

IWA CATALOG - BEAUMONT

INDUSTRIAL WELDING ACADEMY

DISCIPLINE  
*the Industry Needs*



"Integrity with Attitude"



**GTAW, SMAW, FCAW...and more!**

“Industrial Welding Academy gives you the skills you need for today’s industrial workforce.”

# **INDUSTRIAL WELDING ACADEMY**

Course Catalog

## **Beaumont**

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Mailing:

2730 W. Cardinal Dr  
Beaumont, TX 77705

Phone:

Office: (409) 840-9999

Fax: (409) 313-8077

E-mail:

[info@IWATraining.com](mailto:info@IWATraining.com)

Web Site:

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



# INDUSTRIAL WELDING ACADEMY

## Course Catalog Contents

### Contents

OUR MISSION .....	7
APPROVAL .....	7
OUR FACILITY.....	7
OUR FACULTY .....	8
WELDING TRAINING CURRICULUM.....	9
LAB HOURS .....	10
<b>COURSES.....</b>	<b>11</b>
Shielded Metal Arc Welding (SMAW-Plate).....	12
Pipe Welding (SMAW-Pipe) .....	14
Gas Tungsten Arc Welding (GTAW-TIG).....	16
Flux Core Arc Welding (FCAW).....	18
Gas Metal Arc Welding (GMAW) .....	20
Combination Plate.....	22
<b>POLICIES .....</b>	<b>24</b>
Hours of Operation .....	25
Course Fees .....	25
Other Fees .....	26
Method of Payment .....	26
Financial Aid .....	26
Payment Plan .....	27
Job Placement Assistance .....	27

Graduation Requirements.....	28
Grading Policy .....	28
Grading.....	28
Satisfactory Progress.....	29
Progress Evaluation.....	29
Probation Policy .....	29
Unsatisfactory Progress Resulting In Termination.....	30
Progress Reports .....	30
Incompletes, Withdrawals and Repeat Courses .....	31
School Calendar.....	31
Inclement Weather Policy.....	31
Admission Policy.....	32
Re-admission Policy.....	32
Previous Credit.....	32
Attendance Policy .....	32
Leave of Absence .....	33
Make-up Work .....	33
Conduct Policy.....	34
Cancellation Policy .....	35
Refund Policy.....	35
Refund Policy for Active Military Service Student .....	37
Service Denial Policy .....	38
Alcohol and Drug Policy .....	38
Grievance Policy.....	39



## **OUR MISSION**

### **We Help Welders Become Their Best**

The Industrial Welding Academy (IWA) is dedicated to teaching students the trade of welding through a unique designed curriculum that will allow graduates to achieve entry level positions within the many fields of skilled trades that utilize the learned techniques of welding. We are dedicated to providing training that meets and exceeds industry standards. We believe that a student's ability to excel is based on their dedication to the training required to build and enhance their varied skill levels.

## **APPROVAL**

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

## **OUR FACILITY**

The Industrial Welding Academy is located in "The Golden Triangle" at 2730 W Cardinal Dr Beaumont, Texas. Our facility consists of one

story which is comprised of our administrative offices, classroom, and welding lab. IWA is a state-of-the-art welding school that comfortably accommodates fifteen students per instructor. The facility and individual training spaces are designed to resemble and inspire on the job settings and are built to accommodate realistic welding positions and environment which include out of position welding, jack stand welding, on the scaffold welding, simulation of pipe rack welding layout and fit up, oxy fuel and thermal cutting scenarios. Each student is assigned a welding machine and welding booth for utilization during the course. IWA believes the individual booths allow students to utilize their skills individually as well as collectively. We are committed to providing quality education and training based on industry needs.



## **OUR FACULTY**

IWA Certified Welding Educators (CWEs) are credentialed by the American Welding Society (AWS), the multi-faceted nonprofit organization advancing the science, technology, and application of welding and related disciplines all across the United States.

Working with welders of all levels and companies of all sizes, our welding instructors have more than 28 years' experience in the welding industry. We have worked as welding quality control inspectors, all-in-one combination pipe welders, welding engineers, welding trainers, and rig welders. Students not only rely on our expertise to help them prepare for and pass AWS exams, but also improve their skills while working on-the-job!

Founder & CEO and Director of IWA, Andre E. Horn is a dedicated professional with over 30 years' training experience in the welding industry. Mr. Horn is a Certified Welding Educator (CWE).

Vice President and Director, Miranda Horn is a highly experienced, dedicated professional with over 20 years of experience in the Workforce Development industry. Miranda's experience also entails several years of managerial skills for which she has been commended.

## **WELDING TRAINING CURRICULUM**

If you are a welder looking to take your welding skills and techniques to the next level, IWA Training is for you. One hour each day is spent in the classroom on theory and safety, the remaining instruction is hands on. IWA is fully equipped and limited to fifteen students per instructor. It's where pros come to sharpen and perfect their welding technique and welding skills. We train students for entry level, intermediate and advance level welding. Our objective is to improve and mold each student's valuable experience and abilities to their fullest potential through one-on-one direction of expert welders and instructors. We strive to ensure our students complete each course as qualified welders through expert critique and repetition of correct safe procedures.

## **LAB HOURS**

Normal lab hours are Monday through Thursday 12:00 pm – 4:00 pm or 5:00 pm – 9:00 pm. IWA begins by determining each student's level of welding competency and helping determine the path you would like to pursue. Once a course is chosen that fits the needs of the student, IWA works diligently to achieve your personal goals. This may mean taking one or more courses. IWA employs an outcome-based philosophy in its approach to education in the welding program. This means learning to communicate effectively, retrieve information, see issues from multiple perspectives, solve problems and develop life skills. You will prove your knowledge and skills through practical testing in accordance with nationally recognized welding codes and standards.

# **COURSES**



## **Shielded Metal Arc Welding (SMAW-Plate)**

### **Course Description**

The Shielded Metal Arc Welding course is designed to teach students about arc welding safety and the Shielded Metal Arc Welding process (SMAW-Plate), proper techniques and electrode selection for welding plate in various welding positions (1G,2G,3G,4G) to meet ASME welding code. Upon completion of this course, the student will be able to perform general entry level production and maintenance welding in fabrication shop, machine shop, oil field, pipeline, petro chemical, power plant or refineries on mild steel, stainless steel, and carbon steel. This course contains 24 hours of lecture and 72 hours of lab, which totals 96 clock hours. To complete the course, students must pass a skills test. At the completion of the course, each student will receive a certificate of completion.

### **Shielded Metal Arc Welding Outline**

#### **Subject Title**

- Introduction to Shielded Metal Arc Welding
- Lab

#### **Clock Hours**

#### **Lec/Lab/ Ext/Total**

24 / 72 / 00 / 96

The approximate time to complete the SMAW Plate Course is six weeks for the day and evening class.

## **Introduction to Shielded Metal Arc Welding Description**

Each student will have an understanding of how the SMAW process works and be able to perform a fillet and groove weld with and without backing in all positions with a 6010 and 7018 electrode. (No prerequisite)

## **Lab Description**

Each student will learn safety, welding rod functions, and how to do cutting procedures using cutting torch or gauging. Students will weld in various positions. To complete the course, students must be able to pass a skills test after each welding position which consists of a visual inspection and bend test.



## **Pipe Welding (SMAW-Pipe)**

### **Course Description**

This course will instruct students in welding safety of the Shield Metal Arc Welding process (SMAW-Pipe), proper techniques and electrode selection for welding pipe in various welding positions (1G,2G,5G,6G) to meet ASME welding code. Upon completion of this course, the student will be able to perform general entry level production and maintenance welding in fabrication shop, machine shop, oil field, pipeline, petro chemical, power plant or refineries on mild steel, stainless steel, and carbon steel. This course contains 24 hours of lecture and 72 hours of lab, which totals 96 clock hours. To complete the course, students must pass a skills test. At the completion of the course, each student will receive a certificate of completion.

### **Pipe Welding Outline**

#### **Subject Title**

- Introduction to Pipe Welding
- Lab

## **Clock Hours**

### **Lec/Lab/ Ext/Total**

24 / 72 / 00 / 96

The approximate time to complete the SMAW Pipe Course is six weeks for the day and evening class.

### **Introduction to Pipe Welding Description**

The students will have weld with E6010 and E7018 and will have the skills to pass the 6G weld test to ASME & other standards. (No prerequisite)

### **Lab Description**

Each student will learn safety, welding rod functions, how to do cutting procedures using cutting torch or gauging. Students will weld in various positions. To complete the course, students must be able to pass a skills test after each welding position which consists of a visual inspection and bend test.



## **Gas Tungsten Arc Welding (GTAW-TIG)**

### **Course Description**

The Gas Tungsten Arc Welding course is designed to teach students about arc welding safety and the gas tungsten arc welding process (GTAW-TIG) and proper techniques for welding. Upon completion of this course, the student will be able to perform general entry level production and maintenance welding in fabrication shop, machine shop, oil field, pipeline, petro chemical, power plant or refineries on mild steel, stainless steel, and carbon steel. This course contains 24 hours of lecture and 72 hours of lab, which totals 96 clock hours. To complete the course, students must pass a skills test. At the completion of the course, each student will receive a certificate of completion.

### **Gas Tungsten Arc Welding Outline**

#### **Subject Title**

- Introduction to Gas Tungsten Arc Welding
- Lab

#### **Clock Hours**

#### **Lec/Lab/ Ext/Total**

24 / 72 / 00 / 96

The approximate time to complete the Gas Tungsten Arc Welding Course is six weeks for the day and evening class.

### **Introduction to Gas Tungsten Arc Welding Description**

Each student will have an understanding of how the GTAW process works and be able to perform a fillet and groove weld with and without backing in all positions. (No prerequisite)

### **Lab Description**

Each student will learn safety, welding rod functions, how to do cutting procedures using cutting torch or gauging. Students will weld in various positions. To complete the course, students must be able to pass a skills test after each welding position which consists of a visual inspection and bend test.



## **Flux Core Arc Welding (FCAW)**

### **Course Description**

The Flux Core Arc Welding course is designed to teach students about arc welding safety and the flux core arc welding process (FCAW) and proper techniques for welding. Upon completion of this course, the student will be able to perform general entry level structural welding in fabrication shop, machine shop, petro chemical, power plant and refineries. This course contains 12 hours of lecture and 36 hours of lab, which totals 48 clock hours. To complete the course, students must pass a skills test. At the completion of the course, each student will receive a certificate of completion.

### **Flux Core Arc Welding Outline**

#### **Subject Title**

- Introduction to Flux Core Arc Welding
- Lab

#### **Clock Hours**

#### **Lec/Lab/ Ext/Total**

12 / 36 / 00 / 48

The approximate time to complete the Flux Core Arc Welding Course is three weeks for the day and evening class.

### **Introduction to Flux Core Arc Welding Description**

Each student will have an understanding of how the FCAW process works and be able to perform a fillet and groove weld with and without backing in all positions. (No prerequisite)

### **Lab Description**

Each student will learn safety, FCAW functions and how to do cutting procedures using cutting torch or gauging. Students will weld in various positions. To complete the course, students must be able to pass a skills test after each welding position which consists of a visual inspection and bend test.



## **Gas Metal Arc Welding (GMAW)**

### **Course Description**

The Gas Metal Arc Welding course is designed to teach students about arc welding safety and the gas metal arc welding process (GMAW) and proper techniques for welding. Upon completion of this course, the student will be able to become employed and perform general entry level structural welding in fabrication shop, machine shop, petro chemical, power plant and refineries. This course contains 12 hours of lecture and 36 hours of lab, which totals 48 clock hours. To complete the course, students must pass a skills test. At the completion of the course, each student will receive a certificate of completion.

### **Gas Metal Arc Welding Outline**

#### **Subject Title**

- Introduction to Gas Metal Arc Welding
- Lab

#### **Clock Hours**

#### **Lec/Lab/ Ext/Total**

12 / 36 / 00 / 48

The approximate time to complete the Gas Metal Arc Welding Course is three weeks for the day and evening class.

## **Introduction to Gas Metal Arc Welding Description**

Each student will have an understanding of how the GMAW process works and be able to perform a fillet and groove weld with and without backing in all positions. (No prerequisite)

### **Lab Description**

Each student will learn safety, GMAW functions and how to do cutting procedures using cutting torch or gauging. Students will weld in various positions. To complete the course, students must be able to pass a skills test after each welding position which consists of a visual inspection and bend test.



## **Combination Plate**

### **Course Description**

The Combination Plate course is designed to teach students proper techniques and safety when using Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW) process. Upon completion of this course, the student will be able to become employed and perform general entry level structural welding in fabrication shop, machine shop, petro chemical, power plant and refineries. This course contains 48 hours of lecture and 144 hours of lab, which totals 192 clock hours. To complete the course, students must pass a skills test. At the completion of the course each student will receive a certificate of completion.

### **Combination Plate Outline**

#### **Subject Title**

- Introduction to Combination Plate
- Lab

#### **Clock Hours**

#### **Lec/Lab/ Ext/Total**

48 / 144 / 00 / 192

The approximate time to complete the Combination Plate Course is twelve weeks for the day and evening class.

## **Introduction to Combination Plate Description**

Each student will have an understanding of how the SMAW, GMAW and FCAW process works and be able to perform a fillet and groove weld with and without backing in all positions. (No prerequisite)

## **Lab Description**

Each student will learn safety, SMAW, GMAW and FCAW functions and how to do cutting procedures using cutting torch and gauging process. Students will weld in various positions. To complete the course, students must be able to pass a skills test after each welding position which consists of a visual inspection and/or bend test.

# **POLICIES**

# Hours of Operation

## Office Hours:

9 AM – 5 PM Mon – Thurs

9 AM – 12 PM Friday

## Morning Class:

8 AM – 12 PM

## Day Class:

12:00 PM – 4:00 PM

## Evening Class:

5 PM – 9 PM

Classes are 4 hours per day with no scheduled breaks; however, students are allowed to take 5-10 minute breaks if needed.

**ALL CLASSES SUBJECT TO AVAILABILITY.**

# Course Fees

SMAW (Plate) \$3,100

SMAW (Pipe) \$3,500

GTAW (Pipe) \$4,300

FCAW (Plate) \$3,000

GMAW (Plate) \$3,000

Fees include tuition, book, tools, and consumables (welding rods, gases, grinding disk and all metal plates and pipes).

**\*Tools may be purchased from us or a welding supply store if they have their own tools.**

Combination Plate \$5,000

**Fees include tuition, book, and consumables.** (welding rods, gases, grinding disk and all metal plates and pipes).

## Other Fees

Registration Fee (non-refundable) \$100

Returned check \$30

Payment Plan Processing Fee \$100

Replacement Certificate \$10

Copy of receipt/certificate (additional) \$1

## Method of Payment

Accepted methods of payment are: cash, check, cashier's check, money order, debit, and credit cards.

## Financial Aid

Financial Aid is available for those who qualify through the agencies listed below. These agencies will determine eligibility for Financial Aid.

We are training providers for:

- Workforce Solutions Southeast Texas/Texas Workforce Commission
- TWC Vocational Rehabilitation Services

## Student Loans

Student loans are available through consumer credit and financing partner, Meritize. Apply online at <https://www.meritize.com/>. Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

## Payment Plan

Students may opt to pay tuition and fees on the installment plan. This plan allows a student to pay 50% of total tuition and fees at enrollment and the remaining tuition and fees in 10 equal installments for the 12-week course, 5 equal installments thereafter for the 6-week course and 2 weeks thereafter for the 3-week course. The installments will be due every Monday. A non-refundable \$100 fee is assessed at the time the installment plan is executed. Any student failing to make the 2nd or 3rd installment plan is subject to fines/penalties, withdrawals for non-payment and may forfeit credit for courses. If a student is withdrawn for non-payment, all tuition, fees, fines, and penalties are collected along with a \$100 reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the following term.

The installment plan is a legally binding contract. Installment plans are available at the beginning of registration. All terms of the payment plans and installments are outlined in the Student Enrollment Agreement.

## Job Placement Assistance

IWA is committed to providing our students with a variety of employment-related services, including:

- Job search assistance, job referral, and placement assistance for job seekers;
- Assistance with registering for TWC's online job matching system, WorkInTexas.com to help our students connect electronically, browse for jobs, and post their resumes.
- Resume review with suggestions and feedback from the school staff.

While IWA is dedicated to assisting our students in getting connected with employment opportunities, IWA cannot guarantee employment.

# Graduation Requirements

To obtain a certificate of completion, Industrial Welding Academy students must pay tuition and fees in full and have an average cumulative letter grade of C or above, as well as complete any welding course with 75% or more of program clock hours.

*Student files will be maintained a minimum of 5 years.*

## Grading Policy

- Daily class participation/homework 25%
- Skills and comprehension 75%
- Progress reports available weekly

## Grading

A – Excellent Work

B – Good Work

C – Average Work (Student moves on to next level)

D – Poor (Made effort but must repeat Course)

F – Failure (Must repeat course)

I – Incomplete

W – Withdrawal

## **Satisfactory Progress**

Students enrolled at IWA are required to maintain satisfactory progress toward completing all the modules of IWA curriculum in order to obtain a certificate of completion. Satisfactory progress as defined by IWA mandates that all students must average a cumulative letter grade of C or above and complete any welding course with a 75% overall completion rate.

## **Progress Evaluation**

Each student will be reviewed weekly on their competency of welding knowledge, class participation, homework completion and demonstrated ability to complete all welding lab assignments. Students will receive progress evaluations each week during the duration of the course and may meet with IWA Instructors to discuss the notes and/or comments of their instructor to improve on their performance. Students who disagree with progress evaluation may do so by writing their concerns down and submitting them to the IWA Director for resolution in accordance with the grievance policy of IWA.

## **Probation Policy**

Students not making satisfactory progress at midpoint shall be placed on probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment shall be terminated. During probation students will have to meet with their instructor each day 10 minutes prior to class to establish definitive goals to accomplish during that school day and will be required to meet with their instructor for 10 minutes at the conclusion of the school day to review the days' agenda. During these meetings students will be assessed on their aptitude to follow and complete each day's assignments along with their level of interest for the course.

## **Unsatisfactory Progress Resulting In Termination**

Students on probation who fail and/or refuse to complete any part of corrective action necessary to receive satisfactory progress evaluation are terminated from IWA.

Unsatisfactory progress may also consist of any students' failure to follow the safety rules of IWA that may result in other students being placed at considerable risk of bodily harm.

Students possessing any lawful substances on the campus of IWA will also be terminated and may be referred to the appropriate authorities for prosecution where warranted.

During termination students are not allowed to be on the premises of IWA unless prior request and/or notification are given by the faculty of IWA. Students terminated for unsatisfactory progress cannot be readmitted until a minimum of one progress evaluation period has passed. Such reenrollment does not circumvent the approved refund policy. Prior to being readmitted to IWA, all terminated students must attend a meeting with the following persons present: IWA Director, IWA Instructor and Designated IWA Student Liaison (to be determined at the discretion of the Director prior to the meeting).

## **Progress Reports**

Progress reports are available every Thursday at the conclusion of each class. Students should review their reports and be prepared to implement any suggestions the following Monday at the beginning of the class week. Progress reports are also available for sponsors every Thursday. Sponsors requesting progress reports should call IWA business office to inquire.

## **Incompletes, Withdrawals and Repeat Courses**

Under the Title 40, Texas Administrative Code section 132.061 (f) a student who is obligated for the full tuition may request an “incomplete” status if the student withdraws for an appropriate reason unrelated to the student’s academic status. A student receiving incomplete status may re-enroll in the Course during the 12-month period without payment of additional tuition.

To be eligible for a grade of “incomplete” the student must make a written request to the school director. In the event the course has been discontinued when the student returns, that student will be placed in a similar course or may request a refund according to refund policy.

## **School Calendar**

Classes will start the second Monday after New Year’s Day and end six weeks from the start day for the 6-week course and end three weeks from the start date for the 3-week course. Classes will proceed every six weeks for the 6-week course and every three weeks for the 3-week course (excluding holidays).

Closed all major holidays: New Year’s Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Juneteenth, Labor Day, Thanksgiving Day and Post Thanksgiving Friday, Christmas Eve, Christmas Day, and Post Christmas Day.

\*\*Holidays/no class days are subject to change. Advance notice will be given to students if any changes are made.

## **Inclement Weather Policy**

Providing a safe and secure environment for our students, faculty and staff is a top priority for Industrial Welding Academy. In the event of serious inclement weather conditions, classes will be

cancelled. Students will be notified by phone, email, or text message. To receive email, voicemail, or text message, you must provide current up to date personal contact information. There will also be a posting on the school's Facebook page. Weather cancellations will not count as part of student's clock hours.

## **Admission Policy**

Individuals must meet with staff personnel and be at least 17 years of age. Applicants under the age of 18 must provide written permission from a parent or legal guardian to enroll. No high school diploma or GED required. However, a Test of Adult Basic Education (TABE) will be administered to determine skill and functioning level. Students must score at least a 9<sup>th</sup> grade level.

## **Re-admission Policy**

Students may re-enter the Academy if they left in good standing and are able to maintain standards of acceptable behavior as defined by the academy. Students terminated for violation of attendance may reenroll after six weeks.

## **Previous Credit**

All previous education, training or experience will be reviewed by the school.

## **Attendance Policy**

All courses are very intensive and therefore students' full attention is required during class. If a student is absent for 2 consecutive days and does not contact administrative staff, is absent for more than 25% of the scheduled course hours or if the student fails to return as scheduled from an approved leave of absence, the student will be terminated. A student whose enrollment was terminated for

violation of the attendance policy may not reenter before the start of the next progress evaluation period. This does not circumvent the approved refund policy. Students who are terminated must attend a meeting with the following persons present: IWA Director, IWA Instructor and Designated IWA Student Liaison (to be determined at the discretion of the Director prior to the meeting).

## **Leave of Absence**

The school director may grant a leave of absence after determining good cause is shown. A student may not have more than two leaves of absence in a 12-month calendar period and may be on leave of absence no more than 30 calendar days during the 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted will be placed in the student's permanent file. The statement will be signed by both student and school official indicating approval. The student should remain in contact with the administrative staff and notify them of any change in plans. A student's enrollment in the program will be terminated if the student fails to return as scheduled from an approved leave of absence.

## **Make-up Work**

Make-up hours may be offered on a case-by-case basis. No more than 5% of the course time hours may be made up. Make up hours may only be available based on instructor and space availability. Make-up work shall:

- Be supervised by an instructor approved for the class being made up.
- Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session.

- Be completed within one week of the end of the grading period which absence occurred.
- Be documented by the school as being completed, recording the date, time duration of the make-up session, and the name of the supervising instructor.
- Be signed and dated by the student to acknowledge the make-up session.

## **Conduct Policy**

Prohibited Student Conduct – conduct for which students are subject to dismissal includes but is not limited to:

- Any behavior that is Disruptive to the educational process
- Misuse of IWA Facilities
- False Information – furnishing false information, forging, unauthorized altering or misusing of any document, record or instrument of identification, withholding information from the academy, falsely claiming to represent the academy.
- Theft of or Damage to Property
- Violent, Threatening, or Intimidating Behavior
- Weapons - possession or use of unauthorized firearms or other weapons.
- Discrimination or Harassment – discriminating or harassing conduct.
- Alcoholic Beverage and Illegal Substances – using, selling, or possessing alcoholic beverages or
- controlled substances or being under the influence of alcohol or controlled substances on academy property.
- Threat of physical harm such as physical abuse, sexual assault or coercion, harassment, and intimidation, whether physical, verbal (oral or written) or nonverbal.

Students whose enrollments are terminated for violation of the conduct policy may not reenter until a minimum of one grading period has passed. Students who are terminated must attend a meeting with the following persons present: IWA Director, IWA Instructor and Designated IWA Student Liaison (to be determined at the discretion of the Director prior to the meeting).

## **Cancellation Policy**

Applicants may cancel their enrollment in person or in writing before the beginning of classes. A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days (It should be noted that a scheduled class is the equivalent of twelve (12) hours as class days are computed by four (4) hour clock hour sessions).

## **Refund Policy**

IWA's refund policy is governed and implemented as follows:

- Refund computations are based on scheduled clock hours of class attendance through the last day of attendance.

Leave of absences, suspensions and school holidays will not be counted as part of class attendance.

The effective date of termination for refund purposes will be the earliest of the following:

The last day of attendance, if the student is terminated by the school;

The date of receipt of written notice from the student; or Ten school days following the last date of attendance.

If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not

enter school, not more than \$100.00 in non-refundable administrative fees shall be retained by the school for the entire program.

Any student who enters a residence program and withdraws or is otherwise terminated, the school or college may retain not more than \$100.00 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of the tuition, fees and other charges that the number of hours remaining in the portion of the course for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course for which the student has been charged, except that a student may not collect a refund if the student has completed 75% or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

Refund for books, tools or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, book, and tools until such time as these materials are required. Once the materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund if they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

A student who withdraws for a reason unrelated to the student's academic status after 75% completion mark and request a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month periods following the date the student withdrew without payment of additional tuition for that portion of the course or program.

A full refund of all tuition and fees is due and refundable in each of the following cases:

An enrollee is not accepted by the school;

If the course of instruction is discontinued by the school and this prevents the student from completing course; or

If the student's enrollment was procured as a result of misrepresentation in advertising, promotional materials or the school or representations by the owner or representatives of the school.

Full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

## **Refund Policy for Active Military Service Student**

A student who withdraws from IWA as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each course in which the student is enrolled:

- If the tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees or other charges paid by the student for the course and cancellation of any unpaid tuition, fees or other charges owed by the student for the portion of the course the student does not complete following withdrawal;
- A grade of incomplete with the designation "withdrawn-military: for the course in the program, other than courses for which the student has previously received a grade on the student transcript, and the right to re-enroll in the course, or substantially equivalent course if that course is no longer available, not later than the first anniversary of the date the student is discharge from active military duty without payment of additional tuition, fees or other charges for the course other than any previously unpaid balance of the original tuition, fees, and charges for the books for the course; or
- The assignment of an appropriate final grade for the courses in the program, but only if the instructor or instructors of the

program determine that the student has: satisfactorily completed 90% of the required coursework for the program; and demonstrated sufficient mastery of the program material to receive credit for completing the course.

\*\*All refunds will be totally consummated within 60 calendar days after the effective date of termination. \*\*

## **Service Denial Policy**

Industrial Welding Academy has the right to deny or revoke any student that pose a safety threat to other students or employees of the training facility.

## **Alcohol and Drug Policy**

Industrial Welding Academy forbids the use, unlawful possession, distribution of alcoholic beverages, intoxicants, hallucinogenics, or material by students and employees on facility owned or leased property which might produce effects which alter the mental processes or normal physical functions.

## Grievance Policy

If you have any issues you wish to address or any suggestions on how we can improve our services, please contact the Instructor. Contact can be made in person or by e-mail and/or fax. The instructor will do their level best to address your issue(s) within 3 working days.

In the event the instructor is not able to address the issue, or it is not handled to the student's satisfaction, the student may raise the issue to the Director by e-mail and/or fax. The Director will meet with the student within 3 business days upon receiving the e-mail and/or fax to investigate the issue at hand. Please provide a detailed description of the issue(s) you wish to have the Director to address.

Any unresolved issue(s) may be directed to:

Texas Workforce Commission  
Career Schools and Colleges, Room 226T  
101 East 15th Street  
Austin, Texas 78778-0001  
Phone: (512) 936-3100  
[texasworkforce.org/careerschools](http://texasworkforce.org/careerschools)

**Approved and Regulated by the Texas Workforce Commission,  
Career Schools and Colleges, Austin, Texas.**

**The information contained in this catalog is true and correct to the  
best of my knowledge.**



Miranda Horn/Director



**“The difference between possible  
and impossible lies in one’s  
determination.”**

**– Tommy Lasorda**