



**WESTERN WELDING ACADEMY**  
GILLETTE, WYOMING

# **STUDENT HANDBOOK**

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# Mission Statement

We are Western Welding Academy (WWA), a state-of-the-art training facility in Gillette, Wyoming. We love to teach! We want to help people become the best they can be in their careers.

Our focus is on creating the finest pipe and structural welders in the industry, with the mindset of quality over quantity. The school is set up to look and feel like an actual job site. Our students spend 85% of their time with us in the welding booth and only one day a week in the class room. The school is operated by a small dynamic team dedicated to our students' overall success. We teach several types of welding including Pipe, SMAW, GTAW, and FCAW on carbon steel, stainless steel, and other exotic piping materials. Please note: Not all processes or materials are included in your purchase, but are available for an extra charge of material.

WWA trains pipe and structural welders for power plant shutdowns, refinery turnarounds, gas plant base builds, oil field piping work, paper mill shutdowns, food processing plants, and various other mechanical/structural projects. WWA offers the ULTIMATE PROFESSIONAL PIPE WELDER COURSE that address the needs of existing employers, people starting a welding career, and contractors who want to further their welding procedures and techniques.

One of the things that sets us apart from other welding schools is the level of commitment the WWA staff gives towards the success of our students. From the Academy Director to the welding instructors, each staff member of the WWA team is someone who has walked in the blue-collar shoes of the working man/woman who is trying to provide for themselves or a family. We understand the hardships associated with lack of skills, knowledge, and training. Our instructors all have real life experience working in the welding industry and are up to date on the latest techniques.

Another thing that sets WWA ahead of other welding schools is our atmosphere and company culture. WWA is set up and run like a job site to simulate an industrial setting. One hundred percent Personal Protective Equipment is required every minute of every day so that students are comfortable with it, and it becomes second nature to them.

We have a quality over quantity approach to everything we do. This approach has driven us to invest in top quality welding equipment. If something is worth doing, it is worth doing right.

# Enrollment

Students interested in attending Western Welding Academy need to complete an enrollment application, this can be found on-line at [www.westernweldingacademy.com](http://www.westernweldingacademy.com).

## Please keep the following in mind before completing the application:

- Applications must be completed in full. Partial applications will not be accepted.
- Please give careful attention to the date you list as your preferred start date. We do our best to honor the preferred date, but we cannot guarantee them.
- WWA can only accept students who are United States citizens or have legal US documentation.

## Enrollment Requirements

All students must be at least 17 ½ years of age to be considered for any of the courses offered by WWA and must be 18 years of age upon course completion. Students who are under the age of 18 must have parental/guardian consent to enroll.

Before the student's start date, WWA highly recommends that students have their vision tested and corrected if necessary.

### **Physical requirements include:**

- Standing for extended periods of time
- Good eyesight
- Bending, stooping, kneeling
- Grasping
- Ability to lift 50 lbs.
- Maneuvering into small spaces

**WWA gives no credit for previous experience, education, or coursework. WWA cannot transfer any completed course time to another institution.**

**Tuition must be paid in full 30 days prior to your Start Date. If using  
Financial Aid all Deposits must be paid 60 days prior to your Start  
Date**

Western Welding Academy is an equal opportunity institution. WWA complies with all local, city, county, state, and federal regulations pertaining to said school. All students are enrolled, trained, and promoted to prospective industry partners for future employment equally. WWA shall not deny enrollment to any prospective student or make a distinction or classification of students because of race, creed, color, sex, or national origin.

### **ORIENTATION DOCUMENTS**

Orientation documents will be emailed to each student after verification of approval for financial aid or confirmation of cash payment. After these documents have been electronically signed by the student, they will be uploaded to the student's file. These documents must be signed before the student can begin class.

### **PERSONAL PROTECTIVE EQUIPMENT**

WWA provides standard Personal Protective Equipment (PPE) items for each student. These are to be used during training and are the students to keep once they complete and graduate from their program. Students may purchase additional PPE at their own expense. **WWA does not provide or reimburse a student for PPE purchased as personal preference items.**

# ULTIMATE PROFESSIONAL PIPE WELDER

## COURSE

Duration: 24 weeks (960 hours)

Tuition: \$ 28,295

Tools: \$ 1,700

WL Housing: \$ 5,800

WL Deposit: \$ 1,000

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Total: \$ 36,795

Course V is a 6-month training program tailored to people interested in a pipe welding career. This is our main program that shapes and builds the next generation of pipe welders. Work ethics, job site safety, communication skills, and financial training are included to build top-notch, solid employees. This course teaches all skills listed in Welder I, Welder II, Welder III, and Welder IV, and includes the following additional skills:

- Joint Configuration
- Joint Preparation
- Reading of Welding Symbols
- Blueprint Reading
- Base Metal Pre-Heating
- Weld Repair
- Electrode Care and Management
- How To Read a Welding Procedure (WPS)
- SMAW Downhill Welding
- GTAW Welding on Carbon Steel

- GTAW Welding on Stainless Steel
- GTAW Welding on Other Exotic Materials From 2" to 20" Pipe in All Positions
- Confined Space Welding
- Welding From Heights
- Dual Operator Style Welding

**Students are provided with all the tools needed to complete their course and are also provided with a welding jacket and hood. Students are 6G certified by an AWS Certified Welding Instructor at the end of the course providing they pass the required welding tests.**

# **Welder I – STRUCTURAL WELDER**

<p><b>Duration: 5 Weeks (200 hours)</b> <b>Pre-Requisite Course: None</b> <b>Pre-Test: None</b></p>
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This course teaches Shielded Metal Arc Welding for beginners. Students learn the following skills:

- Use and care of welding tools
- Welding and shop safety
- Intro to Shielded Metal Arc Welding
- Proper electrode storage
- Proper electrode sizing and selection
- Arc strikes, shielding gas, and hydrogen cracking
- Base metal grading and selection
- Amperage and voltage ranges, travel speeds, and heat inputs
- How to read and understand a Welding Procedure Specification (WPS)
- Welding machine set-up for the Shielded Metal Arc Welding process
- Proper base metal preparation for welding
- Body positioning techniques when welding with SMAW
- Fillet weld measurements, fit up, and welding techniques
- Weld defects and acceptance criteria for AWS D1.1 structural steel code
- Intro to V-groove welds, electrode selection, and industry uses
- V-groove welding techniques for all positions
- Oxy-fuel torch set-up and cutting techniques
- Destructive testing techniques of V-groove welds, industry methods, and specimen preparation in accordance with the applicable code or standard

No experience needed, show up and learn the basics. Students are provided with a DeWALT Tough System Tower that includes all the basic welding tools needed to complete the course. Students learn welding/shop safety, welding machine set up and operation, how to weld SMAW fillets, full penetration v-groove welds and oxy-fuel cutting procedures

# Welder 2 – SMAW PIPE WELDER

**Duration– 7 weeks, 280 hours**

**Pre-requisite – Phase I**

**This course teaches Shielded Metal Arc Welding (SMAW) on pipe. Students learn the following skills:**

- **Use and care of pipe welding tools**
- **Intro to pipe welding**
- **Proper electrode sizing and selection**
- **Arc strikes, shielding gas, and hydrogen cracking**
- **The importance of preheating base material**
- **Pressure ratings, temperature reaction, and expansion/contraction**
- **Amperage and voltage ranges, travel speed, and heat inputs**
- **Proper end prep and fit up techniques for pipe welding**
- **Body positioning techniques when pipe welding with SMAW**
- **Weld defects and acceptance criteria for AWS and ASME codes**
- **Intro to open-root pipe welding, electrode selection, and industry uses**
- **SMAW pipe welding techniques for all positions**
- **Non-Destructive testing techniques for the piping industry**
- **Weld defects and repair procedures in accordance with applicable piping codes**
- **SMAW weld repair techniques and common industry practices**
- **SMAW pipe rack welding techniques**

Students learn how to weld pipe with SMAW on all sizes of pipe, from 6” to 2”, both in the booth and in the pipe rack simulator. Upon completion, students are certified to AWS specifications in accordance with ASME Section IX and receive a course completion certificate.



# Welder 3 – GTAW PIPE WELDER

Duration: 7 weeks (280 hours)

Pre-requisite: Phase I and II

This course teaches students GTAW carbon steel plate and pipe welding. Students learn the following skills:

- Use and care of a TIG torch
- Proper tungsten prep
- How to prep carbon steel base metal in preparation for GTAW welding
- Fillet weld techniques using the GTAW process
- Proper preparation and fit-up techniques for welding with the GTAW process
- How to GTAW/SMAW COMBO weld carbon steel pipe in all positions
- GTAW weld repair techniques and common industry practices
- GTAW/SMAW COMBO pipe rack welding techniques
- Weld defects and repair procedures in accordance with applicable piping codes

This course teaches Gas Tungsten Arc Welding (GTAW/SMAW COMBO Welding) on pipe. Students learn how to weld pipe with SMAW on sizes ranging from 6" to 2" in both the booth and the pipe rack simulator. Upon completion of the course, students are certified to AWS specifications in accordance with ASME Section IX and receive a course completion certificate.

# **Welder 4: ADVANCED SMAW DOWNHILL** **& GTAW STAINLESS PIPE WELDING**

**Duration: 5 weeks (200 hours)**

**Pre-requisite: Phase I / II / III**

**This course teaches advanced GTAW pipe welding and advanced SMAW pipe welding. Students learn the following skills:**

- **How to effectively use inert gas to purge the inside of the pipe in preparation for welding**
- **How to prep stainless-steel base metal in preparation for welding**
- **Proper fit-up techniques for stainless steel**
- **How to weld stainless steel**
- **GTAW weld repair techniques and common industry practices**
- **Pipe rack welding techniques**
- **Cutting and preparing large diameter pipe for SMAW downhill welding**
- **12" branch connection layout**
- **SMAW downhill welding techniques and industry practices**

Students learn how to weld pipe with GTAW and SMAW on all sizes of pipe, from 16" to 2". Upon completion, students are certified to AWS specifications in accordance with ASME Section IX and receive a course completion certificate.

# **ATTENDANCE POLICY**

\* Attendance is required for the duration of enrollment. It is difficult to develop marketable skills without regular, consistent attendance. Employers require welders who hold prompt and hold regular attendance in high regard.

1. Attendance is recorded daily. Students are evaluated weekly to ensure that they are on track to graduate from the given course.
2. Excused absences include serious illness of the student , death or birth within the immediate family. If you are sick a Doctors Note is required when returning to school. A death in the family will require an Obituary Note upon returning to school.
3. All absences, whether excused or unexcused, are recorded in the student's file. If you miss more than 3 days you lose HAND STATUS (on the 3rd missed day-meeting with your Lead Instructor to talk about losing HAND STATUS) . 4th Day- You're not a HAND anymore, 5th Day- Meeting with your Lead Instructor, 6th Day- You are on Academic Probation and your ability to qualify for the WWA members only page is determined by the campus president and lead instructor. 7th Day- Termination.
4. Tardiness is a disruption to the Academy and shows a lack of respect to fellow students. 3 Tardies (Excused or Unexcused) = 1 Unexcused Absence. Any student who is late for their shift or leaves before the end of their shift will have a tardy entered their file.
5. Leaves of absence are greatly discouraged, given that they are disruptive to the continuity of the training. All leave of absence requests may be granted after the submission of a leave of absence request form and upon approval of the student's lead instructor. Only 1 leave of absence, whether medical or personal, will be considered per 12-month period. A leave of absence shall not exceed 60 calendar days for personal reasons or 90 days for medical reasons. Any student not returning to school following a leave of absence will be terminated on the next school day after the agreed upon return date.

## **Acknowledgment**

Students acknowledge that I have read and understand the Western Welding Academy Attendance Policy and will be responsible for obtaining all future amendments and modifications thereto. I understand that WWA does not offer transportation services to students, and it is the responsibility of each student to make their own transportation arrangements to and from class.

Furthermore, I understand that violations of the Attendance Policy may result in disciplinary action, including termination or expulsion from WWA

# Dress Code

Students are expected to dress appropriately both in the classroom and in the shop as they would be expected to dress in the welding field. Leather boots are required (ASTM F2413-11). **Safety glasses must be worn at all times while in the shop area (Z87.1).** Other personal protective gear as dictated by the instructors may include face shields and ear plugs while grinding, proper shaded lenses for welding and cutting, and long pants and sleeves to protect skin from arc rays.

# Progress Standards

All students are expected to maintain passing grades while attending the school, and all grades become part of the student's permanent record. Academic success is a tremendous indicator to employers of the type of employee you are likely to be.

## Percentage portion of final grade for each course:

**Skilled performance.....75%**

**Attendance.....15%**

**Written Exam.....10%**

**A.....90-100%**

**B.....80-89%**

**C.....70-79%**

**D.....60-69%**

**F.....>59%**

# **Student Code of Conduct**

Western Welding Academy (WWA) strives to have students who engage in exemplary behavior toward their peers, staff, faculty, and community members. As members of the WWA community, students are expected to follow and promote our shared values. Additionally, WWA students are responsible for knowing the information, policies, and procedures outlined in this document. The Academy reserves the right to make changes to the Student Code of Conduct and Community Standards (SCCCS) as necessary and once those changes are posted online, they are in effect. Students are encouraged to look online for updated versions of all policies and procedures.

In exercising its disciplinary authority, the Academy is committed to the principle of fundamental fairness. The Student Code of Conduct is administered without regard to race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, creed, ancestry, political belief, or any other applicable protected category or participation in any protected activity. Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities upon request.

## **PROHIBITED CONDUCT**

The following list describes conduct that is prohibited for all members of the Academy community and for which students may be subject to sanctions under this Code.

1. Disorderly Conduct: Behaving in a way that is disorderly, lewd, or indecent by a reasonable person, or breaching the peace.
2. Disruption or Obstruction: Disrupting or obstructing normal Academy or Academy sponsored or Academy hosted activities, including, but not limited to studying, teaching, research, Academy administration, fire, police or emergency services or events and programs.
3. Fire Safety: Engaging in misuse or unauthorized use of firefighting, fire sprinkling systems, and other safety equipment or warning devices, engaging in behavior that creates a fire hazard, and failure to evacuate when a fire alarm is activated.
4. Interfering with active bystander: Intentionally interfering with, intimidating, threatening, harassing, or retaliating against others for engaging in bystander intervention to prevent or report potential harm, violence and or sexual misconduct.

5. Property Damage: Defacing, damaging, or destroying property.
6. Retaliation: Retaliating against a person who, acting in good faith, has participated in an investigation or conduct process.
7. Unauthorized Entry: Entering, or using without proper authorization, any physical property, vehicle, equipment, building, or area. This includes unauthorized possession or use of Academy keys, ID cards, computers, lock combinations or other special access codes, or passwords.
8. Academy Policies: Failing to comply with Academy policies, rules, regulations, or other guidelines, including but not limited to syllabi and other classroom policies. See the OtherImportant Policies section of this Code for links to some of these relevant Academy policies.
9. Weapons: Possessing, using, or storing firearms, explosives (including firecrackers), weapons, ammunition, or dangerous chemicals in Academy facilities or during any Academy activity. This includes, but is not limited to, BB guns, paintball guns, knives more than 3 inches, swords, crossbows, handguns, shotguns, and rifles. Note that any object perceived to be a weapon or used with the intent to cause bodily harm is considered a weapon.
10. Attempts: Attempting to or encouraging others to commit acts prohibited by this Code. Complicity with known or obvious violations of the Student Code of Conduct or law.
11. False Reporting: Knowingly making a false report of an emergency, crime, or violation of the Code. A determination that the reported emergency or conduct cannot be proven does not necessarily indicate a knowingly false report.
12. False Representation(s): Knowingly making false representation(s) to the Academy in any form. Submitting false information, documentation, posting or withholding information. False representation at the time of admission or readmission may cause an individual to be ineligible for admission to, or continuation at, the Western Welding Academy.
13. False Identification: Use or possession of false identification (fake ID) or clocking in or out using another students name or badge.
14. Failure to Disclose: Failure to disclose to the Vice President of Operations in writing, within two business days, any felony related conviction, plea of guilty or deferred judgement occurring after admission to the Academy; failure to fully disclose conduct information in the Academy admissions process.

15. Forgery or Unauthorized Use: Forging or using without authorization any Academy documents or records, financial aid documents, computers, electronic mail, telephones, identification, or property.
16. Interfering with the Conduct Process: Interfering with conduct procedures or outcomes, including, but not limited to: forgery; falsification or misrepresentation of information; knowingly initiating a complaint without good cause; harassment or intimidation of a Hearing Officer, participants, or Academy personnel before, during, or after a proceeding; violating interim measures; and failure to comply with the sanction(s) imposed by either the Vice President Of Operations, their designee, or Hearing Officer.
17. Misuse or Theft of Computer Data, Equipment, Programs, Time and/or Violation of
  - a) Information Technology Policies:
  - b) Unauthorized entry into a file to use, download, read, transfer, or change the content, or for any other unauthorized purpose.
  - c) Unauthorized use of another individual's identification and password.
  - d) Use of technology resources to interfere with the work of another student, staff, faculty
  - e) member or Academy official.
  - f) Use of technology resources to cyber stalk, send obscene messages, or otherwise violate the law.
  - g) Use of technology resources to interfere with normal operation of the Academy computing system.
  - h) At tempting to modify system facilities including the introduction of electronic vandalism,
  - i) e.g. "viruses," "worm," or other destructive or disruptive programs and devices, into
  - j) Academy computing resources, whether on its premises or connected to it by network.
  - k) Unauthorized use of technology resources for personal profit, to commit crimes and/or otherwise engage in unlawful conduct.
  - l) Unauthorized copying, reproduction, or file sharing of licensed software on Academy computing equipment.
18. Theft: Engaging in theft, attempted theft, or unauthorized possession of property. Personal property is the responsibility of the student. WWA and Western Lodging are not responsible for any missing or damaged personal property.
19. Bullying: Engaging in repeated and/or severe, aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally, that is not speech or conduct otherwise protected by the First Amendment.
20. Discrimination: Engaging in behaviors or decision making that result in an individual experiencing an adverse consequence based on the individual's Protected Class, including but not limited to failure to be hired or promoted or denial of admission to an academic program.

21. Hostile Environment Harassment: Engaging in unwelcome conduct against another individual based upon the individual's Protected Class that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all the circumstances. These circumstances include, but are not limited to, the frequency of the conduct, its severity, and whether it is threatening or humiliating.

22. Threatening Behaviors:

- a) Threat. Written, graphic or verbal conduct that causes a reasonable expectation of harm to the health or safety of any person or damage to any property.
- b) Intimidation. Intentional behavior that would cause a reasonable person to fear that they are in danger of injury or harm.

23. Dating and Domestic Violence: Engaging in physically or verbally abusive behavior in any current or former relationship that is used by one partner to gain or maintain power and control over another intimate partner.

- a) Dating and domestic violence can be physical, sexual, emotional, economic, psychological, or academic actions, or threat of actions. Actions include but are not limited to:
  - i. Physically abusing, threatening to physically abuse, attempting to cause, or causing physical harm or acts which unreasonably restrain the personal liberty of any partner or former partner.
  - ii. Placing a partner or former partner in reasonable fear of imminent physical harm.
  - iii. Causing a partner or former partner to engage involuntarily in sexual activity by force, threat of force, or duress.
  - iv. and/or intentionally interfering with a partner or former partners' ability to meet academic obligations.

24. Hazing: Any intentional act or situation that (a) causes embarrassment, harassment, or ridicule and/or, (b) risks emotional, mental, or physical harm, and is committed for the purpose of membership into, affiliation with, or continuation of membership with a group or team, regardless of the person(s)'s willingness to participate. Apathy or deference in the presence of hazing is not neutral; both are also violations.



25. Physical Violence: Engaging in physical violence of any nature against any person. This includes fighting, assaulting; battering; using or threatening to use a knife, firearm, or other weapon; physically abusing, restraining, or transporting someone against their will; acting in a manner that threatens or endangers.
26. Classroom Disruption: Engaging in behavior(s) that a reasonable person would view as substantial disruption or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from the instruction.
27. Disruption or Obstruction: Disrupting or obstructing normal Academy sponsored or hosted activities, including, but not limited to studying, teaching research, Academy administration, fire, police or emergency services or events and programs.
28. Adverse Impact: Conduct that has a substantial adverse impact on the Academy community, its members, and/or the pursuit of its objectives, regardless of where such conduct occurs.
29. Earbuds, cell phones and loud music players are strictly prohibited during class and/or shop times. Cell phone use is allowed during approved break and lunch times.
30. Any possession, solicitation and/or use of drugs and alcohol will not be tolerated while on WWA property (including Western Lodging). Prescription medication authorized by a physician and taken under direct orders will be the only exception. WWA must be made aware of any medications that impact the safety of fellow students and staff.
31. Failure to Comply: Failing to comply with the directions of any Academy employee acting within the scope of their official duties or failing to identify oneself to such a person when lawfully requested to do so will be subject to expulsion.
32. Gambling: Illegal gambling for money or other items of value is prohibited on all WWA grounds.
33. Reckless Endangerment: Reckless endangerment of others including illegal driving under the influence of alcohol and/or controlled substances. All students will be subject to random drug testing and/or breathalyzer testing State standards. Refusal to take these tests will result in grounds for termination.
34. Violations of Law: Violations of federal, state, or local law on Academy premises, at Academy functions, or off campus that have an adverse impact on the Academy or community members.

35. Not following Dress and work attire per industry standards. All PPE will be always worn, every day.
36. Students are only allowed to take breaks during allotted times and in locations approved by WWA.
37. Smoking inside any WWA buildings. Smoking will be allowed only at specific locations approved by WWA.
38. Students not adhering to strict safety standards. Students refusing to adhere to safety standards will be subject to expulsion.
39. Bringing pets on main WWA grounds and Western Lodging Properties is prohibited
40. **STUDENT HOUSING IS REQUIRED FOR ALL STUDENTS ATTENDING WESTERN WELDING ACADEMY.** (Eligibility to be exempted from student housing requires at least one of the following parameters listed below to be met.)
41. The student is Married/to be married and living with spouse.
42. The student holds current Job requiring you to live >20 miles from campus (Provide Proof of Employment)
43. The student is a current Gillette Wyoming Residence (Proof of more than 6 months of residency required)
44. A student is a single parent with custody of a child who will be living with them while at ending Western Welding Academy (Documentation must be provided to housing staff upon application.)
45. A student has a disability pursuant to the Americans with Disabilities Act(Documentation must be provided to housing staff upon application.)

#### **STUDENT CONDUCT PROCEDURES**

A student will be dismissed for unsatisfactory conduct and will not be allowed to return to the premises. WWA reserves the right to terminate a student for unsatisfactory conduct both on and off WWA property. If a WWA student is arrested or charged with a crime while enrolled, Western Welding Academy may suspend that student's enrollment until the student has been acquitted, convicted, or the judicial process is otherwise fully resolved. If the student's enrollment is suspended, that student will not be allowed back on campus while the suspension is in effect. WWA retains sole discretion to administer any disciplinary action up to and including suspension and expulsion.

# Termination Policy

WWA strives to maintain a high level of standards for student conduct, quality of education, and a safe environment for high level skilled training. At the discretion of the administration, any student may be dismissed from the school for any serious incident or repeat instances, intoxicated or drugged states of behavior, possession of drugs or alcohol on school property, creating a safety hazard to themselves or other persons at the school, disobedient or disrespectful behavior to another student, faculty member, or staff, refusal to take a drug test, or any other stated or determined infraction of conduct; both on and off WWA property.

If at any time a student is found to be in violation beyond the allowable limits within this student handbook or for violations of any rules and regulations, they are subject to termination. Students are subject to termination for violations of the Enrollment Contract.

*Note – Grounds for termination include, but are not limited to, attendance policy, student conduct, dress code, progress standards, drug and alcohol policy, and failing to comply with random drug testing.*

## 2024 Holiday Schedule

WWA campus is closed on the following days:

- The Fourth week of March for spring break. Monday through Friday, actual dates will vary
- The Friday before Easter (Good Friday) and the Monday after Easter.
- Memorial Day
- July 4th. If this holiday falls on a weekend, it will be the Friday immediately before or the Monday immediately after
- Labor Day
- Thanksgiving Eve, Thanksgiving Day and the Friday following Thanksgiving
- The two weeks surrounding Christmas and New Year's Day, as determined by WWA

\*\*\*Holiday schedule is subject to change\*\*\*

## **Course Completion**

A graduate is defined as:

A student who at ends the entire course duration with a minimum final grade of 70%

A student who completes all contracted courses in their entirety and decides to leave before their end date.

Once a course has been completed satisfactorily, the student is issued an official Certificate of Completion. This certificate includes the student's name, school name and address, course name, and date of completion. The certificate is authenticated by an authorized school official with their signature, title, date of issuance, and official seal.

Should a student require an additional copy of their course completion certificate, they may make a request in person during regular business hours or via USPS mail.

WWA documents and maintains copies of all course completion certificates.

## **Employment Assistance**

WWA students receive employment training and coaching. Our mission is to train high quality welders and help them find employment. We only focus on the results we are able to achieve. Our graduates have no problem finding employment if they have a desire to work and are willing to travel. Students are welcome to join "WWA Members Only" Facebook page two weeks before they graduate. WWA posts current employment opportunities that are sent to us from companies looking for employees.

## **Grievance Procedure**

Most problems or complaints can be resolved with proper communication. A meeting with the school staff is recommended. However, if the meeting does not resolve the situation to the student's satisfaction, they may submit a written complaint to the administration. This complaint should include the nature of the problem, approximate dates, names of individuals involved, copies of any important information regarding the problem, evidence the grievance policy was followed prior to this point, and the student's signature. WWA's Student Administrator personally responds to all grievances submitted to [info@pipearcsolutions.com](mailto:info@pipearcsolutions.com).

Should the grievance not be resolved, the student may file a complaint with the Wyoming Department of Education at 122 W. 25th St. Suite E200, Cheyenne WY 82002.

## **Western Welding Academy (WWA) Enrollment Contract and Termination Policy**

### **Cancellation of Classes:**

WWA reserves the right to cancel a starting class if the number of enrolled students is insufficient. Such a cancellation will be considered a rejection by WWA and will entitle the student to a full refund of all money paid.

### **Legal Age:**

Currently WWA will not be accepting students who are under the legal age of 17 years and 6 months of age upon their first day of class. By signing below the student certifies they are not under the legal age of 17 years and 6 months of age. Students are required to provide legal proof of age.

### **Cancellation and Refund Policy for Resident Training Programs:**

1. Booth Hold Payment is non-refundable
2. Housing Security Deposit is used to reserve housing for applicants and is non-refundable if the applicant does not start classes at WWA.
3. WWA must refund all money paid (excluding booth hold payment) if the applicant is not accepted. This includes instances where a starting class is canceled by WWA.
4. WWA must refund all money paid (excluding booth hold payment and housing security deposit) if the applicant cancels within three business days (excluding Saturdays, Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
5. WWA may retain an established registration fee equal to fifteen percent of the total tuition cost if the applicant cancels after the third business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record.
6. If training is terminated after the student enters classes, WWA may retain the registration fee plus a percentage of the total tuition as described in the following table:

7. When calculating refunds, the official date of a student's termination is:
- When WWA receives written notice of the student's withdrawal from the training program; or,
  - When the student is terminated for a violation of a published Academy policy which provides for termination.
8. All refunds must be paid within thirty calendar days of the student's official termination date.
9. WWA issued scholarships will not be refunded and have no cash value.

Cancellation or Termination Prior to:	Refund Amount:
10:00 PM 1st Friday following start day	85%
10:00 PM 5th Friday following start day or prior to passing Stick Plate Cert Test	70%
Any notice given after 10:00 PM on the 5th Friday following start day or after passing Stick Plate Cert Test	0%

**A WRITEN NOTICE FROM THE STUDENT MUST BE TURNED INTO THE LEAD INSTRUCTOR OF YOUR SHIFT AND APPROVED BY THE CAMPUS PRESIDENT, PRIOR TO THE REFUND DATES TO RECIEVE THE FULL REFUND OWED**

**Hours of Operation**

- 1st shift – 6:00 am to 2:00 pm Monday through Friday.
- 2nd shift – 2:00 pm to 10:00 pm Monday through Friday.
- 3rd shift – 10:00 pm to 6:00 am beginning Sunday night and ending Friday morning.

**Office Hours:**

7:00 am to 5:00 pm Monday through Friday

# **Notice**

## **Notice to Buyer:**

Do not sign this agreement before you read it. This is a legal document. All pages of this agreement are binding. You are entitled to an exact copy of the agreement, student handbook, and any other papers you may sign and are required to sign a statement acknowledging receipt of those.

## **1098-T Notice:**

WWA is not accredited with the US Department of Education. Therefore, WWA tuition is not tax deductible as a post-secondary expense when filing taxes. 1098-T tax forms will not be issued to any student enrolled in our program.

## **Cancellation of Contract:**

If you have not started training, you may cancel this contract by submitting a written notice of such cancellation to WWA at its address shown on the contract, which notice shall be submitted not later than midnight of the third business day (excluding Sundays and holidays) following your signing this contract or the written notice may be personally or otherwise delivered to WWA within that time. In the event of dispute overt timely notice, the burden to prove service rests on the sender.

## **Compliance:**

WWA complies with all local, city, county, state, and federal regulations pertaining to said school.

## **Non-Discrimination Policy:**

WWA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the WWA's school. WWA shall not discriminate on the basis of sex, race, color, national origin, or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs, or in employment.