ARKANSAS ELITE WELDING ACADEMY, LLC
STUDENT CATALOG & HANDBOOK

2026

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2026 VERSION ADPOTED February 10, 2026

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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.

Arkansas Elite Welding Academy 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 Arkansas Elite Welding Academy 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 Arkansas Elite Welding Academy rules and policies may result in dismissal.

All materials distributed to students are considered property of Arkansas Elite Welding Academy. 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 whose 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 various industrial plants such as refineries, power plants, chemical plants, etc. Arkansas Elite Welding Academy is licensed to operate by the Arkansas Department of Education, Division of Higher Education.

Mission
Provide elite, rigorous, and revolutionary training.

Core Focus
Arkansas Elite Welding Academy trains pipe welders with an elite mindset to provide opportunities to change lives.

Facilities
Arkansas Elite Welding Academy, LLC is located at 333 Rosebud Road in Quitman, AR. Arkansas Elite is located on approximately 4 acres and consists of the following facilities:

- Main Shop and Administrative Offices:
    - Shop/lab which has 68 welding booths
    - Tool room
    - Simulator room various real-world welding simulators
    - Administrative offices
    - Conference room
    - Student break and vending room
    - Student computer lab
    - Classroom
    - Bathrooms
- Material Cutting Shed: outdoor covered area for cutting
- Prep Shack: grinding area for material prep
- Outside Simulator: This mock pipe system offers multiple weld positions for simulated field welding.
- Fab Yard

ARKANSAS ELITE WELDING ACADEMY EMPLOYEES

**denotes a member of the Core Management Team / ^denotes teaching staff*



***^Travis Bird "T.Bird" – Owner**

T.Bird started out in 2000 at Browning's Welding in Wooster, AR. 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 2007, 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, LLC. In 2020, T. Bird was named the Arkansas Small Business Person of the Year.



^Reid Birch - Student Advisor / Communications Coordinator / Instructor's Assistant

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 joined the Arkansas Elite Welding Academy team in 2022.



^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. Dennis did pipeline work beginning in 2005 until he became an instructor at Arkansas Elite Welding Academy in 2017.



Hunter Edgar – Yard Maintenance and Material Control

In addition to serving in the Marine Corps and working as a dental assistant, Hunter has a retail background that covers everything from sales to tech support. In 2022, he started part time at Arkansas Elite and quickly moved into a full-time position in Materials and Maintenance. He works to ensure students have the materials they need to succeed.



***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 Arkansas Elite Welding Academy in 2021.



Jake Odom – Recruitment 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 Arkansas Elite Welding Academy in 2020 to work locally and ensure students are meeting their goals in and out of school.



Kelly Patrick – Finance and Human Resources Manager

Kelly brings a wealth of professional experience to Arkansas Elite Welding Academy. 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 Arkansas Elite's first employee.



***^Grant Ragland – Lead Instructor / Registered Nurse**

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 Arkansas Elite Welding Academy full time in 2021. Grant is also a Registered Nurse with a Bachelor of Science in Nursing.

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

PROGRAMS OFFERED AND TOTAL COST OF ATTENDANCE

Elite Combo Pipe Welding Program – 760 clock hours

The Elite Combo 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.

Registration Fee	$ 100 (Non-Refundable)
Tool Fee	$ 1,000 (Non-Refundable)
Lab Fee	$ 2,800
Tuition	$ 18,200
TOTAL COST	$ 22,100

Elite Downhill Pipeline Program – 320 clock hours

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, Arkansas Elite does not offer this course. For more information or to join the program waiting list, contact T. Bird.

Registration Fee	$ 100 (Non-Refundable)
Tool Fee	$ 0
Lab Fee	$ 3,000
Tuition	$ 6,200
TOTAL COST	$ 9,300

Descriptions of Program Charges

Registration Fee: This $100 fee is mandatory and due at time of registration. This fee is non-refundable.

Tool Fee: Each program has a tool fee which covers the cost of that program's tool package. This is a mandatory fee and must be paid by all students regardless of tools a student personally owns. This fee includes all tools needed to successfully complete a program. Students are responsible for the replacement cost of all items in the tool package should something break or be damaged. This fee is non-refundable.

Lab Fee: The lab fee covers the cost for all consumable materials a student will use during their program including metal, welding rods, gasses, wire wheels, ¼" grinding rocks, and clear lenses. This fee is refundable according to the refund policy.

Tuition: The cost of tuition is based upon the number of clock hours for each program and covers the cost of instruction. This fee is refundable according to the refund policy.

NOTE: The cost for each program is listed here in this student handbook, on enrollment agreements, and in the orientation packet.

2024 GRADUATION, JOB PLACEMENT, AND AVERAGE EARNINGS*

**Statistics are based on all students with a graduation date, regardless of completion status, between January 1, 2024 and December 31, 2024.*

GRADUATION

Total Students: 135

Program Completers/Graduates: 78

Non-Completers/Did Not Graduate: 57
- Withdrew: 16
- Terminated for not meeting program completion standards: 41

JOB PLACEMENT**

Total Completers Job Placed: 70 (97% - 70 out of 72 eligible)

1 student completed the Structural Course and immediately started the Pipe Course.
5 alumni completed the Downhill Course. We did not include their pay stubs.
2 students did not send in a pay stub.

***A student is considered "job placed" when they obtain employment in a welding related job and send in at least a 40 hour pay stub within the first 30 days of program completion. The pay stub must show hours worked, earnings received, and name of contractor. A student must do this to retain alumni benefits.*

AVERAGE EARNINGS: FIRST PAYCHECK AFTER GRADUATION

Average Weekly Income for Traveling Welders (49 students): $3,375.58

Average Weekly Income for Non-Traveling Welders (21 students): $1,426.55

For comparison information about other institutions please visit:
https://www.va.gov/education/gi-bill-comparison-tool or https://collegescorecard.ed.gov/

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 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, unless an exception is agreed upon by Arkansas Elite Welding Academy, the student, and a parent/legal guardian. *Please note that a student cannot be job placed until they turn 18 years of age.*
- 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 Arkansas Elite runs its training programs as a job site which means your training is physically demanding. Arkansas Elite 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 Arkansas Elite Welding Academy to determine if the training requirements can be accomplished.*

2026 PROGRAM START DATES, END DATES, & MANDATORY CLASS TIMES
for the Elite Combo Pipe Welding Program

February 10, 2026 – July 1, 2026
Graduation will be held July 2
Mandatory class times for the February 10, 2026 start date will be
Tuesdays through Fridays from 6:30AM to 5:00PM with a 30 minute lunch break.

August 10, 2026 – January 27, 2027
Graduation will be held January 28
Mandatory class times for the August 10, 2026 start date will be
Mondays through Thursdays from 6:30AM to 5:00PM with a 30 minute lunch break.

NOTE: Class days AND start and end times may be adjusted due to weather, special events, and/or scheduling issues and will be communicated when changes occur.

Enrollment Steps

Visit www.arkansasewa.com. Click the black "Enroll Now" button. Once on the Admissions page, scroll down and click on the red "Enroll Now" button and then complete and submit the enrollment form. 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 Arkansas Elite Welding Academy 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, Arkansas Elite does not issue credits. Transferability of Arkansas Elite'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 for training received at Arkansas Elite Welding Academy by another post-secondary institution that offers credits instead of clock hours

Arkansas Elite Welding Academy 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. For students using military education benefits, prior training must be evaluated. For more information see the "Prior Credit" policy on page 16.

Notifications

Arkansas Elite Welding Academy does not use erroneous, deceptive, or misleading practices.

Arkansas Elite Welding Academy 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 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 also be an Arkansas resident and be currently employed (cannot be retired). Call AREF at 501.375.2358 (office) or 870.723.1252 (mobile/text) for more information. Visit https://aref.org/ for more information and to complete the online application.

- A listing of select private scholarships is available online at https://www.arkansasewa.com/financial-aid
  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, and local foundations are all options to be explored.

- Arkansas Elite Welding Academy provides scholarships annually to High School Seniors through welding competitions. See the Arkansas Elite Welding Academy Scholarship Policy on the following page for more details.

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

NOTES:

- *Arkansas Elite Welding Academy scholarships can be applied to tuition charges only and cannot be used for lab fees or tool fees. No refunds will be issued form an Arkansas Elite Welding Academy scholarship.*
- *If a student competes at the Arkansas Elite Welding Academy welding competition and receives a participation scholarship and a top scholarship, only the top scholarship will be applied to their tuition bill.*
- *If a student competes at multiple competitions and receives multiple Arkansas Elite Welding Academy scholarship awards, the student can select one scholarship award to use toward their tuition bill.*
- *Arkansas Elite Welding Academy does not award any scholarships as cash prizes.*

Arkansas Elite Welding Academy 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 Arkansas Elite Welding Academy 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 Arkansas Elite Welding Academy program of study.*

Example:
A student competes at the October 2026 welding competition.
They will graduate from high school in May of 2027.
They must enroll at Arkansas Elite Welding Academy by May 2028.
They must begin a program by the August 2028 start date.

PAYMENT POLICIES AND PROCEDURES

For assistance with making a payment, confirming funding, or confirming a payment please contact Kelly Patrick, Finance and Human Resources Manager at kpatrick@arkansasewa.com or 501-755-1074.

Program Start Dates and Payment Confirmation Deadlines
Payment confirmation deadlines for each program are set a few weeks before the program start date. Having payment made, or a funding source confirmed, by these dates allows Arkansas Elite Welding Academy to fill booth space if a student is not able to attend on their original start date.

2026 STATE DATES, PAYMENT CONFIRMATION DEADLINES, AND END DATES

Start Date	Payment Confirmation Deadline	Program End Date	Graduation Date
February 10, 2026	January 15, 2026	July 1, 2026	July 2, 2026
August 10, 2026	June 30, 2026	January 27, 2027	January 28, 2027

Payment Policy
Upon enrollment, a student will be billed for the full cost of their program. An invoice will be mailed to the student in the acceptance packet and then again with the orientation packet approximately one month prior to each student's start date. Invoices can be emailed upon request. 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, or the enrollment will be canceled and the tuition deposit refunded. Arkansas Elite Welding Academy accepts payments via credit/debit card, ACH, cash, or check. If making a payment by credit/debit card, a 3.4% processing fee will be assessed. This fee is not refundable. Contact Kelly Patrick at 501-755-1074 to make a payment by debit/credit card.

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 a timely manner. The funding source and reason for charges shall be clearly identified. Receipt of payment will be provided to the student and 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. 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 Arkansas Elite Welding Academy according to the withdrawal policy located on page 21 of this Student Catalog. Refunds will not be calculated or issued until the withdrawal process has been completed. Students who are dismissed by Arkansas Elite will also be subject to this refund policy.

Arkansas Elite Welding Academy 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. Arkansas Elite Welding Academy 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
Arkansas Elite Welding Academy 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 and Human Resources Manager will issue a check in cases where monies are due to the student. The Student Ledger will be updated appropriately. Credit card processing fees are not refundable.

If a student received funding from the Arkansas Rural Endowment Fund, refunds generated in cases of withdrawal or dismissal will be returned to the Arkansas Rural Endowment Fund.

Arkansas Elite will notify the original payee upon a student dismissal or withdrawal to determine where the refund should be sent.

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

The School Certifying Official for Arkansas Elite Welding Academy is Sancy Faulk. She can be reached at sfaulk@arkansasewa.com or 501-755-1073.

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 GI Bill® (Ch.33) or Vocational Rehabilitation & Employment (Ch.31) benefits, while payment to the institution is pending from VA.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill."

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 Certificate of Eligibility (COE) prior to the program start date;
- Provide a written request to be certified;
- Provide a Joint Services Transcript;
    - https://jst.doded.mil/jst/: Army, Coast Guard, Marine Corps, and Navy can visit
    - https://www.airuniversity.af.edu/Registrar/Transcript-Requests/: Air Force
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Please note that the amount of costs covered by VA Education Benefits is dependent upon the type of education benefit that a student has. Students can learn more about current VA benefit rates by visiting https://www.va.gov/education/benefit-rates/.

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 an 80% score on weld skill evaluations and safety, 85% production average, and 90% attendance average 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 all minimum requirements listed above. 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, safety, 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 have been suspended, after 30 days if 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 fails 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.

STUDENT ENTITLED UPON WITHDRAWAL/TERMINATION	**REFUND**
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, and if applicable, the student's duration in the course will be shortened proportionately. The Veteran's Administration and the student will be notified. VA credit will be given when prior training skills can be demonstrated on site.

Authority 38 CFR 21.4253 and 38 CFR 21.4254.

Enrolled students will be assessed for prior credit on the second day of their program of study. In order to provide a prior credit evaluation, a student must provide a Joint Services Transcript and any other transcripts from post-secondary institutions he/she has attended prior to the program start date. **Should a student wish to be evaluated for prior credit before enrollment or prior to the start of their program of study, the student will be responsible for the cost of administering appropriate weld tests.**

PROGRAM COMPLETION STANDARDS

Standards for Satisfactory Completion of Training

To satisfactorily complete an Arkansas Elite Welding Academy program, students must meet the following requirements:

- maintain 90% attendance average
- maintain 85% average production
- score 80% or better on all graded welding processes in curriculum
- maintain 80% in safety
- Complete OSHA-10 training
- Complete 20 hours of job placement assistance training unless a job placement waiver is requested (*NOTE: a job placement waiver can only be requested if a student does not plan to work in the welding field after program completion*).
- Complete a minimum of 90% of total program hours

Student Progress Binders are maintained and available for student review at any time.

Upon completion of these training requirements students will be given a Certificate of Completion and a copy of their transcript. ASME IX and/or AWS D1.1 certifications can be earned if a student passes the test on the first attempt (see next page for more information).

Graduation dates are listed on the yearly school calendar, acceptance letter, orientation packet, and on page 9 and 13 of this handbook.

Grading Scale

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

CERTIFICATIONS

CERTIFICATIONS

Welding certifications are generated by a Certified Welding Inspector (CWI) after successful completion of a CWI administered weld test. A certification is the formal documentation given to verify successful completion of a welding process. 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 test on the first attempt. Tests are administered by an on staff 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.

In the welding industry it is standard practice that each job will require an individual to certify to that particular company's welding procedure. By ASME (American Society of Mechanical Engineers) code, each company is required to own and maintain a WPS (welding procedure specification) for all processes and base metal grades. Therefore, each company/contractor will test and qualify each welder on every project individually.

Training programs at Arkansas Elite Welding Academy prepare students to pass such certification tests specific to the welding processes contained in each program's curriculum. Certifications a student may earn during their course of study will not automatically qualify a student for a job, as each company/contractor will have individual certification requirements.

BONUS CURRICULUM

Students enrolled in the Elite Combo 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 Elite Combo 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 plaque and a gold seal on their program certificate of completion.

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.

Mandatory program hours are either Mondays through Thursdays OR Tuesdays through Fridays from 6:30AM – 5:00PM with a 30-minute lunch break. Start and end times may be adjusted due to weather, special events, and/or scheduling issues and will be communicated when changes occur.

Holidays

Refer to the program calendar for your start date located in Appendix A for a full listing of school closings for holidays and breaks.

Attendance Policies

- Students must maintain a 90% attendance average.
- Safety Meetings begin promptly at 6:30AM and 12:30PM each day. If students are not present at 6:30AM and 12:30PM they are considered tardy. Students who are tardy will be charged a half day absence.
- Each student will record time-in and time-out by clocking in and out with their student ID number.
- Lunch is from 12:00PM to 12:30PM.
- Students found loitering in other areas may be counted absent for the time spent away from their assigned area (booths/classroom). Absences will charged in half day increments.
- Students are to leave and return from breaks on time daily.
- Excessive tardies, early outs, and/or absences may result in dismissal from the program.
- Attendance is monitored continuously. An audit will be conducted at each program mid-point. If a student falls below the 90% average attendance requirement at any time, they may be dismissed.
- 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 4 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 90% attendance.

Clocking In and Out

Students are given their Arkansas Elite student ID number during orientation. Beginning on Day 1 of his/her individual program, each student should clock in before 6:30AM each day and should clock out at the end of each day between 4:50PM and 5:00PM. Do not clock in and out for lunch.

If a student forgets to clock in or out, he/she should inform the Student Advisor immediately. Missed clock ins or clock outs could be counted as absences/tardies.

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

Leave of Absence Policy

A Leave of Absence (LOA) can be requested for an extended illness, family emergency, or military service. Leaves of absence, other than for military training, do not have to be given and are reserved for extreme and unavoidable circumstances. An LOA REQUEST Form (found in Appendix D) must be submitted to the Lead Instructor and approved by the Core Management Team (CMT). Documentation may be required.

- 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 Lead Instructor and Student Advisor before returning to class. A weld skill evaluation may be conducted to determine the restart status after the leave of absence so that appropriate placement can be determined. Additional time will not be given for curriculum that has to be repeated.
- Returns from a Leave of Absence must be scheduled in advance by contacting the Student Advisor. The Student Advisor will consult with appropriate personnel to determine a return date. Return dates will be determined based on booth availability, and student preferred return dates are not guaranteed. Return dates may have to be scheduled with the next class.
- A student in the military may leave and return with verification of the military training.
- It is necessary to inform Arkansas Elite promptly and complete the withdrawal process in the following situations. All will result in dismissal, and the Refund Policy will be followed when calculating funds owed to Arkansas Elite or to be refunded to the student. The withdrawal date will be the last date of class attended if
    - a student decides not to return from the LOA.
    - a student does not return from the LOA on the requested LOA end date, and the student has not communicated with Arkansas Elite to determine a new LOA end date.
    - a student does not return from a LOA within three months of the first day of the LOA.

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 four consecutive days, the Dismissal Policy will apply.

The Refund Policy will be followed when calculating funds owed to Arkansas Elite or to be refunded to the student and/or funding agency. The re-admittance procedure is applicable should a withdrawn student desire to return to class.

Dismissal Policy
A student may be dismissed by Arkansas Elite if his/her attendance falls below the 90% average requirement, daily production falls below the 85% average, 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 Student Incident & Coaching Form will be completed. The Lead Instructor and the Student Advisor will meet with the student to explain the dismissal. The student and an Arkansas Elite representative will sign the Student Incident & Coaching 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 Arkansas Elite or attended class for four (4) 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 Arkansas Elite determines that a student has been absent without notice for four (4) consecutive days.

The Refund Policy will be followed when calculating funds owed to Arkansas Elite or to be refunded to the student and/or funding agency. 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. A committee 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 committee 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 pages 15-16.

PRODUCTION and WELD SKILL EVALUATION

Production
Arkansas Elite Welding Academy has set production for each task in curriculum. Daily production expectations are outlined in the Curriculum Detail document provided in the orientation binder on Day 1 of the program.

A production score is given for each day a student is in attendance. All production scores are averaged and must remain above an 85% for successful program completion.

Production Sheets
Students are to get a new production sheet each morning BEFORE the morning safety meeting roll call. If a student fails to do this, his/her production score could be affected. If a student fails to get a production sheet or loses his/her production sheet during the day, that student should see the Student Advisor.

Weld Skill Evaluation
When a student completes a weld skill in the curriculum, an instructor will grade that weld. These grades are reflected on students' final transcripts. Students must score 80% or better on all graded welding processes in curriculum.

Student Performance Monitoring
Student performance is monitored daily. A formal audit is conducted at the program midpoint by the Student Advisor and the Lead Instructor. Students will be informed if safety, production, or weld skill evaluations fall below the minimum satisfactory program completion standards listed on page 17. Student progress is monitored in accordance with the curriculum pacing guide. 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 program completion requirements.

Hard Hat Stripes
- All students have green hard had stripes. Green stripes are removed by an instructor when students are deemed proficient in plate prep and tack up. Proficient means six consecutive sets of coupons are properly prepped and properly tacked.
- All students also have red stripes. Red stripes are removed by an instructor when students are deemed proficient in pipe prep and tack up. Proficient means three consecutive pipe coupons are properly prepped and tacked up.
- An instructor can reissue green and/or red stripes to any student at any time.

SAFETY

OSHA-10 Construction Training
Students will complete OSHA-10 Construction training as part of their program curriculum.

Safety Score
All students begin an Arkansas Elite program with a 100% in Safety. Each safety violation will result in a 10% grade deduction, documented with a Student Incident & Coaching Form that will go in the student's permanent file. On the second violation, a student may be suspended or dismissed at the discrepancy of the Lead Instructor and Safety Coordinator. If a suspension occurs it will be for 3 days. The second violation and consequence will be documented on a Student Incident & Coaching Form and placed in the student's permanent file. All hours missed while on suspension are counted as absences. Upon receiving a third safety violation a student will be dismissed from the program.

Dress Code
Students will be expected to dress appropriately for a welding vocation. Students must always wear jeans or cotton work pants, a long-sleeved cotton shirt, and leather work boots. **Safety toe leather work boots are required.** Shirts should be 100% cotton or mostly cotton. Clothing should NOT contain polyester and a low percentage of synthetic fabrics is preferred. FR clothing is not required, but is acceptable, and may be required on job sites. Boots and clothing should be in good condition, free of holes, tears, and frays.

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.

NOTE: Though not required, Arkansas Elite recommends that students wear a cotton bandana or neck gaiter to protect their neck while welding.

Safety Protection Guidelines
- All students must wear jeans or work pants and long-sleeved shirts. Shirts should be 100% cotton or mostly cotton. Clothing should NOT contain polyester and low percentages of synthetic fabrics are preferred. FR clothing is not required, but is acceptable, and may be required on job sites. Clothing should be in good condition, free of holes and frays.
- Safety toe leather work boots are required. The boots should be in good condition, free of holes and frays.
- ANSI Z87+ approved safety glasses are always required in the shop when across the yellow safety line.

- Welding in contact lenses is prohibited. If students need corrective lenses, glasses must be worn. ANSI Z87+ prescription safety glasses are preferred. Side shields for regular prescription glasses are located in the Arkansas Elite Tool Room.
- 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 wear safety glasses along with a properly tinted (shade 5 minimum) face shield while flame cutting.
- Students shall wear leather gloves while handling material and performing any type of hot work such as (welding or flame cutting processes).
- Pants shall be outside, and not tucked into, boots
- When hearing protection is required, ear plugs are located on the wall next to the stairwell in the shop. They are also available in the prep shack on the left as you walk in.
- No external music source is allowed in individual welding booths. Students are permitted to use Air Pods. Hanging cords are not permitted.
- 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. Students should not have e-cigarettes or butane lighters on their person while in the shop.

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

Inclement Weather Policy

If Arkansas Elite Welding Academy, LLC will be closed due to inclement weather, a notification will be posted on Arkansas Elite social media.

In instances where Arkansas Elite 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 Arkansas Elite of the absence.

Additional Information

- Students are allowed to have a fan in their welding booth. Full size fans that sit on the floor are recommended.
- Students can bring their own water jug/bottle to refill throughout the day or bring a small ice chest with drinks to keep in their welding booth.
- Bottled water, electrolyte drink packets and popsicles are available for purchase in the Tool Room. A water fountain is available at the front of the shop.

STUDENT SERVICES

Computer Lab
Arkansas Elite Welding Academy 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 completing job applications.

Job Placement Assistance
Job attainment for all programs will be based on the individual's ability to pass a contractor's weld test(s) based on the governing code of construction, testing, and the weld test administrator. Arkansas Elite Welding Academy does not guarantee employment or wages upon program completion.

Students complete twenty (20) hours of Job Placement Assistance Training as part of the program 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.

Arkansas Elite Welding Academy in no way guarantees employment or wages upon program completion.

Job Placement Assistance Waiver
Job Placement Assistance Waivers are available for students who do not plan on obtaining employment in the welding industry within 30 days of a program end date.

Tool Room
Arkansas Elite Welding Academy provides an on-site Tool Room. The Tool Room is stocked with tools and supplies needed for the welding profession. Students are able to purchase items during regular business hours.

ALUMNI SERVICES

Students who successfully complete a program are eligible for alumni benefits. The benefits and how to retain them are listed.

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

Graduation/Job Placement Agreement
Arkansas Elite Welding Academy, LLC. Will assist each graduate secure initial employment by training them to contact potential contractors via phone, e-mail and online resume submission. Arkansas Elite will provide and demonstrate the efforts necessary to secure employment in the welding field. Arkansas Elite does not discriminate or place individuals on jobs based on sex, race, ethnicity, etc. However, individuals may be directed towards employment for which they would be most suited to be successful based on competence or skill levels demonstrated during training. Lifetime job placement assistance is a privilege and may be revoked (see criteria below). Arkansas Elite reserves the right to contact past graduates for employment options based on multiple stipulations such as competence, skill level, employer feedback etc.

Below are the Arkansas Elite Welding Academy employment guidelines that must be followed. If these guidelines are not followed the individual waives all rights to Job Placement Assistance and any recommendation for future employment.

1) Graduate may not fail, avoid or falsify any pre-employment or post-employment drug screenings.
2) Graduate must send a copy of 1 full week check stub in a welding related field within 30 days of graduation. Take a photo of the check stub and send by text to tbird@arkansasewa.com or 501-581-5600. If check stub is not received within 30 days of graduation, the graduate may be removed from the Alumni Facebook page.
3) Graduate agrees to provide job foreman's name and number for on-the-job performance monitoring.
4) Graduate must receive a good report upon completion of job to be eligible for future recommendations.
5) Graduate may not lose employment for any reason involving insubordination, sexual harassment, discrimination, horseplay or unsafe acts, excessive tardiness or absences, etc.

Below are the Arkansas Elite Welding Academy Graduate Benefits that may be lost in the case that this agreement is not met.

1) Lifetime brush up and practice eligibility.
2) Resume and other Graduate Assistance Services.
3) Arkansas Elite Alumni Facebook page availability.
4) Eligibility to enroll in other Arkansas Elite Welding Academy welding courses.
5) Eligibility to be recommended for future jobs, or any employment, with potential contractors.

Alumni Benefits

Job Placement Assistance

Graduates are added to the "AR E. W. A. Alumni" private Facebook group where jobs are shared by employees and program alumni.

Contractors frequently call requesting welders for jobs. Alumni are matched to these requests based on skill and experience and are provided the information to call and set up weld tests.

Arkansas Elite Welding Academy 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 T. Bird to schedule an appointment time. Appointments are available during regular business hours, on a space available basis. Always check social media to confirm current operating hours. 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. Brush up expectations are as follows:

Brush-Up Expectations

Arkansas Elite Alumni are expected to lead by example using their knowledge and experience gained from the field to show proper work standards and PPE use.

- Text T. Bird (501-581-5600) prior to brushing up
- You must be in attendance at the morning safety meeting. Check with T Bird or social media to get the current start time.
- You cannot use a booth that is already occupied by a current student.
- Check out a table from the tool room and return the table CLEAN at the end of the day.
- You are required to get a booth signature at the end of the day to verify your booth has been properly cleaned.
- Must be productive. If you are causing a disturbance to other students or instructors or "just hanging out", you will be asked to leave.
- Must follow all Arkansas Elite safety guidelines and conduct policies.
- Brush-up benefits apply only to the course you successfully completed and received a graduation certificate.

If an alumnus does not adhere to these expectations, he/she will be denied future Brush-Up privileges.

Resume Assistance

Graduates needing resume assistance should contact the Student Advisor to schedule an appointment time with an Arkansas Elite employee. The on-site computer lab is also available for graduates wishing to conduct a job search, create craft profiles, or apply for jobs.

Alumni Benefits for Non-Graduates

Non-Graduates who meet the following criteria can petition to become eligible for alumni benefits. Verification of all criteria should be submitted to Reid Birch, Student Advisor, at rbirch@arkansasewa.com. At that time, the information will be verified and sent to the Arkansas Elite Welding Academy Core Management Team for review. A response will be sent to the student within two weeks of receipt of petition and all supporting documentation.

Criteria to be met:

- Student was in good standing on their last day of attendance
- Student was meeting attendance, production, and safety standards on their last day of attendance
- Student was enrolled to the scheduled end date but did not complete curriculum **OR** completed curriculum but did not complete 90% of program hours
- Student sent a full week's check stub within 30 days of the last day of attendance
- Show a minimum of 6 months of work history by submitting an updated resume that includes the following information for **each job** worked since the last day of attendance at Arkansas Elite Welding Academy:
    - Company Name
    - Start date and end date
    - Location of job
    - Supervisor's name and phone number
    - Description of work performed
- Contractor / employer feedback may be considered

NOTE: Meeting the criteria listed above does not guarantee benefits will be given. Many factors, including work ethic and attitude, both while a student and in the field, will be considered.

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 includes 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 and Human Resources Manager.

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 Arkansas Elite Welding Academy by calling 1-833-354-8310.

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 of 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. Arkansas Elite 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 Arkansas Elite 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 Owner. A list of CMT members can be found on pages 5 - 6 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 Arkansas Elite Welding Academy Owner 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 Owner 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 Arkansas Elite Welding Academy 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 Arkansas Elite Welding Academy 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
Arkansas Elite Welding Academy 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 Student Advisor. 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 compliant with Arkansas Elite Welding Academy, 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

Arkansas Elite Welding Academy 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 Arkansas Elite and to students. If needed, Arkansas Elite 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 Arkansas Elite Welding Academy, 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 Arkansas Elite Welding Academy premises, regardless of age.
- Misusing over-the-counter or prescription drugs while on school premises.
- Possessing paraphernalia used in connection with any drug or controlled substance.
- Manufacturing, distributing, or dispensing illegal drugs or controlled substances.
- Buying alcohol for an underage student
- Using a fake ID to obtain alcohol

***** Arkansas Elite Welding Academy 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 Arkansas Elite Welding Academy, 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. 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

Arkansas Elite Welding Academy 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

No external music source is allowed in individual welding booths. Students are permitted to use Air Pods. Hanging cords are not permitted.

Prohibited Materials
Arkansas Elite 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 Arkansas Elite Welding Academy 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 Arkansas Elite Welding Academy. Sexual misconduct by Arkansas Elite students is harmful to the image and reputation of Arkansas Elite 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. 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 Arkansas Elite 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 may 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 Sherriff's Office may be asked to assist with the investigation. Arkansas Elite Welding Academy 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 and Coaching Form. The Lead Instructor and Student Advisor will review the document with the student giving the student the opportunity to write a response. Both the student and the school 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 and Coaching Form. The Lead Instructor and another member of the Core Management Team will review the document giving the student the opportunity to write a response. Both the student and the school 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 this time. 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. Arkansas Elite Welding Academy has the authority to dismiss any student who violates the school's published policies.

Third Offense: written document using the Student Incident and Coaching Form. The Lead Instructor and another member of the Core Management Team will review the document giving the student the opportunity to write a response. Both the student and the school 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 this time. 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. Arkansas Elite Welding Academy has the authority to dismiss any student who violates the school's published policies.

Arkansas Elite Welding Academy 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.

APPENDIX A – ENROLLMENT AGREEMENTS

Elite Combo Pipe Welding Program Enrollment Agreement – Page 42

Elite Downhill Pipeline Program Enrollment Agreement – Page 47

ARKANSAS ELITE WELDING ACADEMY, LLC ENROLLMENT AGREEMENT

ELITE COMBO PIPE WELDING PROGRAM

Arkansas Elite Welding Academy, LLC
333 Rosebud Road
Quitman, AR 72131
www.arkansasewa.com
1-833-ELITE-10

ELITE PIPE WELDING PROGRAM

760 clock hours
Class Times: Mon – Thurs 6:30AM – 5:00PM *OR* Tues – Fri 6:30AM – 5:00PM

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	$ 2800 (Refundable according to the refund policy)
Tuition	$18050 (*$150 of this is previously collected through the tuition deposit* – Refundable according to the refund policy)
Total	$22100

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.

PAYMENT POLICY

Upon enrollment, a student will be billed for the full cost of their program. An invoice will be mailed to the student in the acceptance packet and then again with the orientation packet approximately one month prior to each student's start date. Invoices can be emailed upon request. 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. Arkansas Elite Welding Academy accepts payments via credit/debit card, ACH, cash, or check. If making a payment by credit/debit card, a 3.4% processing fee will be assessed. This fee is not refundable. Contact Kelly Patrick at 501-755-1074 to make a payment by debit/credit card.

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. 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.

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 Manager will issue a check in cases where monies are due to the student. The Student Ledger will be updated appropriately. Credit card processing fees are not refundable.

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 COMBO 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 / End Date
☐ February 10, 2026 – July 1, 2026 *(Graduation will be held on July 2, 2026)*
☐ August 10, 2026 – January 27, 2027 *(Graduation will be held on January 28, 2027)*

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?

☐ Facebook	☐ In School Recruitment	☐ Tradeshow
☐ Instagram	☐ Past or Current Student	☐ Website
☐ Friend	☐ Teacher or Counselor	☐ Other _____
☐ Google Search	☐ 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 attended a campus tour OR watched the tour video texted to me OR viewed the recruitment video available at www.arkansasewa.com. ☐ Yes ☐ No

I acknowledge that the Student Handbook is available at www.arkansasewa.com, and I agree to follow the standards outlined in this handbook while a student at Arkansas Elite. ☐ 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 DOWNHILL PIPELINE PROGRAM

Arkansas Elite Welding Academy, LLC
333 Rosebud Road
Quitman, AR 72131
www.arkansasewa.com
1-833-ELITE-10

ELITE PIPE WELDING PROGRAM
320 clock hours
Class Times: Mon – Thurs 6:30AM – 5:00PM *OR* Tues – Fri 6:30AM – 5:00PM

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.*

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Registration Fee*	$ 100 (Nonrefundable)
Tuition Deposit*	$ 150 (refundable if enrollment is cancelled by the payment deadline)

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

Lab Fees	$ 3000 (Refundable according to the refund policy)
Tuition	$ 6050 (*$150 of this is previously collected through the tuition deposit* – Refundable according to the refund policy)
Total	$ 9300

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.

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DISCLAIMERS

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

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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 DOWNHILL PIPELINE 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*

Program End Date _____

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?

☐ Facebook	☐ In School Recruitment	☐ Tradeshow
☐ Instagram	☐ Past or Current Student	☐ Website
☐ Friend	☐ Teacher or Counselor	☐ Other _____
☐ Google Search	☐ 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 reviewed the Student Handbook available at 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 – PROGRAM CALENDARS

February 10, 2026 Start Date Calendar – Page 53

August 10, 2026 Start Date Calendar – Page 54

FEBRUARY 10, 2026
START DATE CALENDAR

February

Su	M	Tu	W	Th	F	Sa
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

March

Su	M	Tu	W	Th	F	Sa
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				

April

Su	M	Tu	W	Th	F	Sa
			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		

May

Su	M	Tu	W	Th	F	Sa
					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

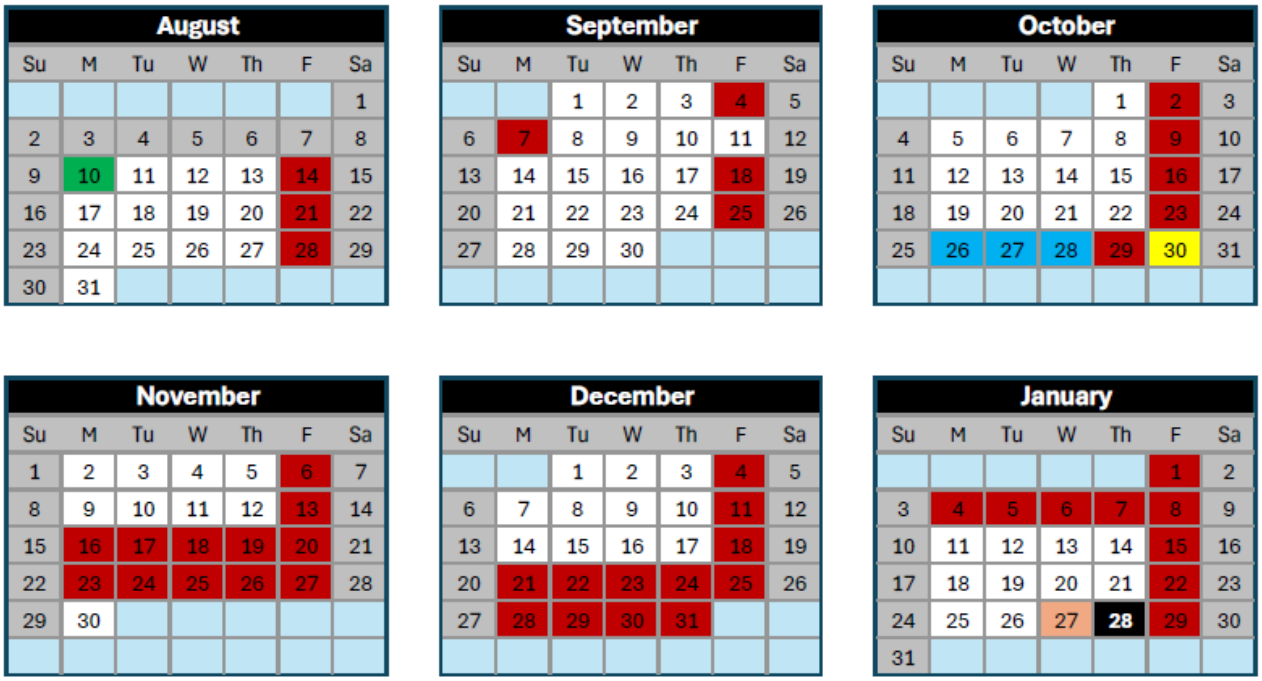
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

Su	M	Tu	W	Th	F	Sa
			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	

- First Class Day
- Class Days
- Last Class Day
- Graduation
- OSHA Training
- School Closed
- Job Placement Assistance Program Activities

AUGUST 10, 2026
START DATE CALENDAR



APPENDIX C - PROGRAM ORIENTATION

Orientation is required and takes place over the first week of each program. Orientation is mandatory and must be completed in full before a student can continue in the program.

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

- Mission and vision of Arkansas Elite Welding Academy
- Arkansas Elite Welding Academy 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 and Production Overview
- Program Completion Requirements
- Pre-Start Date Facts and Information (how to prepare for your first day on the shop floor)
- Beginning with the End in Mind: Job Placement Assistance Program Overview and Preparation
- Torch Seminar

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 56 to 64) 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 Arkansas Elite Welding Academy 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.

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.

PAYMENT POLICY: Upon enrollment, a student will be billed for the full cost of their program. An invoice will be mailed to the student in the acceptance packet and then again with the orientation packet approximately one month prior to each student's start date. Invoices can be emailed upon request. 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. Arkansas Elite Welding Academy accepts payments via credit/debit card, ACH, cash, or check. If making a payment by credit/debit card, a 3.4% processing fee will be assessed. This fee is not refundable. Contact Kelly Patrick at 501-755-1074 to make a payment by debit/credit card.

Acceptable Methods of Payment: Cash, Check, Credit Card, VA Benefits, Money Order/Cashier's Check

HOURS AND TOTAL COST OF ATTENDANCE for February 10 & August 10, 2026 START DATES

Elite Combo Pipe Welding Program (end date)
760 clock hours

Registration Fee	$ 100 (Non-Refundable)
Tools	$ 1000 (Non-Refundable)
Lab Fees	$ 2800
Tuition	$ 18200
TOTAL COST	$ 22100

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. The school shall promptly fully refund all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later that 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. Credit card processing fees are not refundable.

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.

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 PRODECURE: 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). 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

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): _____

_____

_____

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

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

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	TikTok	General Publications
Instagram	Twitter	Website and/or Affiliates
Facebook	LinkedIn	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): _____

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.

APPENDIX D - LEAVE OF ABSENCE REQUEST FORM

Date: _____

Student: _____

Requested LOA Start Date: _____ **LOA End Date:** _____

Reason for LOA REQUEST

_____

_____

_____

_____

☐ **LOA APPROVED** ☐ **LOA NOT APPROVED**

Arkansas Elite Welding Academy Notes

_____

_____

_____

_____

I, _____, have reviewed the Leave of Absence policy on the next page, and I have also spoken with Arkansas Elite Welding Academy personnel. I understand all conditions for taking a Leave of Absence and for returning to Arkansas Elite Welding Academy.

_____ _____

STUDENT SIGNATURE *DATE*

_____ _____

Lead Instructor and DATE *CMT Representative and DATE*

Leave of Absence Policy

(found on page 20 of the Student Handbook)

A Leave of Absence (LOA) can be requested for an extended illness, family emergency, or military service. ***Leaves of absence, other than for military training, do not have to be given and are reserved for extreme and unavoidable circumstances.*** *An LOA REQUEST Form previous page) must be submitted to the Lead Instructor and approved by the Core Management Team (CMT). Documentation may be required.*

Please initial all the Leave of Absence conditions listed below. By initialing, you are stating that you understand and agree to abide by each condition.

_____ 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 Lead Instructor and Student Advisor before returning to class. A weld skill evaluation may be conducted to determine the restart status after the leave of absence so that appropriate placement can be determined. Additional time will not be given for curriculum that has to be repeated.

_____ Returns from a Leave of Absence must be scheduled in advance by contacting the Student Advisor. The Student Advisor will consult with appropriate personnel to determine a return date. Return dates will be determined based on booth availability, and student preferred return dates are not guaranteed.

_____ 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 Arkansas Elite promptly and complete the withdrawal process. The Refund Policy will be followed when calculating funds owed to Arkansas Elite or to be refunded to the student. The withdrawal date will be the last date of class attended. If a student does not return from the LOA on the requested LOA end date, and the student has not communicated with Arkansas Elite to determine a new LOA end date, the student will be dismissed. A student who does not return from a LOA within three months of the first day of the LOA will be dismissed.

_____ 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.

APPENDIX E - STUDENT WITHDRAWAL REQUEST FORM

STUDENT WITHDRAWAL REQUEST FORM

Student Name: _____

Today's Date: _____ Last Day of Attendance: _____

Start Date: _____ Program End Date: _____

Reason for Withdrawal: _____

_____

_____

Contact Information

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Student Signature: _____

Arkansas Elite Representative: _____

Arkansas Elite Representative: _____

~ FOR OFFICE USE ~

□ Booth Cleaned Out

□ Notify Student Advisor and Enrollment Director

Eligible for Refund? _____ Funding Agency: _____