eligibility
- Resume and other graduate assistance services
- Alumni Facebook page availability
- Eligibility to enroll in the AEWA Down Hill Welding Course

## **Graduate Benefits**

### Job Placement Assistance

Graduates are added to the “AR E. W. A. Alumni” Facebook page where jobs are shared by employees and program alumni.

The Core Management Team maintains a Job Board. This board contains student and alumni names needing employment. Contractors frequently call requesting welders for jobs. Students/Alumni are matched to these requests based on skill and experience and are provided the information to call and set up weld tests.

AEWA in no way guarantees employment or wages upon program completion.

### Lifetime Brush Up and Practice

Graduates wishing to utilize their “lifetime brush up and practice” benefit should contact the Student Advisor to schedule an appointment time. Appointments are available Mondays through Thursdays, during regular business hours, on a space available basis. Graduates with a scheduled weld test will be given priority. Graduates may only schedule for four consecutive days. Safety guidelines and conduct policies apply to graduates. Failure to adhere to these guidelines and policies could result in loss of graduate benefits. Brush up assistance applies to previously taken weld skills only. Graduates are required to supply their own welding and safety gear.

### Resume Assistance

Graduates needing resume assistance should contact Travis Faulk to schedule an appointment time. The on-site computer lab is also available for graduates wishing to conduct a job search, create craft profiles, or apply for jobs.

## **APPENDIX A – ENROLLMENT AGREEMENTS**

Elite Structural Welding Program Enrollment Agreement – Page 48

Elite Pipe Welding Program Enrollment Agreement – Page 53

Elite Combined Structural / Pipe Program Enrollment Agreement – Page 58

Elite Pipefitting Program Agreement – Page 63

# ARKANSAS ELITE WELDING ACADEMY, LLC ENROLLMENT AGREEMENT ELITE STRUCTURAL WELDING PROGRAM

Arkansas Elite Welding Academy, LLC  
333 Rosebud Road  
Quitman, AR 72131  
[www.arkansasewa.com](http://www.arkansasewa.com)  
1-833-ELITE-10

## ELITE STRUCTURAL WELDING PROGRAM

420 clock hours (approximately 10.5 weeks)

Class Times: Monday – Thursday 8:00AM – 6:00PM

### ADMISSION REQUIREMENTS

- Be at least 17 years old at the time of a student's program start date and be at least 18 years old by the time of the student's program completion date.
- Be a high school graduate or have earned a GED certificate. Submission of a copy of a student's high school transcript, high school diploma, or GED certificate is required to complete a student's enrollment file and must be submitted before the program start date.
- Be able to read, write, and understand English.
- Welding is a physically demanding career, and AEWA runs its training programs as a job site which means your training is physically demanding. AEWA recommends that all new students have seen their primary care physician for a physical and have had a recent eye exam. Please note that welding in contact lenses is prohibited. If you need corrective lenses, you must wear glasses. *Please note that while physical handicaps do not preclude a student from admission to the school, individuals with physical handicaps should consult with their physician and AEWA to determine if the training requirements can be accomplished.*

### PROGRAM COSTS

A registration fee of \$100 and a \$150 tuition deposit is required to apply for enrollment to the Elite Combined Structural / Pipe Welding Program at Arkansas Elite Welding Academy, LLC. At the end of this form, you will be required to pay the nonrefundable registration fee of \$100 and the refundable tuition deposit of \$150, for a total of \$250, in order to submit your enrollment form. An AEWA representative will work with you to confirm your start date upon receipt of this form and payment. Full payment of tuition and fees by the payment deadline, submission of required documents, and completion of all mandatory forms is required to begin the program.

Registration Fee\*      \$ 100 (Nonrefundable)

Tuition Deposit\*      \$ 150 (refundable if enrollment is cancelled by the payment deadline)

\*Must be paid at the time of enrollment.

Tools                      \$ 600 (Nonrefundable)

Lab Fees                  \$ 1250 (Refundable according to the refund policy)

Tuition                    \$ 8650 (*\$150 of this is previously collected through the tuition deposit –*  
Refundable according to the refund policy)

Total                      \$10600



PROGRAM COSTS must be paid in full, or funding source(s) confirmed, by the payment deadline for each start date. Payment deadlines for each program are approximately two and a half business weeks before the program start date. Due to holidays and scheduled breaks, the payment deadline may be earlier. Having payment made, or a funding source confirmed, by these dates allows AEWA to fill booth space if a student is not able to attend. The payment deadline will be communicated on the invoice for program costs and in the acceptance letter.

### **CANCELLATION AND REFUND POLICY**

Arkansas Elite Welding Academy (AEWA) agrees to accept cancellations and make refunds according to the following:

**CANCELLATION POLICY:** A full refund will be made to any student who cancels the enrollment contract within seventy-two (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the enrollment contract is executed. The date the enrollment contract is executed is the date an online application is submitted. Enrollment must be cancelled in writing by emailing [info@arkansasewa.com](mailto:info@arkansasewa.com). The school shall promptly fully refund all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty (30) days after cancellation. All monies paid by an applicant, less a \$25 fee, will be refunded if the applicant is not accepted by the school.

**REFUND POLICY:** AEWA uses the State of Arkansas Rules and Regulations to determine any refunds/debt after a withdrawal or termination. The effective date for withdrawal or termination, for refund purposes, will be the last date of attendance.

4. AEWA may retain a registration fee associated with withdrawal or termination not to exceed \$100.
5. All tuition (not including tool fees) paid in excess of the registration fee of not more than one hundred dollars (\$100) shall be refundable.
6. The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.
  - v. At completion of less than twenty five percent (25%) of the program, the refund of tuition and lab fees shall be made on a pro rata basis
  - vi. At completion of 25% but less than 50% of the program, the student will be refunded 50% of tuition and lab fees.
  - vii. At completion of 50% but less than 75% of the program, the student shall be refunded 25% of tuition and lab fees.
  - viii. At completion of 75% or more of the program no refund is due to the student.

**POLICY FOR PROCESSING STUDENT REFUNDS:** AEWA will process student refunds in accordance with federal and state regulations. Refunds will be processed within 30 Days using the Student Refund Calculation Worksheet. The Finance Manager will issue a check in cases where monies are due to the student. The Student Ledger will be updated appropriately.

**NOTIFICATION TO FUNDING AGENCY UPON STUDENT CANCELLATION, WITHDRAWAL, OR DISMISSAL:** Arkansas Elite Welding Academy will notify a student's funding agency upon their cancellation, withdrawal, or dismissal.

## DISCLAIMERS

Arkansas Elite Welding Academy, LLC, does not discriminate based on sex, race, ethnic origin, or religion.

Completing an enrollment agreement, and paying the registration fee and tuition deposit, does not guarantee an applicant will be accepted to begin a program.

Completing an enrollment agreement, and paying the registration fee and tuition deposit, does not guarantee an applicant will be able to start a program on their preferred start date.

Start and end dates are subject to change and will be communicated as soon as possible to current and future students.

Arkansas Elite Welding Academy is not approved to accept federal financial aid (aid you apply for through the FAFSA - Free Application for Federal Student Aid). Students are responsible for securing their own funding.

Arkansas Elite Welding Academy does not guarantee student housing.

AEWA reserves the right to add, delete, or modify any program (including cost and curriculum), regulation, or policy in this Student Catalog at any time during the period it is in effect. The Core Management Team (CMT) will determine effective dates of changes, and students/applicants will be properly notified of the changes.

By completing an Enrollment Form, students acknowledge that the student catalog and handbook is accessible to them, and they agree to abide by the school's policies and procedures as stated.

Any behavior on or off campus that is considered disruptive to the educational environment or that is destructive to property is unacceptable and the student may be dismissed.

Enrollment at AEWA is totally voluntary, and a student may withdraw at any time that he/she feels that the obligations are disproportionate to the benefits.

Failure to comply with AEWA rules and policies may result in dismissal.

All materials distributed to students are considered property of AEWA. Unlawful sharing or distributing of such materials is considered a Copyright Infringement.

*Arkansas Elite Welding Academy is licensed by the Arkansas Division of Higher Education,  
423 Main Street, Suite 400, Little Rock, AR 72201.*

**ARKANSAS ELITE WELDING ACADEMY ENROLLMENT AGREEMENT**  
**ELITE STRUCTURAL WELDING PROGRAM**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number (9 digit number): \_\_\_\_\_

☐ Male    ☐ Female

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*(NOTE: do not use a school issued email address)*

Emergency Contact (First and Last Name): \_\_\_\_\_

Emergency Contact Relationship to Applicant: ☐ Parent   ☐ Spouse   ☐ Grandparent   ☐ Sibling

☐ Other \_\_\_\_\_

Emergency Contact's Phone Number: \_\_\_\_\_

Do you, or will you, have a High School Diploma or GED? ☐ Yes   ☐ No

High School Attended: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Requested Start Date\* \_\_\_\_\_  
\* Classes Start Monthly. Requested dates may not be granted depending on availability

Do you wear glasses? ☐ Yes ☐ No

Do you wear contact lenses? ☐ Yes ☐ No

What are your plans for housing while you attend AEWA?

☐ Live at Home ☐ AEWA arranged housing ☐ Securing my own off-campus housing

Have you taken a tour of AEWA? ☐ Yes ☐ No

How did you hear about AEWA?

<input type="checkbox"/> Facebook	<input type="checkbox"/> In School Recruitment	<input type="checkbox"/> Tradeshow
<input type="checkbox"/> Instagram	<input type="checkbox"/> Past or Current Student	<input type="checkbox"/> Website
<input type="checkbox"/> Friend	<input type="checkbox"/> Teacher or Counselor	<input type="checkbox"/> Other _____
<input type="checkbox"/> Google Search	<input type="checkbox"/> Tik Tok	_____

How do you plan to pay for your program costs?

☐ Personal Funds  
☐ Arkansas Rural Endowment Fund (*only an option for Arkansas residents*)  
☐ Rehabilitation Services  
☐ VA Education Benefits  
☐ Other \_\_\_\_\_

**I acknowledge I have accessed and reviewed the following information and I agree to abide by school policies and procedures as stated.**

I have reviewed the program costs, refund policy, and disclaimers provided at the beginning of this enrollment agreement. ☐ Yes ☐ No

I have viewed the recruitment video available at [www.arkansasewa.com](http://www.arkansasewa.com). ☐ Yes ☐ No

I have reviewed the Student Handbook available at [www.arkansasewa.com](http://www.arkansasewa.com). ☐ Yes ☐ No

*Your application is not complete until you have paid a \$250 fee. \$100 is a nonrefundable registration fee. \$150 is a refundable tuition deposit. Once you have paid this fee, your application will be submitted and an Arkansas Elite Welding Academy team member will contact you to confirm your start date. Start dates are assigned on a first come, first served basis and are not guaranteed.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ARKANSAS ELITE WELDING ACADEMY, LLC ENROLLMENT AGREEMENT

## ELITE PIPE WELDING PROGRAM

Arkansas Elite Welding Academy, LLC  
333 Rosebud Road  
Quitman, AR 72131  
[www.arkansasewa.com](http://www.arkansasewa.com)  
1-833-ELITE-10

### ELITE PIPE WELDING PROGRAM

720 clock hours (approximately 18 weeks)

Class Times: Monday – Thursday 8:00AM – 6:00PM

#### **ADMISSION REQUIREMENTS**

- Be at least 17 years old at the time of a student's program start date and be at least 18 years old by the time of the student's program completion date.
- Be a high school graduate or have earned a GED certificate. Submission of a copy of a student's high school transcript, high school diploma, or GED certificate is required to complete a student's enrollment file and must be submitted before the program start date.
- Be able to read, write, and understand English.
- Welding is a physically demanding career, and AEWA runs its training programs as a job site which means your training is physically demanding. AEWA recommends that all new students have seen their primary care physician for a physical and have had a recent eye exam. Please note that welding in contact lenses is prohibited. If you need corrective lenses, you must wear glasses. *Please note that while physical handicaps do not preclude a student from admission to the school, individuals with physical handicaps should consult with their physician and AEWA to determine if the training requirements can be accomplished.*

#### **PROGRAM COSTS**

A registration fee of \$100 and a \$150 tuition deposit is required to apply for enrollment to the Elite Pipe Welding Program at Arkansas Elite Welding Academy, LLC. At the end of this form, you will be required to pay the nonrefundable registration fee of \$100 and the refundable tuition deposit of \$150, for a total of \$250, in order to submit your enrollment form. An AEWA representative will work with you to confirm your start date upon receipt of this form and payment. Full payment of tuition and fees by the payment deadline, submission of required documents, and completion of all mandatory forms is required to begin the program.

Registration Fee\*      \$ 100 (Nonrefundable)

Tuition Deposit\*      \$ 150 (refundable if enrollment is cancelled by the payment deadline)

*\*Must be paid at the time of enrollment.*

Tools                      \$ 1000 (Nonrefundable)

Lab Fees                  \$ 2000 (Refundable according to the refund policy)

Tuition                    \$15000 (*\$150 of this is previously collected through the tuition deposit –*  
Refundable according to the refund policy)

Total                      \$18100

PROGRAM COSTS must be paid in full, or funding source(s) confirmed, by the payment deadline for each start date. Payment deadlines for each program are approximately two and a half business weeks before the program start date. Due to holidays and scheduled breaks, the payment deadline may be earlier. Having payment made, or a funding source confirmed, by these dates allows AEWA to fill booth space if a student is not able to attend. The payment deadline will be communicated on the invoice for program costs and in the acceptance letter.

### **CANCELLATION AND REFUND POLICY**

Arkansas Elite Welding Academy (AEWA) agrees to accept cancellations and make refunds according to the following:

**CANCELLATION POLICY:** A full refund will be made to any student who cancels the enrollment contract within seventy-two (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the enrollment contract is executed. The date the enrollment contract is executed is the date an online application is submitted. Enrollment must be cancelled in writing by emailing [info@arkansasewa.com](mailto:info@arkansasewa.com). The school shall promptly fully refund all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty (30) days after cancellation. All monies paid by an applicant, less a \$25 fee, will be refunded if the applicant is not accepted by the school.

**REFUND POLICY:** AEWA uses the State of Arkansas Rules and Regulations to determine any refunds/debt after a withdrawal or termination. The effective date for withdrawal or termination, for refund purposes, will be the last date of attendance.

7. AEWA may retain a registration fee associated with withdrawal or termination not to exceed \$100.
8. All tuition (not including tool fees) paid in excess of the registration fee of not more than one hundred dollars (\$100) shall be refundable.
9. The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.
  - ix. At completion of less than twenty five percent (25%) of the program, the refund of tuition and lab fees shall be made on a pro rata basis
  - x. At completion of 25% but less than 50% of the program, the student will be refunded 50% of tuition and lab fees.
  - xi. At completion of 50% but less than 75% of the program, the student shall be refunded 25% of tuition and lab fees.
  - xii. At completion of 75% or more of the program no refund is due to the student.

**POLICY FOR PROCESSING STUDENT REFUNDS:** AEWA will process student refunds in accordance with federal and state regulations. Refunds will be processed within 30 Days using the Student Refund Calculation Worksheet. The Finance Manager will issue a check in cases where monies are due to the student. The Student Ledger will be updated appropriately.

**NOTIFICATION TO FUNDING AGENCY UPON STUDENT CANCELLATION, WITHDRAWAL, OR DISMISSAL:** Arkansas Elite Welding Academy will notify a student's funding agency upon their cancellation, withdrawal, or dismissal.

## DISCLAIMERS

Arkansas Elite Welding Academy, LLC, does not discriminate based on sex, race, ethnic origin, or religion.

Completing an enrollment agreement, and paying the registration fee and tuition deposit, does not guarantee an applicant will be accepted to begin a program.

Completing an enrollment agreement, and paying the registration fee and tuition deposit, does not guarantee an applicant will be able to start a program on their preferred start date.

Start and end dates are subject to change and will be communicated as soon as possible to current and future students.

Arkansas Elite Welding Academy is not approved to accept federal financial aid (aid you apply for through the FAFSA - Free Application for Federal Student Aid). Students are responsible for securing their own funding.

Arkansas Elite Welding Academy does not guarantee student housing.

AEWA reserves the right to add, delete, or modify any program (including cost and curriculum), regulation, or policy in this Student Catalog at any time during the period it is in effect. The Core Management Team (CMT) will determine effective dates of changes, and students/applicants will be properly notified of the changes.

By completing an Enrollment Form, students acknowledge that the student catalog and handbook is accessible to them, and they agree to abide by the school's policies and procedures as stated.

Any behavior on or off campus that is considered disruptive to the educational environment or that is destructive to property is unacceptable and the student may be dismissed.

Enrollment at AEWA is totally voluntary, and a student may withdraw at any time that he/she feels that the obligations are disproportionate to the benefits.

Failure to comply with AEWA rules and policies may result in dismissal.

All materials distributed to students are considered property of AEWA. Unlawful sharing or distributing of such materials is considered a Copyright Infringement.

*Arkansas Elite Welding Academy is licensed by the Arkansas Division of Higher Education,  
423 Main Street, Suite 400, Little Rock, AR 72201.*

**ARKANSAS ELITE WELDING ACADEMY, LLC ENROLLMENT AGREEMENT**  
**ELITE PIPE WELDING PROGRAM**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number (9 digit number): \_\_\_\_\_

☐ Male ☐ Female

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*(NOTE: do not use a school issued email address)*

Emergency Contact (First and Last Name): \_\_\_\_\_

Emergency Contact Relationship to Applicant: ☐ Parent ☐ Spouse ☐ Grandparent ☐ Sibling

☐ Other \_\_\_\_\_

Emergency Contact's Phone Number: \_\_\_\_\_

Do you, or will you, have a High School Diploma or GED? ☐ Yes ☐ No

High School Attended: \_\_\_\_\_ Graduation Year: \_\_\_\_\_



Requested Start Date\* \_\_\_\_\_  
\* Classes Start Monthly. Requested dates may not be granted depending on availability

Do you wear glasses? ☐ Yes ☐ No

Do you wear contact lenses? ☐ Yes ☐ No

What are your plans for housing while you attend AEWA?

☐ Live at Home ☐ AEWA arranged housing ☐ Securing my own off-campus housing

Have you taken a tour of AEWA? ☐ Yes ☐ No

How did you hear about AEWA?

<input type="checkbox"/> Facebook	<input type="checkbox"/> In School Recruitment	<input type="checkbox"/> Tradeshow
<input type="checkbox"/> Instagram	<input type="checkbox"/> Past or Current Student	<input type="checkbox"/> Website
<input type="checkbox"/> Friend	<input type="checkbox"/> Teacher or Counselor	<input type="checkbox"/> Other _____
<input type="checkbox"/> Google Search	<input type="checkbox"/> Tik Tok	_____

How do you plan to pay for your program costs?

☐ Personal Funds  
☐ Arkansas Rural Endowment Fund (*only an option for Arkansas residents*)  
☐ Rehabilitation Services  
☐ VA Education Benefits  
☐ Other \_\_\_\_\_

**I acknowledge I have accessed and reviewed the following information and I agree to abide by school policies and procedures as stated.**

I have reviewed the program costs, refund policy, and disclaimers provided at the beginning of this enrollment agreement. ☐ Yes ☐ No

I have viewed the recruitment video available at [www.arkansasewa.com](http://www.arkansasewa.com). ☐ Yes ☐ No

I have reviewed the Student Handbook available at [www.arkansasewa.com](http://www.arkansasewa.com). ☐ Yes ☐ No

*Your application is not complete until you have paid a \$250 fee. \$100 is a nonrefundable registration fee. \$150 is a refundable tuition deposit. Once you have paid this fee, your application will be submitted and an Arkansas Elite Welding Academy team member will contact you to confirm your start date. Start dates are assigned on a first come, first served basis and are not guaranteed.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ARKANSAS ELITE WELDING ACADEMY, LLC ENROLLMENT AGREEMENT ELITE COMBINED STRUCTURAL / PIPE PROGRAM

Arkansas Elite Welding Academy, LLC  
333 Rosebud Road  
Quitman, AR 72131  
[www.arkansasewa.com](http://www.arkansasewa.com)  
1-833-ELITE-10

## ELITE COMBINED STRUCTURAL / PIPE PROGRAM

920 clock hours (approximately 23 weeks)

Class Times: Monday – Thursday 8:00AM – 6:00PM

### ADMISSION REQUIREMENTS

- Be at least 17 years old at the time of a student's program start date and be at least 18 years old by the time of the student's program completion date.
- Be a high school graduate or have earned a GED certificate. Submission of a copy of a student's high school transcript, high school diploma, or GED certificate is required to complete a student's enrollment file and must be submitted before the program start date.
- Be able to read, write, and understand English.
- Welding is a physically demanding career, and AEWA runs its training programs as a job site which means your training is physically demanding. AEWA recommends that all new students have seen their primary care physician for a physical and have had a recent eye exam. Please note that welding in contact lenses is prohibited. If you need corrective lenses, you must wear glasses. *Please note that while physical handicaps do not preclude a student from admission to the school, individuals with physical handicaps should consult with their physician and AEWA to determine if the training requirements can be accomplished.*

### PROGRAM COSTS

A registration fee of \$100 and a \$150 tuition deposit is required to apply for enrollment to the Elite Combined Structural / Pipe Welding Program at Arkansas Elite Welding Academy, LLC. At the end of this form, you will be required to pay the nonrefundable registration fee of \$100 and the refundable tuition deposit of \$150, for a total of \$250, in order to submit your enrollment form. An AEWA representative will work with you to confirm your start date upon receipt of this form and payment. Full payment of tuition and fees by the payment deadline, submission of required documents, and completion of all mandatory forms is required to begin the program.

Registration Fee\*      \$ 100 (Nonrefundable)

Tuition Deposit\*      \$ 150 (Refundable)

*\*Must be paid at the time of enrollment.*

Tools      \$ 1100 (Nonrefundable)

Lab Fees      \$ 2600 (Refundable according to the refund policy)

Tuition      \$20300 (*\$150 of this is previously collected through the tuition deposit – Refundable according to the refund policy*)

Total      \$24100

PROGRAM COSTS must be paid in full, or funding source(s) confirmed, by the payment deadline for each start date. Payment deadlines for each program are approximately two and a half business weeks before the program start date. Due to holidays and scheduled breaks, the payment deadline may be earlier. Having payment made, or a funding source confirmed, by these dates allows AEWA to fill booth space if a student is not able to attend. The payment deadline will be communicated on the invoice for program costs and in the acceptance letter.

### **CANCELLATION AND REFUND POLICY**

Arkansas Elite Welding Academy (AEWA) agrees to accept cancellations and make refunds according to the following:

**CANCELLATION POLICY:** A full refund will be made to any student who cancels the enrollment contract within seventy-two (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the enrollment contract is executed. The date the enrollment contract is executed is the date an online application is submitted. Enrollment must be cancelled in writing by emailing [info@arkansasewa.com](mailto:info@arkansasewa.com). The school shall promptly fully refund all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty (30) days after cancellation. All monies paid by an applicant, less a \$25 fee, will be refunded if the applicant is not accepted by the school.

**REFUND POLICY:** AEWA uses the State of Arkansas Rules and Regulations to determine any refunds/debt after a withdrawal or termination. The effective date for withdrawal or termination, for refund purposes, will be the last date of attendance.

10. AEWA may retain a registration fee associated with withdrawal or termination not to exceed \$100.
11. All tuition (not including tool fees) paid in excess of the registration fee of not more than one hundred dollars (\$100) shall be refundable.
12. The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.
  - xiii. At completion of less than twenty five percent (25%) of the program, the refund of tuition and lab fees shall be made on a pro rata basis
  - xiv. At completion of 25% but less than 50% of the program, the student will be refunded 50% of tuition and lab fees.
  - xv. At completion of 50% but less than 75% of the program, the student shall be refunded 25% of tuition and lab fees.
  - xvi. At completion of 75% or more of the program no refund is due to the student.

**POLICY FOR PROCESSING STUDENT REFUNDS:** AEWA will process student refunds in accordance with federal and state regulations. Refunds will be processed within 30 Days using the Student Refund Calculation Worksheet. The Finance Manager will issue a check in cases where monies are due to the student. The Student Ledger will be updated appropriately.

**NOTIFICATION TO FUNDING AGENCY UPON STUDENT CANCELLATION, WITHDRAWAL, OR DISMISSAL:** Arkansas Elite Welding Academy will notify a student's funding agency upon their cancellation, withdrawal, or dismissal.

## DISCLAIMERS

Arkansas Elite Welding Academy, LLC, does not discriminate based on sex, race, ethnic origin, or religion.

Completing an enrollment agreement, and paying the registration fee and tuition deposit, does not guarantee an applicant will be accepted to begin a program.

Completing an enrollment agreement, and paying the registration fee and tuition deposit, does not guarantee an applicant will be able to start a program on their preferred start date.

Start and end dates are subject to change and will be communicated as soon as possible to current and future students.

Arkansas Elite Welding Academy is not approved to accept federal financial aid (aid you apply for through the FAFSA - Free Application for Federal Student Aid). Students are responsible for securing their own funding.

Arkansas Elite Welding Academy does not guarantee student housing.

AEWA reserves the right to add, delete, or modify any program (including cost and curriculum), regulation, or policy in this Student Catalog at any time during the period it is in effect. The Core Management Team (CMT) will determine effective dates of changes, and students/applicants will be properly notified of the changes.

By completing an Enrollment Form, students acknowledge that the student catalog and handbook is accessible to them, and they agree to abide by the school's policies and procedures as stated.

Any behavior on or off campus that is considered disruptive to the educational environment or that is destructive to property is unacceptable and the student may be dismissed.

Enrollment at AEWA is totally voluntary, and a student may withdraw at any time that he/she feels that the obligations are disproportionate to the benefits.

Failure to comply with AEWA rules and policies may result in dismissal.

All materials distributed to students are considered property of AEWA. Unlawful sharing or distributing of such materials is considered a Copyright Infringement.

*Arkansas Elite Welding Academy is licensed by the Arkansas Division of Higher Education,  
423 Main Street, Suite 400, Little Rock, AR 72201.*

**ARKANSAS ELITE WELDING ACADEMY, LLC ENROLLMENT AGREEMENT**  
**ELITE COMBINED STRUCTURAL / PIPE PROGRAM**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number (9 digit number): \_\_\_\_\_

☐ Male    ☐ Female

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*(NOTE: do not use a school issued email address)*

Emergency Contact (First and Last Name): \_\_\_\_\_

Emergency Contact Relationship to Applicant: ☐ Parent ☐ Spouse ☐ Grandparent ☐ Sibling

☐ Other \_\_\_\_\_

Emergency Contact's Phone Number: \_\_\_\_\_

Do you, or will you, have a High School Diploma or GED? ☐ Yes ☐ No

High School Attended: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Requested Start Date\* \_\_\_\_\_  
\* Classes Start Monthly. Requested dates may not be granted depending on availability

Do you wear glasses? ☐ Yes ☐ No

Do you wear contact lenses? ☐ Yes ☐ No

What are your plans for housing while you attend AEWA?

☐ Live at Home ☐ AEWA arranged housing ☐ Securing my own off-campus housing

Have you taken a tour of AEWA? ☐ Yes ☐ No

How did you hear about AEWA?

<input type="checkbox"/> Facebook	<input type="checkbox"/> In School Recruitment	<input type="checkbox"/> Tradeshow
<input type="checkbox"/> Instagram	<input type="checkbox"/> Past or Current Student	<input type="checkbox"/> Website
<input type="checkbox"/> Friend	<input type="checkbox"/> Teacher or Counselor	<input type="checkbox"/> Other _____
<input type="checkbox"/> Google Search	<input type="checkbox"/> Tik Tok	_____

How do you plan to pay for your program costs?

☐ Personal Funds  
☐ Arkansas Rural Endowment Fund (*only an option for Arkansas residents*)  
☐ Rehabilitation Services  
☐ VA Education Benefits  
☐ Other \_\_\_\_\_

**I acknowledge I have accessed and reviewed the following information and I agree to abide by school policies and procedures as stated.**

I have reviewed the program costs, refund policy, and disclaimers provided at the beginning of this enrollment agreement. ☐ Yes ☐ No

I have viewed the recruitment video available at [www.arkansasewa.com](http://www.arkansasewa.com). ☐ Yes ☐ No

I have reviewed the Student Handbook available at [www.arkansasewa.com](http://www.arkansasewa.com). ☐ Yes ☐ No

*Your application is not complete until you have paid a \$250 fee. \$100 is a nonrefundable registration fee. \$150 is a refundable tuition deposit. Once you have paid this fee, your application will be submitted and an Arkansas Elite Welding Academy team member will contact you to confirm your start date. Start dates are assigned on a first come, first served basis and are not guaranteed.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ARKANSAS ELITE WELDING ACADEMY, LLC ENROLLMENT AGREEMENT ELITE PIPEFITTING PROGRAM

Arkansas Elite Welding Academy, LLC  
333 Rosebud Road  
Quitman, AR 72131  
[www.arkansasewa.com](http://www.arkansasewa.com)  
1-833-ELITE-10

## ELITE PIPEFITTING PROGRAM

680 clock hours (approximately 17 weeks)  
Class Times: Monday – Thursday 8:00AM – 6:00PM

### ADMISSION REQUIREMENTS

- Be at least 17 years old at the time of a student's program start date and be at least 18 years old by the time of the student's program completion date.
- Be a high school graduate or have earned a GED certificate. Submission of a copy of a student's high school transcript, high school diploma, or GED certificate is required to complete a student's enrollment file and must be submitted before the program start date.
- Be able to read, write, and understand English.
- Welding is a physically demanding career, and AEWA runs its training programs as a job site which means your training is physically demanding. AEWA recommends that all new students have seen their primary care physician for a physical and have had a recent eye exam. Please note that welding in contact lenses is prohibited. If you need corrective lenses, you must wear glasses. *Please note that while physical handicaps do not preclude a student from admission to the school, individuals with physical handicaps should consult with their physician and AEWA to determine if the training requirements can be accomplished.*

### PROGRAM COSTS

A registration fee of \$100 and a \$150 tuition deposit is required to apply for enrollment to the Elite Combined Structural / Pipe Welding Program at Arkansas Elite Welding Academy, LLC. At the end of this form, you will be required to pay the nonrefundable registration fee of \$100 and the refundable tuition deposit of \$150, for a total of \$250, in order to submit your enrollment form. An AEWA representative will work with you to confirm your start date upon receipt of this form and payment. Full payment of tuition and fees by the payment deadline, submission of required documents, and completion of all mandatory forms is required to begin the program.

Registration Fee\*      \$ 100 (Nonrefundable)  
Tuition Deposit\*      \$ 150 (refundable if enrollment is cancelled by the payment deadline)  
\*Must be paid at the time of enrollment.

Tools	\$ 1500 (Nonrefundable)
Lab Fees	\$ 4500 (Refundable according to the refund policy)
Tuition	\$10000 (\$150 of this is previously collected through the tuition deposit – Refundable according to the refund policy)
Total	\$16100

PROGRAM COSTS must be paid in full, or funding source(s) confirmed, by the payment deadline for each start date. Payment deadlines for each program are approximately two and a half business weeks before the program start date. Due to holidays and scheduled breaks, the payment deadline may be earlier. Having payment made, or a funding source confirmed, by these dates allows AEWA to fill booth space if a student is not able to attend. The payment deadline will be communicated on the invoice for program costs and in the acceptance letter.

### **CANCELLATION AND REFUND POLICY**

Arkansas Elite Welding Academy (AEWA) agrees to accept cancellations and make refunds according to the following:

**CANCELLATION POLICY:** A full refund will be made to any student who cancels the enrollment contract within seventy-two (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the enrollment contract is executed. The date the enrollment contract is executed is the date an online application is submitted. Enrollment must be cancelled in writing by emailing [info@arkansasewa.com](mailto:info@arkansasewa.com). The school shall promptly fully refund all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty (30) days after cancellation. All monies paid by an applicant, less a \$25 fee, will be refunded if the applicant is not accepted by the school.

**REFUND POLICY:** AEWA uses the State of Arkansas Rules and Regulations to determine any refunds/debt after a withdrawal or termination. The effective date for withdrawal or termination, for refund purposes, will be the last date of attendance.

13. AEWA may retain a registration fee associated with withdrawal or termination not to exceed \$100.
14. All tuition (not including tool fees) paid in excess of the registration fee of not more than one hundred dollars (\$100) shall be refundable.
15. The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.
  - xvii. At completion of less than twenty five percent (25%) of the program, the refund of tuition and lab fees shall be made on a pro rata basis
  - xviii. At completion of 25% but less than 50% of the program, the student will be refunded 50% of tuition and lab fees.
  - xix. At completion of 50% but less than 75% of the program, the student shall be refunded 25% of tuition and lab fees.
  - xx. At completion of 75% or more of the program no refund is due to the student.

**POLICY FOR PROCESSING STUDENT REFUNDS:** AEWA will process student refunds in accordance with federal and state regulations. Refunds will be processed within 30 Days using the Student Refund Calculation Worksheet. The Finance Manager will issue a check in cases where monies are due to the student. The Student Ledger will be updated appropriately.

**NOTIFICATION TO FUNDING AGENCY UPON STUDENT CANCELLATION, WITHDRAWAL, OR DISMISSAL:** Arkansas Elite Welding Academy will notify a student's funding agency upon their cancellation, withdrawal, or dismissal.



## DISCLAIMERS

Arkansas Elite Welding Academy, LLC, does not discriminate based on sex, race, ethnic origin, or religion.

Completing an enrollment agreement, and paying the registration fee and tuition deposit, does not guarantee an applicant will be accepted to begin a program.

Completing an enrollment agreement, and paying the registration fee and tuition deposit, does not guarantee an applicant will be able to start a program on their preferred start date.

Start and end dates are subject to change and will be communicated as soon as possible to current and future students.

Arkansas Elite Welding Academy is not approved to accept federal financial aid (aid you apply for through the FAFSA - Free Application for Federal Student Aid). Students are responsible for securing their own funding.

Arkansas Elite Welding Academy does not guarantee student housing.

AEWA reserves the right to add, delete, or modify any program (including cost and curriculum), regulation, or policy in this Student Catalog at any time during the period it is in effect. The Core Management Team (CMT) will determine effective dates of changes, and students/applicants will be properly notified of the changes.

By completing an Enrollment Form, students acknowledge that the student catalog and handbook is accessible to them, and they agree to abide by the school's policies and procedures as stated.

Any behavior on or off campus that is considered disruptive to the educational environment or that is destructive to property is unacceptable and the student may be dismissed.

Enrollment at AEWA is totally voluntary, and a student may withdraw at any time that he/she feels that the obligations are disproportionate to the benefits.

Failure to comply with AEWA rules and policies may result in dismissal.

All materials distributed to students are considered property of AEWA. Unlawful sharing or distributing of such materials is considered a Copyright Infringement.

*Arkansas Elite Welding Academy is licensed by the Arkansas Division of Higher Education,  
423 Main Street, Suite 400, Little Rock, AR 72201.*

**ARKANSAS ELITE WELDING ACADEMY ENROLLMENT AGREEMENT**  
**ELITE PIPEFITTING PROGRAM**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number (9 digit number): \_\_\_\_\_

☐ Male    ☐ Female

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*(NOTE: do not use a school issued email address)*

Emergency Contact (First and Last Name): \_\_\_\_\_

Emergency Contact Relationship to Applicant: ☐ Parent ☐ Spouse ☐ Grandparent ☐ Sibling

☐ Other \_\_\_\_\_

Emergency Contact's Phone Number: \_\_\_\_\_

Do you, or will you, have a High School Diploma or GED? ☐ Yes ☐ No

High School Attended: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Requested Start Date\* \_\_\_\_\_  
\* Classes Start Monthly. Requested dates may not be granted depending on availability

Do you wear glasses? ☐ Yes ☐ No

Do you wear contact lenses? ☐ Yes ☐ No

What are your plans for housing while you attend AEWA?

☐ Live at Home      ☐ AEWA arranged housing      ☐ Securing my own off-campus housing

Have you taken a tour of AEWA? ☐ Yes ☐ No

How did you hear about AEWA?

<input type="checkbox"/> Facebook	<input type="checkbox"/> In School Recruitment	<input type="checkbox"/> Tradeshow
<input type="checkbox"/> Instagram	<input type="checkbox"/> Past or Current Student	<input type="checkbox"/> Website
<input type="checkbox"/> Friend	<input type="checkbox"/> Teacher or Counselor	<input type="checkbox"/> Other _____
<input type="checkbox"/> Google Search	<input type="checkbox"/> Tik Tok	_____

How do you plan to pay for your program costs?

☐ Personal Funds  
☐ Arkansas Rural Endowment Fund (*only an option for Arkansas residents*)  
☐ Rehabilitation Services  
☐ VA Education Benefits  
☐ Other \_\_\_\_\_

**I acknowledge I have accessed and reviewed the following information and I agree to abide by school policies and procedures as stated.**

I have reviewed the program costs, refund policy, and disclaimers provided at the beginning of this enrollment agreement. ☐ Yes ☐ No

I have viewed the recruitment video available at [www.arkansasewa.com](http://www.arkansasewa.com). ☐ Yes ☐ No

I have reviewed the Student Handbook available at [www.arkansasewa.com](http://www.arkansasewa.com). ☐ Yes ☐ No

*Your application is not complete until you have paid a \$250 fee. \$100 is a nonrefundable registration fee. \$150 is a refundable tuition deposit. Once you have paid this fee, your application will be submitted and an Arkansas Elite Welding Academy team member will contact you to confirm your start date. Start dates are assigned on a first come, first served basis and are not guaranteed.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX B – 2022 CALENDAR

# 2022



**NO CLASSES HELD ON:**

Mar 21-27 Spring Break

May 30 Memorial Day

July 4 Independence Day

Sep 05 Labor Day

Nov 12-27 Fall Break & Thanksgiving Break

Dec 23-Jan 1 Christmas Break

**START DATES/EST GRAD DATE**

01/11 = So3/31-Po5/24-Co6/29

02/15 = So5/05-Po6/29-Co8/04

03/29 = So6/13-Po8/04-Co9/12

04/19 = So7/05-Po8/25-C10/03

05/24 = So8/09-P10/03-C11/07

06/21 = So9/06-P10/27-C12/15

07/12 = So9/26-P11/30-Co1/11

08/16 = S10/31-Po1/11-Co2/15

09/20 = S12/15-Po2/14-Co3/28

10/11 = So1/12-Po3/07-Co4/18

11/29 = So2/16-P-04/18-Co5/23

**WELDING COMPETITION**

**TEACHER IN SERVICE**

Template © calendarlabs.com

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JANUARY						
S	M	T	W	T	F	S
					1	8
2	3	4	5	6	7	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October						
S	M	T	W	T	F	S
					1	8
2	3	4	5	6	7	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## **APPENDIX C - PROGRAM ORIENTATION**

A day long orientation program is required on each program start date. Orientation is mandatory and must be completed in full before a student can be on the shop floor. Orientation takes place in the AEWA classroom.

During the orientation program, the following topics will be covered:

- Mission and vision of Arkansas Elite Welding Academy
- AEWA employees
- Standards of Conduct and Steps in Disciplinary Action
- Safety Program and OSHA-10 Training Requirement
- Tool Distribution
- Basic Welding Knowledge
- American Welding Society Membership and Scholarship Program
- Curriculum Overview
- Program Completion Requirements
- Pre-Start Date Facts and Information (how to prepare for your first day on the shop floor)

All new students are assigned a student mentor. The student mentor will be a current student who is in good standing. The student mentor will guide the new student on their first day on the shop floor.

The following forms (pages 70 to 78) are the forms that will be mailed to each program participant approximately one month before that student's program start date. These forms must be completed and returned on orientation day. Students will not be allowed to begin on the shop floor, and will be counted absent, until all forms are complete, full payment has been made, and AEWA has received a copy of the student's high school diploma, high school transcript, or GED certificate. If a student will be under 18 on their program start date, a parent or guardian must also sign all forms.

## ARKANSAS ELITE



## WELDING ACADEMY

### Program Information Acknowledgement Form (Hours, Total Cost of Attendance, and Refund Policy)

#### TUITION AND FEES

A non-refundable registration fee of \$100 was required to apply for enrollment to Arkansas Elite Welding Academy. You were invoiced for your \$100 registration fee and a \$150 deposit toward tuition following submission of your enrollment form. Once your registration fee and your deposit were paid, your spot was secured in a start date.

Payment for all TUITION and FEES is due **by the payment deadline**. Costs will not be altered once a student has enrolled in the program. Program costs could be changed for the next program date. Payment arrangements and admissions requirements must be completed and verified to be considered fully enrolled.

Acceptable Methods of Payment: Cash, Check, Credit Card, VA Benefits, Money Order/Cashiers Check

#### HOURS AND TOTAL COST OF ATTENDANCE BY PROGRAM

##### Elite Combined Structural/Pipe Welding Program

920 hours - 23 weeks

Registration Fee	\$ 100 (Non-Refundable)
Tools	\$ 1100 (Non-Refundable)
Lab Fees	\$ 2600
Tuition	\$ 20300
TOTAL COST	\$ 24100

##### Elite Pipe Welding Program

720 hours - 18 weeks

Registration Fee	\$ 100 (Non-Refundable)
Tools	\$ 1000 (Non-Refundable)
Lab Fees	\$ 2000
Tuition	\$ 15000
TOTAL COST	\$ 18100

##### Elite Structural Welding Program

420 hours - 10.5 weeks

Registration Fee	\$ 100 (Non-Refundable)
Tools	\$ 600 (Non-Refundable)
Lab Fees	\$ 1250
Tuition	\$ 8650
TOTAL COST	\$ 10600

##### Elite Pipefitting Program

680 hours - 17 weeks

Registration Fee	\$ 100 (Non-Refundable)
Tools	\$ 1500 (Non-Refundable)
Lab Fees	\$ 2500
Tuition	\$ 10000
TOTAL COST	\$ 16100

##### Elite Downhill Pipeline Program

240 hours - 6 weeks

Registration Fee	\$ 100 (Non-Refundable)
Tools	\$ 0
Lab Fees	\$ 2500
Tuition	\$ 5000
TOTAL COST	\$ 7600

## CANCELLATION AND REFUND POLICY

Arkansas Elite Welding Academy (AEWA) agrees to accept cancellations and make refunds according to the following:

**CANCELLATION POLICY:** A full refund will be made to any student who cancels the enrollment contract within seventy-two (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the enrollment contract is executed. The date the enrollment contract is executed is the date an online application is submitted. Enrollment must be cancelled in writing by emailing [info@arkansasewa.com](mailto:info@arkansasewa.com). The school shall promptly fully refund all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty (30) days after cancellation. All monies paid by an applicant, less a \$25 fee, will be refunded if the applicant is not accepted by the school.

**REFUND POLICY:** AEWA uses the State of Arkansas Rules and Regulations to determine any refunds/debt after a withdrawal or termination. The effective date for withdrawal or termination, for refund purposes, will be the last date of attendance.

16. AEWA may retain a registration fee associated with withdrawal or termination not to exceed \$100.
17. All tuition (not including tool fees) paid in excess of the registration fee of not more than one hundred dollars (\$100) shall be refundable.
18. The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.
  - xxi. At completion of less than twenty five percent (25%) of the program, the refund of tuition and lab fees shall be made on a pro rata basis
  - xxii. At completion of 25% but less than 50% of the program, the student will be refunded 50% of tuition and lab fees.
  - xxiii. At completion of 50% but less than 75% of the program, the student shall be refunded 25% of tuition and lab fees.
  - xxiv. At completion of 75% or more of the program no refund is due to the student.

**By signing below, I am acknowledging that I reviewed, understand, and agree to abide by the policies and procedures related to program hours, total cost of attendance, cancellations, and refunds.**

---

Student Name (Print)

---

Social Security Number

---

Student Signature

---

Date

**Parent/Guardian Signature (if the student is under the age of 18 at the beginning of their program start date)**

---

Parent Name (Print)

---

Date

---

Parent Signature

*COMPLAINT OR GRIEVANCE PROCEDURE: All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to Alana Boles, Associate Director of Academic Affairs, Arkansas Division of Higher Education, Arkansas Department of Education, 423 Main Street, Suite 400, Little Rock, AR 72201, Phone: (501) 371-2000.*



## Student Catalog Acknowledgement

I, (print student name) \_\_\_\_\_, acknowledge that I understand that the Arkansas Elite Welding Academy (AEWA), LLC Student Catalog and Handbook is available to me at any time on the AEWA website ([arkansasewa.com](http://arkansasewa.com)). The student catalog contains vital information pertaining to AEWA policies and procedures. It is my responsibility as a student to read this catalog.

I understand that AEWA may change its policies, procedures, and services at any time at its sole discretion, as well as interpret or vary them however it deems appropriate.

Failure to follow the policies and procedures outlined in this document could result in my dismissal from Arkansas Elite Welding Academy.

By signing below I am agreeing to abide by all policies and procedures contained in the Student Catalog.

\_\_\_\_\_  
(Student)

\_\_\_\_\_  
Date

Parent/Guardian Signature *(if the student is under the age of 18 at the beginning of their program start date)*

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature



**ARKANSAS ELITE**



**WELDING ACADEMY**

## **Liability Release**

This agreement releases **Arkansas Elite Welding Academy, LLC** from all liability relating to injuries that may occur while on property and utilizing facilities at **333 Rosebud Road, Quitman, AR**. By signing this agreement, I agree to hold **Arkansas Elite Welding Academy, LLC** entirely free from any liability, including financial responsibility for injuries incurred, regardless of whether injuries are caused by negligence.

I also acknowledge the risks involved in welding and related preparation activities. I swear that I am participating voluntarily, and that all risks have been made clear to me. Additionally, I do not have any conditions that will increase my likelihood of experiencing injuries while engaging in this activity.

By signing below, I forfeit all right to bring a suit against **Arkansas Elite Welding Academy, LLC**, for any reason. I will make every effort to obey safety precautions as listed in writing and as explained to me verbally. I will ask for clarification when needed.

I, (print student name) \_\_\_\_\_, fully understand and agree to the above terms.

\_\_\_\_\_  
(Student)

\_\_\_\_\_  
Date

Parent/Guardian Signature (if the student is under the age of 18 at the beginning of their program start date)

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature



## Student Medical History Form

Start Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

☐ Male ☐ Female

Date of Birth (mm/dd/year): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Do you wear: ☐ glasses ☐ contact lenses ☐ insulin pump ☐ other: \_\_\_\_\_

Allergies to Foods, Man Made Materials: ☐ Yes ☐ No

If yes, list: \_\_\_\_\_

Allergies to Medications: ☐ Yes ☐ No

If yes, list: \_\_\_\_\_

Emergency Contact #1 Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Emergency Contact #2 Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Pre-existing medical conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Previous Surgeries (include dates): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Page 1 of 2

Current Medications (include prescription, supplements, vitamins, etc.):

Page 74 of 78

Name	Dosage	Dosage Schedule (for example: morning/evening, 3 times per day, etc.)

Primary Care Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group Number: \_\_\_\_\_

Primary Policy Holder: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

***Why is Arkansas Elite Welding Academy (AEWA) asking for this information?***

*The welding occupation is one that comes with risk of injury. Should injury occur during a student's time at AEWA, and he/she is unable to make medical decisions, the medical information included on this form could be provided to emergency medical personnel. AEWA representatives will attempt to contact the emergency contacts provided as soon as possible.*

For Office Use Only:



### DRUG or ALCOHOL TESTING ACKNOWLEDGEMENT

Arkansas Elite Welding Academy is a drug and alcohol-free institution. As such, students may be subject to drug and alcohol testing at any time they are enrolled.

The following are reasons for selection for a drug and/or alcohol test:

- Selected for a random test(s). While enrolled at AEWA, a student's name will always be in the random pool. Students can be chosen more than once for a random drug and/or alcohol test.
- A student is exhibiting observable behavior that leads a school official(s) to believe they are under the influence of drugs and/or alcohol.
- A student is involved in an accident or safety violation on school grounds, which could have or did result in a serious injury of themselves and/or others and/or caused property damage.
- Beginning Job Placement

Upon notification that a student has been selected for a drug and/or alcohol test, he/she must report to the school's designated location for collection. Upon completion of the test, he/she will return specimen to the test administrator. If a student does not provide a valid urine and/or saliva specimen within 1 hour of a testing notification it will be considered a refusal to test resulting in immediate dismissal. A refusal to test, a tampered with, or an adulterated specimen, will result in immediate dismissal.

Students violating the drug and/or alcohol policy in any way, including having a positive drug and/or alcohol test or refusing to take a drug and/or alcohol test, is considered a major offense and may result in disciplinary action.

**Drug testing is required before each student begins job placement. If the on-site test is positive, the student will be dismissed from the program immediately and will receive no alumni benefits.**

A student will be notified of test results only if it is positive or adulterated. Students will not be notified if results are negative. All drug and/or alcohol test results are confidential. You have the right to request a confirmation test of positive results by the school's designated testing facility. School officials can also request that a student be test off-site, and if the student refuses to test, the student will be immediately dismissed.

I, \_\_\_\_\_, fully understand and agree to the above policy.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

**Parent/Guardian Signature** (if the student is under the age of 18 at the beginning of their program start date)

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

ARKANSAS ELITE



WELDING ACADEMY

## MEDIA RELEASE FORM

I, \_\_\_\_\_, grant permission to Arkansas Elite Welding Academy, LLC, to use my image (photographs and/or video) for use in Media publications including, but not limited to:

Videos

Instagram

Facebook

TikTok

Twitter

LinkedIn

General Publications

Website and/or Affiliates

Other

I hereby waive any right to inspect or approve the finished photographs or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image.

**Please initial the paragraph below which is applicable to your present situation:**

\_\_\_\_\_ I am 18 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

**\_\_\_\_\_ If individual photographed/recorded is under eighteen (18) years old, the following section must be completed by a parent/guardian.**

*By signing below, I am acknowledging that I have read, understand, and agree to the terms outlined in this document.*

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

**ARKANSAS ELITE**



**WELDING ACADEMY**

## **Consent to Release Education Records**

Under the Family Educational Rights and Privacy Act (FERPA), I give Arkansas Elite Welding Academy (AEWA) my consent to disclose information from my education records and any personally identifiable information, for reasons determined by AEWA as appropriate, to the person(s) specified below. This authorization will remain in effect until I revoke consent in writing. All requests for information must be accompanied by another identifiable item of student information (e.g. date of birth or last four digits of the student's social security number) in order to discuss or do business on behalf of the student.

*Please note that AEWA may disclose information to parents and legal guardians of students that are claimed as a dependent for federal income tax purposes. Please check the appropriate box:*

- ☐ Yes. I certify that my parents claim me as a dependent for federal income tax purposes.
- ☐ No. I certify that my parents do not claim me as a dependent for federal income tax purposes.
- ☐ I don't know if I am a dependent.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

-----

Use the space below to identify the person(s) authorized to have access to your education records (please print). (If wishing to give permission to more than four individuals, please list all required information on the back of this form)

Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

*Include additional names on the back of this form.*

**For more information about FERPA, visit the AEWA Student Catalog located at [arkansasewa.com](http://arkansasewa.com).**