Arkansas Welding Academy Inc.
Student Handbook & School Catalog

(501)982-9353 Fax: (501)588-8889

1920 N. Redmond Road
Jacksonville, AR 72076

Where You Have The Will, We Have The Way.SM

ASBPCE #581 COE #346200 OPEID #04274100
AWS SENSE

Arkansas Welding Academy is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898/ Fax: 770-396-3790, www.council.org.

AWA is not owned or operated by the State of Arkansas

Publication Date: 10/2026 ***Effective Fiscal Year: Oct 2026-Dec 2027***

Dear Student:

Welcome to Arkansas Welding Academy Inc. You are taking a very important first step towards a rewarding career in welding. We are committed to providing world class specialized training so that upon completion of our programs you will be a field ready welder equipped with the necessary knowledge and expertise to join the ever-growing welding community. Whether your goal is to own your own business or travel the world, this career will make anything possible.

Welding is a science as well as an art and will take patience, perseverance, and dedication to master. Your instructors will assist you in your journey to excellence. Upon graduation, Arkansas Welding Academy will offer you job placement assistance.

Now, let`s begin!

Sincerely,

Alice Tran
Director

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VISION, MISSION & CORE VALUES:

OUR VISION
is to continually enhance our position as the premier welding school excelling through hands-on training in welding and allied joining and cutting processes.

OUR MISSION
is to advance the AWA student to an expert level of understanding and execution of joining and cutting processes through American Welding Society (AWS) Level I and II SENSE curriculum.

OUR CORE VALUES
are centered upon honesty, trust, a constituents-mindset, quality, reliability, serviceability, program integrity, and teamwork.

MILITARY PRIORITY ENROLLMENT

AWA is about hands-on training. Upon graduation, the successful graduate earns American Welding Society nationally recognized Level I or Level II SENSE in all four welding processes, all positions, job placement assistance and lifetime brush-up; as long as Arkansas Welding Academy is in business. He/she has all the tools and knowledge required to begin a fulfilling, lucrative career in the welding industry.

Per the Veterans Benefits and Transition Act of 2018 (Public Law 115-407) Arkansas Welding Academy shall allow GI Bill® and VR&E beneficiaries (Chapter 33 and Chapter 31) to attend for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905 without penalty or requiring the beneficiary to borrow additional funds to cover tuition and fees due to late payments from VA.

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)."

If you are ...

- an Active Duty or Reserve Military Service Member (Active or Veteran)
- a dependent receiving VA Education Benefits

THANK YOU FOR YOUR SERVICE.

AWA has agreed to the "Principles of Excellence," which offer guidelines that promote transparency and student success.

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Addendum to Catalog: 2023

Effective Date: 12/09/2022

VA Pending Payment Compliance

Educational Institution Name/Address: Arkansas Welding Academy Inc. 1920 N. Redmond Rd. Jacksonville AR, 72076

VA Facility Code: 28000004

Person Completing Addendum: Andrew Obenshain

Title of Person Completing Addendum: Compliance Officer

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

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

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

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

I, **Andrew Obenshain**, do hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, effective December 9, 2022, and will incorporate this policy into the next revision of our catalog.

Signature: Andrew Obenshain Date: 12/09/2022

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U.S. Department
of Veterans Affairs

PRINCIPLES OF EXCELLENCE

Helping and protecting students using the GI Bill®

The Principles of Excellence were announced on April 27, 2012 by President Obama in Executive Order 13607, to ensure that student Veterans, Servicemembers, and family members have information, support, and protections while using Federal education benefits. To learn more about the Principles of Excellence, visit *benefits.va.gov/gibill/principles_of_excellence.asp*. Tools developed to provide more information to students and increase oversight of programs offered by educational institutions are discussed below:

GI BILL® COMPARISON TOOL

This innovative tool makes it easier to research colleges and employers providing training under the GI Bill. It displays median borrowing amounts, graduation rates, and loan-default rates by school and indicates whether or not the school participates in the Yellow Ribbon Program or has agreed to adhere to the Principles of Excellence. Further, the tool allows Veterans, Servicemembers, their spouses, and dependents to estimate the amount of funding they may receive under the Post-9/11 GI Bill. Information is available to help them find the best place to use their benefits at *benefits.va.gov/gibill/comparison*.

GI BILL® FEEDBACK SYSTEM

The GI Bill Feedback System is a centralized online reporting system that allows Veterans, Servicemembers, and eligible dependents to report negative experiences with educational institutions. VA serves as the intermediary to resolve complaints between the student and school. Submitted complaints may be reviewed by state and Federal law enforcement agencies including the Department of Justice. Students may submit feedback on their educational institution by visiting *benefits.va.gov/gibill/feedback.asp*.

More than 6,000 educational institutions have agreed to the "Principles of Excellence," which offer guidelines that promote transparency and student success.

benefits.va.gov/gibill

POST★9/11 GI BILL
It's Your Future

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You shall receive priority registration. You'll be able to register for classes a day before all other students each term. Priority registration helps you enroll in required classes in advance before they fill up. For more about priority registration, speak with your AWA counselor.

How do I get priority registration? If you're using VA education benefits, you'll automatically get priority registration. You don't need to do anything else. Family members using VA education benefits also automatically get priority. If you're not using education benefits, you must bring proof of veteran status to an Enrollment Services Office. Once your ID is checked, you'll have priority for all future terms at AWA. You only need to show your ID one time to remain eligible.

What is acceptable documentation? If you have any questions about your ID or you need help getting acceptable ID, please contact your AWA counselor.

Licensing, Accreditation, and Membership

Arkansas Welding Academy (AWA) is licensed by the Arkansas State Board of Private Career Education #581. AWA is accredited by the Commission of the Council on Occupational Education #346200. AWA is an American Welding Society (AWS) SENSE Level 1 and 2 school. All welding instructors are AWS members. Ms. Alice Obenshain is a Certified Welding Inspector/Certified Welding Educator/OSHA Authorized 10 and 30 Construction Safety and Health Trainer.

Faculty and Staff

Full Time:

Name	Degree/Certification	Conferring Institution
Quan Tran	Arkansas State Welding Instructor	ASBPCE
Bradley Rogers	Master Pipe & Structural Welding Program Arkansas State Welding Instructor	Arkansas Welding Academy ASBPCE
Alice Tran	BS in Microbiology OSHA #26-0105149 CWI #14080421	University of Arkansas University of TX Arlington American Welding Society
Andrew Obenshain	BS in Systems Engineering Mechanical Engineer EI #9237 Registered Instructor CWI #22021151	U of A Little Rock Arkansas State Board of Licensure AR Department of Higher Education American Welding Society
Hector Diaz	Master Pipe & Structural Welding Program Arkansas State Welding Instructor	Arkansas Welding Academy ASBPCE
Chase McCluskey	Master Pipe & Structural Welding Program Arkansas State Welding Instructor	Arkansas Welding Academy ASBPCE
Cassidy Goddard	High School Diploma	Arkansas Christian Academy

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Arkansas Welding Academy IAC/OAC Roster

Name	**Title**	**Company**	**Address**
Jignesh Thacker	Director of Operations	Welspun	9301 Frazier Pike, Little Rock, AR 72206
Leslie Powell	Maintenance Manager	D&M Holding Company	403 Commerce Park Dr. Cabot AR 72023
Zac Brogdon	CEO	Platinum Metal Works Inc.	30 Quarry B Road. Batesville AR, 72501
Orville Bryant	Plant Manager	Newterra	250 Bolton Sullivan Dr. Heber Springs AR, 72453
Christy Valentine	Manager of Academic & Philanthropic Programs	Hytrol Conveyor Co, INC	2501 Distributor Dr, Jonesboro, AR 72401
Alice Tran	Director/CWI	Arkansas Welding Academy Inc	1920 N. Redmond Rd. Jacksonville AR 72076
Andrew Obenshain	Compliance Officer/Mechanical Engineer EI/CWI	Arkansas Welding Academy Inc	1920 N. Redmond Rd. Jacksonville AR 72076

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Welding Facilities

Arkansas Welding Academy opened May 21st, 2013. Training Facilities (under construction and complete) are housed in over 20,000 square feet of buildings on five acres. The facility is comprised of state-of-the-art classroom with theater seating, 2 welding shops (46 booths/5 grinding stations/plasma cutter/pipe lab) break areas (inside/outside), library, conference room, and administrative offices.

Discrimination Policy

It is the policy of Arkansas Welding Academy to provide an educational and work environment in which thought, creativity, and growth are stimulated, and in which individuals are free to realize their full potential through equal opportunity. The school should be a place of work and study for students, faculty, and staff, which is free of all forms of discrimination, sexual intimidation and exploitation. Therefore, it is the policy of the Arkansas Welding Academy, to prohibit discrimination of its students, faculty, and staff and to make every effort to eliminate discrimination.

Therefore, Arkansas Welding Academy is committed to providing equal opportunity for all students and applicants for admission and for all employees and applicants for employment regardless of race, age, gender, religion, national origin, marital or parental status, disability, veteran status or sexual orientation. In addition, discrimination in employment based on genetic information is prohibited.

Notification to All Students: Policy Disclaimers

The provisions of the AWA Student Handbook do not constitute a contract between Arkansas Welding Academy and the student, but rather reflects the general nature of and conditions concerning the educational services of the college in effect at this time.

ANY FEES, CHARGES, OR COSTS SET FORTH IN THIS HANDBOOK ARE SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE. All courses and programs described in this handbook are subject to cancellation or termination by Arkansas Welding Academy at any time. The academic regulations and curriculum requirements are subject to revision during the effective period of this handbook to reflect changes in policy, occupational and licensure requirements, and changes related to the quality of the program.

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Arkansas Welding Academy hereby expressly disclaims any warranty or representation that any course or program completed by a student will enable the student to successfully complete or pass any specific examination/weld test or guarantee a job. AWA reserves the right to make changes as deemed appropriate in course offerings, curricula, and academic policies affecting students without prior notification.

In order for the student to advance and complete any program of study he/she must plan for and reserve the correct amount of time and resources to gain a practical amount of knowledge by, but not limited to, reading/studying/physical practice to become skilled, proficient, competent and professional in their chosen field of study.

Arkansas Welding Academy assures that the facility does not use erroneous, deceptive, or misleading practices.

Financial Assistance

Students interested in financial assistance should schedule an appointment with the Arkansas Welding Academy Administrative Office. Students may apply online using the Department of Education's Free Application for Federal Student Aid (www.fafsa.ed.gov). Eligibility requirements for Federal Programs consist of U.S. Citizenship or permanent residency, enrollment or accepted enrollment in the college, and satisfactory progress in one's course of study. Students must maintain **satisfactory academic progress (SAP)** as defined in AWA'S SAP policy to remain eligible to receive federal financial aid.

Available Programs:

Arkansas Welding Academy participates in the below listed financial assistance programs. This list can change at any time and may not represent all programs.

Arkansas Workforce Investment Act
Arkansas Rehabilitation Services
Department of Labor Trade Act Program (TAA)
Department of Defense- ALL Chapters
Mike Rowe Foundation Profoundly Disconnected Scholarship
Arkadelphia Promise Scholarship
American Welding Society Scholarship

To determine if you qualify, speak with an admission representative. Arkansas Welding Academy recognizes the student's right to seek private funding through a lender of their choice. Self-certification forms are available in the Administrative Office.

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Annual Student Loan Acknowledgment:

All borrowers (both students and parents) will complete the Annual Student Loan Acknowledgement on StudentAid.gov. For a Direct PLUS Loan made to a parent borrower, only the parent completes the Annual Student Loan Acknowledgement. A copy of the completion certificate for the annual student loan acknowledgment must be turned into the administration office as proof of meeting this requirement. The Annual Student Loan Acknowledgement should take less than 10 minutes to complete. The experience will be personalized based on the borrower's attributes, but generally—

- *First-time borrowers (those who have no current loan balance) will*
  - *Answer a few questions about their state, school, expected degree, and field of study.*
  - *View summary information from the College Scorecard about total estimated school costs, graduation rate, total estimated student loan debt, and estimated monthly payments.*
  - *View general financial literacy information about borrowing student loans.*
  - *Check a box acknowledging they read and understood the information.*
- *Returning aid recipients (borrowers with current outstanding loan balances) will*
  - *View summary information about their loans and grants from the National Student Loan Data System (NSLDS®) as of the day they complete the acknowledgement. Information includes outstanding balance, estimated 10-year standard monthly payment based on the borrower's current balance, servicer information, loan limit information, grant summary, and grant limit information.*
  - *Check a box acknowledging they read and understood the information.*

Entrance Counseling:

If the student is eligible to receive Title IV funding, they must complete Entrance and Exit counseling prior to the release of any funds and prior to receiving any graduation documents to include certifications. Counseling may be completed online via StudentLoans.gov website. A copy of the completion certificate for the entrance and exit counseling must be turned into the administration office as proof of meeting this requirement. ***Note that a financial counselor is available during AWA business hours to answer any questions.***

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Exit Counseling:

All students who are graduating or withdrawing from school must receive exit counseling. The school will ensure that students receive exit counseling before they leave school. Counseling may be provided in person or using audiovisual materials. As with entrance counseling, exit counseling is offered on the Web at studentloans.gov. Student borrowers should be advised to complete online exit counseling or come to the counseling session at the school shortly before graduating or ceasing at least half-time enrollment. Financial Aid Staff at Arkansas Welding Academy are reasonably available to answer questions from student borrowers. One of the borrowers' obligations is to participate in an exit counseling session. Some of the same material presented at the entrance counseling session will again be presented during exit counseling. The emphasis shifts to more specific information about loan repayment and debt-management strategies. The following information will be provided as part of exit counseling:

1. Exit counseling emphasizes the seriousness and importance of the repayment obligation.
2. The lender sends payment coupons or billing statements as a convenience for the borrowers. Not receiving them does not relieve the borrower of his or her obligation to make payments.
3. Many lenders encourage borrowers to set up electronic debiting of bank accounts to repay their loans.

The regulations require that exit counseling describes the likely consequences of default, including adverse credit reports, and litigation. Students will be informed of the charges that might be imposed for delinquency or default, such as lenders or guarantor's collection expenses (including attorney's fees). Defaulters often find that repayment schedules for loans that have been accelerated are more stringent than the original repayment schedule. A defaulter is no longer eligible for any deferment provisions, even if he or she would otherwise qualify. The defaulter's federal and state tax refunds may be seized, and wages garnished, and the borrower loses eligibility or any further funding from the FSA programs.

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The student will receive an explanation of the use of the Master Promissory Note. The student will be advised to read carefully the MPN and the Borrowers Rights and responsibilities statement again.

Emphasis will be given that repayment is required, regardless of educational outcome or subsequent employability. The student borrower will be informed that they are obligated to repay the full loan even if they did not finish the program, cannot obtain a job after graduation, or is dissatisfied with the school's educational program or other services.

Sample monthly repayment accounts will be provided. The borrower will be given an estimate of the average anticipated monthly payments based on their indebtedness (or the average indebtedness of Stafford borrowers at our school or in the same program). The borrower will receive a sample loan repayment schedule based on their total indebtedness. A loan repayment schedule will usually provide more information than just the expected monthly payment. For instance, it would show the varying monthly amounts expected in a graduated repayment plan. The lending organization is not required to send the repayment schedule to the student until the grace period.

Repayment options will be reviewed with the student. The counseling will review the payment options, such as the standard, extended, graduated and income-contingent income sensitive plans. The option of consolidating loans will also be discussed. Consolidation loans are available through the Federal Direct Student Loan Program.

Debt Management Strategies will be discussed. The counselor will stress the importance of developing a realistic budget, based on the student's minimum salary requirements. It is helpful to have the student's budget reflect the loan payment as a fixed cost, like rent and utilities.

Forbearance, deferment, and cancellation options will be discussed including*:*

1. If a student cannot make scheduled payments and does not qualify for a deferment, the lender may allow the student to temporarily make smaller payments or temporarily stop making payments. Interest continues to be charged during forbearance. Some reasons why forbearance may be granted are financial hardship and/or illness. The lender must grant forbearance if the student has a monthly debt burden for Title IV loans that collectively equals or exceeds 20% of their total monthly gross income (for up to three years) There are several other reasons listed in the Borrowers Rights and Responsibilities.

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2. Deferments mean that the student does not have to make payments in certain circumstances. If the student is attending school at least half-time, or if the student is unemployed, if the student is experiencing economic hardship as determined by federal law for up to three years. (See student's rights and responsibilities).

The terms and conditions under which students receiving federal education loans may obtain deferments

The following lists of deferments are available to students who have federal student loans.

Deferment Definitions:

1. **Action Programs Deferment**
   Borrowers may postpone payments with this deferment type while serving full-time in the Action Programs for at least one year.
2. **Armed Forces Deferment**
   This deferment type may be used to postpone payments for a borrower serving in the military on active duty status.
3. **Dependent Student Enrolled At least Half-time Deferment**
   Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled at least half-time at an eligible school.
4. **Dependent Student Enrolled Full-time Deferment**
   Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled full-time at an eligible school.
5. **Dependent Student in a Full-time Rehabilitation Training Program Deferment**
   Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is engaged in a full-time rehabilitation training program.
6. **Economic Hardship Deferment**
   This deferment postpones payments for a borrower during times of financial difficulty where the borrower receives public assistance, serves in the Peace Corps, receives the deferment on a Direct or Perkins loan, or meets specific income criteria.
7. **Full-time Student Deferment**
   Any borrower who is certified by an eligible school as enrolled on a full-time basis may receive this deferment.
8. **Graduate Fellowship Deferment**
   This deferment type postpones payments for borrowers engaged in a full-time course of study in a Graduate Fellowship program.

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9. **Internship/Residency Deferment**
   This deferment type postpones payments for a borrower engaged in an Internship/Residency program.
10. **Less than Full-time but at Least Half-time Student**
    In order to qualify for this deferment, an eligible school must certify that the borrower is enrolled at least half-time.
11. **National Oceanic and Atmospheric Administration (NOAA) Deferment**
    Borrowers serving in the National Oceanic and Atmospheric Administration (NOAA) on active duty status may use this deferment type to postpone payments.
12. **Parental Leave Deferment**
    This deferment type may postpone payments for a pregnant borrower or one caring for a newborn child or a newly adopted child.
13. **Peace Corps Deferment**
    Borrowers may postpone payments with this deferment type while serving in the Peace Corps for at least one year.
14. **Public Health Service Deferment**
    This deferment type postpones payments for borrowers serving full-time as an officer in the Commissioned Corps of the Public Health Service.
15. **Rehabilitation Training Deferment**
    This deferment type is available for borrowers engaged in a full-time rehabilitation training program.
16. **Tax-exempt Organization Deferment**
    This deferment type may postpone payments for full-time paid volunteers in a tax-exempt organization.
17. **Teacher Shortage Area Deferment**
    This deferment type is available to borrowers when teaching in a designated teacher shortage area.
18. **Temporary Total Disability Deferment**
    This deferment type may postpone payments for a borrower with a condition that prevents them from working or going to school, or who is caring for a disabled person.
19. **Unemployment Deferment**
    This deferment type postpones payments for borrowers who are seeking full-time employment through registry with an employment agency or are receiving unemployment benefits.
20. **Working Mother Deferment**
    This deferment type may postpone payments for mothers who recently re-entered the workforce.

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The student will be informed of the Availability of Loan Information on NSLDS and the availability of the FSA Ombudsman's Office. The borrower's loan history can be reviewed on NSLDS (PIN required for access). Students without Internet access can identify their loan holder by calling 1-800-4-fed-aid. The borrower will be made aware that the information on the NSLDS site is updated by lenders and guarantors and may not be as current as the latest information from the loan holder. The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed. Normally the bank and/or guarantor can help with any problem.

Review the Student's Rights and Responsibilities: The student received this with the MPN at the beginning of the loan process and it should be reviewed again at the exit interview.

The importance of keeping loan records will be reinforced with the student. The borrower should keep the loan repayment schedule provided by the lender when repayment begins as well as records of loan payments—including cancelled checks, money order receipts. The student should keep copies of any requests for deferment or forbearance, or any other correspondence with the loan holder.

The school will collect and update personal and contact information: During exit counseling, the aid office will obtain the borrower's expected permanent address after leaving school, the address of the borrower's next of kin, and the name and address of the borrower's expected employer (if known). A school will correct its records to reflect any changes in the borrower's name, address, Social Security Number, or references and will obtain the borrower's current driver's license number and state of issue. Within 60 days after the exit interview, the financial aid office will provide this information to the loan vendor.

The student will also be provided with the current name and address of the borrower's lender (or Federal Vendor), based on the latest information. An explanation will be given of how to complete deferment forms and how to prepare correspondence to the lender or vendor will also be included. Emphasis will be made that the borrower should always keep copies of all correspondence from and to them about their loans. It will be stressed that a borrower must make payments on their loans even if the borrower does not receive a payment booklet or a billing notice.

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If the student borrower drops out without notifying the school, we will confirm that the student has either completed online counseling, or exit counseling material will be mailed to the borrower at their last known address. The material must be mailed within 30 days of learning that a borrower has withdrawn or failed to participate in an exit counseling session. When we mail these exit materials, we are not required to use certified mail with a return receipt requested, but we must document in the student's file that the materials were sent. If the student fails to return the Exit Counseling material including the contact information, we are not required to take any further action.
Grace Period: Once the student withdraws, leaves school or graduates on the subsidized loans there is a grace period of six months. During this time no interest accrues on the subsidized loan. On an unsubsidized loan the interest is paid during the loan period but the principal is not paid until after the grace period. The borrower has a choice of paying the interest or having it capitalized – adding the accrued interest to the original loan principal. PLUS loan repayment begins sixty days after the second disbursement and interest begins at that point.

Repayment on all loans is up to ten years with a minimum estimated repayment of 1 percent of the principal per month. Example: $20,000 x .01 = $200/month payment.

The Criteria for Measuring Satisfactory Academic Progress

Determination of Progress:

Students meeting requirements at the review points will be considered making Satisfactory Progress (SAP) until the next scheduled review. In order for a student to be considered making Satisfactory Progress, the student must meet both cumulative attendance average of 67% AND academic minimum requirements rate 75% at each evaluation.

Students not making SAP at any evaluation period will be placed on financial aid warning. At the student's next evaluation period, should the student be making SAP he/she will continue to be eligible for Title IV aid. However, if the student is still not making SAP he/she will lose any Title IV eligibility.

Financial Aid Status:

Arkansas Welding Academy receives information regarding eligibility for Title IV financial aid from the student(s) ISIR (FAFSA Report). Provided all comment code and verification issues are resolved, if applicable, a student is given financial aid status and processed. Based upon the student's performance once enrolled, the financial aid status may change (refer to SAP Policy).

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Financial Aid Good Standing:

Student has the appropriate cumulative GPA and pass of the weld tests for their program of and student is able to graduate within 150% of the program length. (example 910 contact hoursx150%=1365 contact hours).

Financial Aid Warning:

Student's cumulative GPA dropped below the minimum required GPA and/or fail weld tests, and student is not able to graduate within 150% maximum time frame limit. A student is able to receive financial aid while on financial aid warning status, but must meet SAP standards during that term of enrollment to remain eligible for subsequent financial aid.

Financial Aid Suspension:

Student did not meet SAP standards while on Financial Aid Warning or Financial Aid Probation Status or it is determined that the student will not be able to graduate within the 150% maximum time frame limit. Student is not eligible to receive financial aid while on Financial Aid Suspension.

Financial Aid Probation:

This status is only granted upon the approval of Financial Aid SAP Appeal. Student may receive financial aid for one term but must meet SAP standards by the end of that term to remain eligible for subsequent financial aid.

Maximum Time Frame Limit*:*

The calculation of the Maximum Time Frame Limit is figured in the following manner: normal completion time + published holidays as listed in the student handbook is the normal completion time. The maximum time frame cannot exceed the federally-mandated 150% of the published program length.

All time is included when adding up the total time a student has been enrolled in a program. This includes but is not limited to Leave of Absence, repeating classes due to attendance or not meeting minimum grade requirements. The consequences of not meeting the maximum time frame allowed will be loss of future Title IV aid.

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The Arkansas Welding Academy Director will review each student's future completion date bimonthly. Calculations will include the percentage of work successfully completed in the payment period. In order to remain in good standing with SAP, the student must have successfully completed 70% of scheduled hours (work attempted) in the payment period. For example, in a 455 hour payment period the student must successfully complete 318.5 hours (455x.70=318.5 hours).

Payment Period*:*

A payment period is defined as an increment equal to half of the academic year (910 contact hours). For programs, equal to or less than an academic year, total clock hours will be divided into two equal parts, which then becomes that program's payment period in clock hours. For example, 910 clock hours/2=455 clock hours become the payment period. The student will have two payment periods in the 910-clock hour program.

Scholarships*:*

At this time, Arkansas Welding Academy participates in three scholarship programs listed below:

Mike Rowe Foundation-Profoundly Disconnected
Arkadelphia Promise Scholarship
American Welding Society Scholarship

The rights and responsibilities of a Student receiving Federal Student Aid:

The student has the right to ask the school:

- The name of its accrediting and its licensing organizations.
- About its programs; it's instructional, laboratory, its physical facilities, and it's faculty.
- What the cost of attending is and the institutions policies concerning refunds and
- Return to Title IV (R2T4) to students who drop out.
- What financial assistance is available at Arkansas Welding Academy; including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting an application for each available financial aid program.
- How it determines a student's eligibility and need for financial aid.

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- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying.
- What is deferment of repayment or forbearance for certain defined periods. How do know if you qualify and how do you request deferment or forbearance.
- Provide written information on student's loan obligations and information on your rights and responsibilities as a borrower.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affect your title IV eligibility.
- What special facilities and services are available to student with disabilities and how to request a reasonable accommodation.

It is the student's responsibility to:

- ✓ Review and consider all the information about the school's program before enrolling.
- ✓ Pay special attention to the application process for Federal student financial aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely.
- ✓ Know and comply with all deadlines for applying and reapplying for aid.
- ✓ Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- ✓ Notify the school of any information that has changed since you applied.
- ✓ Read, understand, and keep copies of all forms you were asked to sign.
- ✓ Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends, unless you have a deferment or forbearance. When you sign your master promissory note (MPN), you are agreeing to repay your loan.
- ✓ Attend an exit interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- ✓ Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- ✓ Understand your school's refund policy.

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- ✓ Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- ✓ Understand that you may be responsible and have liability for portions of Title IV funds return by the institution on your behalf.
- ✓ Understand that there could be liabilities when errors are made because of inconsistent information provided by the student that results in funds being awarded that a student was not eligible for that were advanced to you or credited to your school account.

How and when will financial aid be disbursed:

Financial Aid and Title IV funds will be disbursed at the following: For 910-hour students 0-455, 456-910 hours. Transfer students' payment periods will vary. Students must meet these clock hour requirements in order to be eligible for Title IV funding disbursement. Each student will be evaluated on an individual basis to determine eligibility based on total cumulative hours and weeks in each payment period.

The terms and conditions of any employment that is part of the financial aid package

Arkansas Welding Academy does not employ any students who are currently receiving financial aid and are attending the school programs.

The terms of, the schedule for, and the necessity of loan repayment and required loan exit counseling.

The formula for determining the amount of loans is:

(Cost of Attendance) – Minus (EFC) –Minus (estimated financial assistance)
= (Need for subsidized Stafford)

Application for Loan:

- To receive a Stafford Loan, a student must complete a Free Application for Federal Student Aid and a Master Promissory Note. (MPN)

- Students must complete Entrance Counseling and a Master Promissory Note (MPN) at studentloans.gov. A printed confirmation and copy of MPN must be given to the admissions office. The Borrowers' Rights and Responsibilities Statement must be provided to the borrower with the MPN.

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- Required borrower information on the MPN: The MPN contains identifying information including name, permanent address, a date of birth, social security number, driver's license number, and two personal non-student adult references with U.S. addresses. The borrower must read, sign and date the MPN.

Adverse Credit History of Borrowers of Plus (Loan)

The parent may not have adverse credit to borrow a PLUS. This is defined in the regulations as the applicant being 90 days or more delinquent on a debt or having been subject in the last five years to a default determination, bankruptcy discharge, foreclosure, repossession, tax lien, wage garnishment or write off of an FSA debt. The absence of any credit history is not considered adverse credit. Lenders may establish more restrictive credit standards for determining adverse credit.

If the parent borrower has an adverse credit history the applicant has the option of receiving a PLUS using a creditworthy endorser. If an endorser is used a separate Endorser Addendum is required for each PLUS loan. If an endorser is involved a new MPN must be used. The endorser is only liable for the specific loan or loans he/she has agreed to endorse.

SCHOOL CERTIFIES/ORIGINATES THE LOAN:

The school's primary responsibilities in the loan application process are to ensure the completeness and accuracy of the MPN based on information it has available.

Checklist for loan certification:

For all Federal Direct Loans programs applications: the school must:

- Confirm that the student and parent meet the definition of eligible borrower. This would include the student's grade level, loan period and the amounts of the disbursements as well as the student's enrollment status and anticipated completion/graduation date. The school must confirm the student's dependency status for PLUS. Check on NSLDS to check the student's financial aid history, including loan limits. It must document the student's COA, EFC and estimated Financial Aid in the student's file. It must be available to the lender, guarantor, or the Department.
- Determine the student's enrollment status and SAP

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- Review NSLDS information on ISIR to ensure that the student (or both the student and parent in the case of PLUS loan) is not in default on any FSA loan and does not owe a refund on any FSA grant or scholarship and will not exceed the annual or aggregate loan limits applicable to borrowers.
- Ensure the amount of the loan in combination with other aid will not exceed the student's financial need or the annual or aggregate loan limit.

For Federal Direct Stafford Loan the school must also:

- Determine the student's Pell grant eligibility (for a sub Stafford the need analysis must use official EFC calculated by the Department to determine the student's financial need), and if eligible include the grant in the student's aid package.
- For an unsubsidized Stafford loan, first determine the student's eligibility for a Stafford loan
- Prorate Stafford loans for programs of study that are shorter than an academic year and for programs in which the remaining period of study is less than an academic year in length
- Ensure that the loan disbursement dates meet the cash management and disbursement requirements for Stafford loans.

A separate PLUS MPN is required for each dependent student or if both parents want to borrow individually on behalf of the student.

Additional Unsub Direct Stafford:

Dependent students whose parents are unable to borrow PLUS loans due to adverse credit or other exceptional circumstances may receive additional unsubsidized amounts at the same level as independent undergrad students. The amounts are limited.

Guidelines for determining student's eligibility:

- Parent's unwillingness to borrow a PLUS does not make the dependent student eligible.
- The aid administrator's belief that a parent should not borrow a PLUS does not make the student eligible.
- Only one parent must apply for a PLUS and be denied based on adverse credit history. However, if both parents apply independently and one is approved and one denied, the student is not eligible for increased loan amounts.
- The parents denied of PLUS based on adverse credit in one year does not support the dependent's eligibility in subsequent years.
- The dependent student may become eligible at any time during an academic year if the parent has been approved and later denied.

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Scheduling Disbursements:

Disbursements will be established with the lender. This is the date that the funds are disbursed to the student, in keeping with the three-day turnaround time for payment of FSA funds to the student. For Stafford Loans the school may request a lender to provide Stafford funds by the thirty first day of classes for the first payment period for a first year, first time Stafford borrower

Cost of Attending

Registration Fee: $100.00 (non-refundable). This fee is applied to the student`s account balance upon starting attendance at AWA.

Programs	Tuition and fees	Equipment/Supplies	Room and Board		Transportation cost		Misc Cost	
			Independ	Depend	Independ	Depend	Independ	Depend
Master Pipe & Structural Welding Program	$18,713.00	$11,097.00	N/A	N/A	N/A	N/A	N/A	N/A
*OSHA 30	$850.00	$125.00	N/A	N/A	N/A	N/A	N/A	N/A
*OSHA 10	$425	$125	N/A	N/A	N/A	N/A	N/A	N/A

***OSHA 30 and 10 are neither accredited by COE nor qualify students to receive Title IV financial aid and are both non-Title IV programs. Both have $50 non-refundable registration fees that are waived for AWA students (both past and present).**

Students borrow the textbook for the time they are in school. Should the student not return the textbook they will owe the market price to the institution.

To be eligible to take the OSHA 30 Course, a student must:

- Be either a current or past student of AWA.
  - In which case their registration fee to apply for AWA also covers the registration fee for the OSHA 30 course. The total cost for an AWA student both past and present becomes $975.00.
- Be an employee of an outside company that is paying for the course. The cost for those students is $1,025.00. The $50.00 registration fee shall not be waived.

The course will have a minimum of four students per OSHA. At the director`s discretion, this can be all AWA students or employees of an outside company.

At the end of the course, students will receive a certificate of completion.

The OSHA 30 certificate does not expire

OSHA 30&10 are Not Approved for Veteran Training

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Financial Literacy for Borrowers:

Income potential for occupations relevant to student course of study is provided during the AWA tour, orientation, discussed through the entire length of the program, and finally during exit counseling.

Income Potential for your program of study: https://www.bls.gov/oes/current/oes514122.htm#nat

Percentile wage estimates for Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	$ 13.46	$ 15.69	$ 18.95	$ 23.44	$ 28.20
Annual Wage (2)	$ 27,990	$ 32,630	$ 39,410	$ 48,750	$ 58,660

Tools for managing debt:

- https://www.mymoney.gov/ - U.S. site dedicated to teaching financial literacy
- https://www.bankrate.com/ - interest rates for a variety of financial products and payment calculators
- https://www.annualcreditreport.com/index.action - receive your free annual credit report from the 3 major credit bureaus
- https://studentaid.gov/ - All resources for federal student aid.

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Consumer Information

The United States Department of Education requires that all colleges and universities that receive federal funds to collect and submit information regarding enrollment, diversity, completion and placement rates, student aid and loan default rates, campus crimes and safety procedures, etc. This information is reported annually and is available upon request in Student Services or Administration office.

What is Title IX:

Title IX of the Education Amendments of 1972 is a comprehensive federal law that prohibits discrimination based on the gender of students and employees of educational institutions that receive federal financial assistance. Examples of Title IX Concerns.

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." 20 U.S.C. §1681

The United States Department of Education's Office for Civil Rights (OCR) is charged with enforcing compliance with Title IX. For more information on OCR, please visit www.ed.gov/about/offices/list/ocr/index.html.
https://www2.ed.gov/about/offices/list/ocr/complaintform.pdf

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities.

Summary of Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of violating any of a copyright owner's **exclusive rights** granted by the federal Copyright Act. There are three elements that must be in place in order for the infringement to occur.

1. The copyright holder must have a valid copyright.
2. The person who is allegedly infringing must have access to the copyrighted work.
3. The duplication of the copyrighted work must be outside the **exceptions**.

The legal penalties for copyright infringement are:

1. Infringer pays the actual dollar amount of damages and profits.
2. The law provides a range from $200 to $150,000 for each work infringed.
3. Infringer pays for all attorney's fees and court costs.
4. The Court can issue an injunction to stop the infringing acts.
5. The Court can impound the illegal works.
6. The infringer can go to jail.

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ARKANSAS WELDING ACADEMY COMMITMENT TO TITLE IX COMPLIANCE

Notice of Nondiscrimination:

Arkansas Welding Academy prohibits discrimination against and harassment of its students, faculty, and staff, or any applicant for employment. It is the policy of Arkansas Welding Academy to provide an educational and work environment in which thought, creativity, and growth are stimulated, and in which individuals are free to realize their full potential through equal opportunity. The university should be a place of work and study for students, faculty, and staff, that is free of all forms of discrimination, sexual intimidation and exploitation. Therefore, Arkansas Welding Academy is committed to providing equal opportunity for all students and applicants for admission and for all employees and applicants for employment regardless of race, age, gender, sex (including pregnancy), religion, national origin, marital or parental status, disability, veteran status, sexual orientation, gender identity or any other characteristic protected under applicable federal or state law. In addition, discrimination in employment on the basis of genetic information is prohibited. For the complete text of the non-discrimination policy, please refer to the Non-Discrimination Policy.

Inquiries concerning the application of Title IX may be made to:

Alice Obenshain
Title IX Coordinator
1920 N. Redmond Road Jacksonville, AR 72076
Administration Building
Office: (501) 982-9353 (voice)
Cellphone: (501) 286-3297 (voice or text)
Fax: (501) 588-8889 (fax)
Email: info@arkansasweldingacademy.edu

WHAT TYPES OF BEHAVIOR DOES TITLE IX COVER?

Gender Discrimination

Gender discrimination is prohibited in any educational program or activity, including athletics; recruitment, admissions, financial aid and scholarships; course offerings and access; counseling; hiring and retention of employees; and benefits and leave.

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Sexual Harassment

As defined by the U.S. Equal Employment Opportunity Commission, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. These actions include written communication of a sexual nature, offensive remarks about a person’s sex, regardless of where such conduct might occur. Harassment also occurs when there is conduct that, because of its severity and/or persistence, interferes significantly with an individual's work or education, or adversely affects an individual's living conditions.

It is the policy of the Arkansas Welding Academy (AWA) to provide an educational and work environment in which thought, creativity, and growth are stimulated, and in which individuals are free to realize their full potential. AWA should be a place of work and study for students, faculty, and staff, which is free of all forms of sexual intimidation and exploitation. Therefore, it is the policy of the AWA, to prohibit sexual harassment of its students, faculty, and staff and to make every effort to eliminate sexual harassment at the institution. For the complete text of the sexual harassment policy, please refer to: Sexual Harassment/Assault Policy.

Sexual Harassment Includes Sexual Assault and Sexual Violence

Sexual assault, sexual violence, domestic/dating violence and stalking are crimes. Victims are encouraged to report these crimes to the AWA director or local law enforcement. The quicker law enforcement learns of the incident, the more likely evidence can be collected and preserved, and an investigation can proceed. If victims do not wish to pursue criminal charges, they may submit informational reports to the Title IX Coordinator, local law enforcement, or seek Arkansas Welding Academy’s administrative intervention.

Title IX protects lesbian, gay, bisexual, and transgender students and employees from discrimination, harassment, sexual assault and sexual violence including discrimination, physical aggression, intimidation, or hostility based on sex, sex-stereotyping or failure to conform to stereotypical gender norms.

Any student, faculty member, staff member, administrator, or visitor to the campus who has experienced or who has witnessed sexual harassment and/or other forms of sexual misconduct is strongly urged to report it. AWA must know about such instances in order to stop them, protect victims and prevent future incidents.

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It is the responsibility of AWA faculty, administrators, and supervisors to report complaints of sexual harassment and/or other forms of sexual misconduct that they receive or of which they may become aware by immediately contacting the Title IX Coordinator at (501) 286-3297 (for student/faculty/staff complaints against faculty and staff) or (for student complaints against students). When there is a relationship that involves legally recognized professional confidentiality between the complainant and the person to whom the harassment and/or other misconduct is reported, the report may be withheld at the request of the complainant.

When appropriate, any member of the AWA community (students, employees, visitors, etc.) may refer allegations of student sexual misconduct to the Title IX Coordinator. All allegations shall be communicated and consulted with the student conduct system, as appropriate, which is described in the AWA Code of Student Life. The Title IX hearing panel provides a just and equitable process for addressing alleged infractions by students. The system is intended to educate students, to help them make responsible decisions, and to be accountable for their actions.

For the complete text of the Board Policy, please refer to: Title IX Compliance Policy or the complete text of the AWA's Sexual Assault policy, please refer to the Sexual Harassment/Assault Policy.

AWA has designated its Title IX Coordinator, with overall responsibility for oversight of the university's compliance with its obligations under Title IX, including, but not limited to, its obligations to investigate and respond to allegations of sexual assault. For allegations of sexual assault by faculty, staff or other persons (other than students), the Title IX Coordinator coordinates with Jacksonville PD and the UAMS health center to ensure that allegations of sexual assault reported to AWA officials are investigated and that confirmed allegations are addressed through AWA personnel processes, as appropriate.

Violence Against Women Policies, Procedures, and Programs*:*

Domestic violence, dating violence, stalking, and sexual assault are prohibited at Arkansas Welding Academy.

Domestic Violence:

Arkansas state law A.C.A. 9-15-103 defines domestic abuse as when someone close to you commits, attempts, or threatens you with one of the following acts: Physical harm; Bodily Injury; Assault; Makes you afraid that physical harm or bodily injury is about to happen; Assault between family or household members; OR Sexual conduct (of a criminal nature) between family or household members, whether minors or adults.

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Dating Violence:

Defined as the controlling, abusive, and aggressive behavior in a romantic relationship. This can happen in any relationship and can include verbal, emotional, physical, sexual abuse, or a combination.

Stalking:

Defined as "the intentional and repeated following or harassing of another person at would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to himself/herself or any member of his/her family or any person with whom he/she is acquainted.

Sexual Assault:

Rape:

The sexual intercourse, deviate sexual activity with Forcible compulsion, a person incapable of consent or physically helpless, a person less than 14 years old.

Sexual Battery:

The intentional touching of the anus or genitals of the victim by the offender using any instrumentality or any part of the body of the offender, or the touching of the anus or genitals of the offender by the victim using any instrumentality or any part of the body of the victim, when any of the following occur:

- The offender acts without the consent of the victim.
- The act is consensual but the other person, who is not the spouse of the offender, has not yet attained 14 or 16 depending on the age of the offender.
- The offender acts with the other person being incapable of consent or physically helpless or mentally deficient.

  A sexual assault is determined to be without lawful consent if it is committed under any one or more of the following circumstances:

  1. Any involved party has not consented to the act (Resistance is not necessary to prove lack of consent;
  2. Any involved party is incapable of resisting or of understanding the nature of the act by reason of a stupor or abnormal condition of mind produced by an intoxicating agent or any cause;

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3. And involved party, through unsoundness of mind, is temporarily or permanently incapable of understanding the nature of the act;
4. A female victim submits under the belief that the person committing the act is her husband and such belief is intentionally induced by any artifice, pretense, or concealment practiced by the offender;
5. Any involved party is prevented from resisting the act by force or threats of physical violence under circumstances where the party reasonably believes that such resistance would not prevent the assault, such as the presence of a weapon;
6. Any involved party resists the act to the utmost, but whose resistance is overcome by force;
7. Any involved party has not yet attained fourteen or sixteen years of age depending on the age of the offender and is at least three years younger than

What is the Arkansas Age of Consent?

The Arkansas Age of Consent is **16 years old**. In the United States, the age of consent is the minimum age at which an individual is considered legally old enough to consent to participation in sexual activity. Individuals aged 15 or younger in Arkansas are not legally able to consent to sexual activity, and such activity may result in prosecution for **statutory rape**.

Arkansas statutory rape law is violated when a person has consensual sexual intercourse with an individual under age 16. If the offender is under age 18, the younger party must not be under 14 years of age (a defense exists if the younger party is at no more than 4 years younger than the offender, or no more than 3 years younger if the victim is under 12).

Arkansas has a close-in-age exemption. A close in age exemption, also known as "Romeo and Juliet law", is designed to prevent the prosecution of underage couples who engage in consensual sex when both participants are significantly close in age to each other, and one or both are below the age of consent.

Depending on the situation, the Arkansas close-in-age exemption may completely exempt qualifying close-in-age couples from the age of consent law, or merely provide a legal defense that can be used in the event of prosecution.

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Anyone witnessing an act of domestic violence, dating violence, sexual assault, or stalking should take safe, positive action to prevent harm or otherwise intervene. Examples of safe, positive action include, but are not limited to contacting the police (such reports may be made confidentially) and assisting the victim to a safe location away from the harmful person or event. Because situations vary from one incident to the next, no comprehensive list of actions can be provided, but bystanders are encouraged to act in a manner which is not likely to escalate a situation or bring harm upon the bystander.

Signs of abusive and unhealthy situations include, but are not limited to, aggressive shouting, physical strikes, repeated or continuous unwanted following and calling, threatening gestures, spreading rumors, verbal threats, pushing or shoving, financial and emotional controls, and belittling a person's actions or appearance.

Reporting Procedure:

Any person who believes he or she has been the victim of sexual harassment by a student, staff member, or guest of the school is encouraged to discuss the alleged acts immediately and confidentially with the Grievance Coordinator at their campus. At the time the complaint is made, the Coordinator will contact the Director, Director of Education and/or the Asst. Director of Education (the "Designated Persons"). Any complaints of alleged sexual harassment will be discussed fully and confidentially with the person raising the complaint or concern and will require approval of the reporter (student making the complaint) prior to disclosure or direct investigation of the matter.

If, after discussion by the reporting person with one or more of the Designated Persons, it is agreed between the reporting party and the Designated Person that a more detailed investigation is appropriate, the following investigative procedure will be utilized and a formal criminal report form will be filled out by the alleged victim.

INVESTIGATIVE PROCEDURE:

Following discussion with one or more of the Designated Parties, and the agreement of the reporting party that an investigation should be undertaken, the complaint will be made fully known to the Director. Once so advised, immediate follow-up in the form of a full investigation by the Director and local law enforcement will be performed.

In determining whether alleged conduct constitutes sexual harassment, the totality of circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred, will be considered. To assist in the investigation, incidents will be documented, including specifics such as dates, times, witnesses, if any, and a full and clear statement of what transpired. A determination of the appropriateness (or lack thereof) of the particular action will then be made from the facts by the head of school (with the assistance and advice of the School's attorney), and appropriate action will be pursued expeditiously in each case.

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RESPONSIVE ACTION:

Any student, staff member, or guest of the school who engages in sexual harassment is subject to immediate and appropriate discipline, up to and including discharge or expulsion. The results of the investigation of each complaint filed under this Policy will be reported to the complaining party by the Director. The report will document any disciplinary action taken by school as a result of the complaint, and will become part of the personnel file or record of the disciplined individual. Also note that Arkansas Welding Academy is obligated to turn any report that is found to have merit over to the Jacksonville Police Department where additional civil and/or criminal proceedings may occur.

REPRISAL:

Retaliation against any individual who complains of sexual harassment is strictly forbidden by the school, and anyone who practices such retaliation will be subject to immediate discipline, up to and including discharge or expulsion.

NON-HARASSMENT:

The school recognizes that not every advance or comment of a sexual nature constitutes harassment. Whether a particular action or incident constitutes sexual harassment or not requires an objective determination based upon all of the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties, are prohibited by the school, and can be cause for disciplinary action up to and including discharge or expulsion.

Education Programs to Promote Awareness of Sexual and Other Violent Offenses:

Laura's Law

Law enforcement agencies responding to crime incidents are required by Arkansas's Victim's Bill of Rights outlined in Arkansas Victim Rights Act of 1997 and Laura's Card Act 873 to inform victims in writing of their victim's rights. Officers must inform victims of the availability of services: medical, housing, counseling, financial, social, legal, and emergency services. In addition, officers MUST inform victims about how to obtain orders of protection, how to access public records related to the case, and about the Arkansas Crime Victims Reparations Board (including the address and phone number). AWA maintains a copy of Laura's Card in the administrative offices and on https://static.ark.org/eeuploads/ag/Lauras_Card.pdf

https://static.ark.org/eeuploads/ag/Crime_Victims_Panel_Card.pdf

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JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICIESAND CAMPUS CRIME STATISTICS

Federal law requires schools to collect, publish, and distribute certain information concerning security policies and criminal activity on their campus. The purpose of this disclosure is so prospective/current students and employees will know campus security policies and procedures the school engages in, and the effectiveness of those measures.

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, the school will make an announcement informing them of the appropriate emergency response, unless issuing a notification will compromise efforts to contain the emergency.

Arkansas Welding Academy Criminal Offenses Report:

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008.

Under the Clery Act, the on-campus category includes the following: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
U.S. Department of Education, Office of Postsecondary Education, The Handbook for Campus Safety and Security Reporting, 2016 Edition, Washington, D.C., 2016.

ARKANSAS WELDING ACADEMY strictly maintains and enforces the safety and security of the campus population. ARKANSAS WELDING ACADEMY complies with safety and security guidelines as requested and suggested by the Crime Awareness and Security Act of 1990; The U.S Department of Education; State and Local Laws and local law enforcement agencies; and various publications. ARKANSAS WELDING ACADEMY strictly forbids the possession of firearms or other weapons on school property or during school related outings. ARKANSAS WELDING ACADEMY has zero tolerance policy regarding immortal conduct and enforces campus safety and security regulations pertaining to verbal, sexual, and physical harassment of a fellow student or staff member as well as threat of physical violence against a fellow student or staff member. The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by Arkansas Welding Academy (AWA) which is used for activities related to the educational purpose of AWA and/or any building or property owned or controlled by student organizations recognized by AWA. In compliance with that law, the following reflects Arkansas Welding Academy's crime statistics for the period between 1/1/2022 and 12/31/2022 (THREE MOST RECENT CALENDAR YEARS).
See attached map for the campus which outlines the building and parking lots that students use while attending classes at Arkansas Welding Academy.

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Note:

1. In complying with the crime statistical reporting requirements, Arkansas Welding Academy provides a map to current and prospective students and employees that depict its campus.
2. Arkansas Welding Academy (does not have non-campus building or property, and public property areas).
3. Statistics must be disclosed separately for each of the four general categories; this means that when an incident meets definitions in more than one of these four categories, it must be reported in each appropriate category.
4. **Distributing the Annual Security Report**:

   Arkansas Welding Academy will distribute the report to all currently enrolled students (including those attending less than full-time and those not enrolled in Title IV programs or course) and all employees **by October 1 each year.**

The following criminal offenses, published each year and must be report no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods.

To obtain any of the information or documentation covered by the yearly security report contact the Compliance officer or AWA director

Phone: (501)982-9353

Director Email: info@arkansasweldingacademy.edu

Compliance Officer email: ajo@arkansasweldingacademy.edu

Geography:

Office/Individual Responsible	Location where Documentation is kept	Date Information was Last Updated
Administrative Office (AWA Director and Compliance Officer)	1920 N. Redmond Rd. Jacksonville AR, 72076	08/24/2026

On-Campus Buildings:

Building	Location	Category
Administrative Building	1920 N. Redmond Rd Jacksonville, AR 72076	On-Campus
Shop Building	1920 N. Redmond Rd Jacksonville, AR 72076	On-Campus

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Public Property:

Name	Location	Category
Paradise Park	1 Paradise Park Rd Jacksonville, AR 72076	Public
N. Redmond Rd	1920 N. Redmond Rd Jacksonville, AR 72076	Public

Crime Statistics:

Office/Individual Responsible	Location where Documentation is kept
Administrative Office (AWA Director and Compliance Officer)	1920 N. Redmond Rd. Jacksonville AR, 72076

Statistics from Local Law Enforcement Agencies:

Office/Individual Responsible	Location where Documentation is kept	Date Policies & Procedures were Last Updated
Administrative Office (AWA Director and Compliance Officer)	1920 N. Redmond Rd. Jacksonville AR, 72076	08/24/2026

Daily Crime Log:

Office/Individual Responsible	Location where Documentation is kept	Date Policies & Procedures were Last Updated
Administrative Office (AWA Director and Compliance Officer)	1920 N. Redmond Rd. Jacksonville AR, 72076	08/24/2026

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Report Distribution Date:

Occurrences within the 2023, 2024 and 2025 Calendar Years On Campus

Crimes Reported	2023	2024	2025
Location codes which should proceed the incident number(s) **C=On Campus** **N=Non-campus** **P=Public Area** ***The City of Jacksonville does not distinguish between Murder/Non-Negligent Manslaughter/Manslaughter by Negligence.**			
Criminal Offenses Notes: #1Also referred to as Primary Crimes #2 also referred to as sex offenses			
Criminal Homicide #1 (these offenses are serrated into two categories)			
• **Murder***	0	0	0
• **Non- negligent manslaughter**	0	0	0
• **Manslaughter by Negligence**	0	0	0
Sexual Assault #2			
• **Rape**	0	0	0
• **Foundling**	0	0	0
• **Incest**	0	0	0
• **Statutory Rape**	0	0	0
Robbery	0	0	0
Aggravated Assaults	0	0	0
Burglaries	0	0	0
Motor Vehicle Thefts	0	0	0
Arson	0	0	0

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Hate Crimes Reporting On Campus **Notes:** 1. Any of the above –mentioned offenses & any of the following incidents 2. a hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. 3. Three are eight categories that are reportable: race, religion, sexual orientation, gender, gender identity ethnicity, national origin and disability			
	2023	**2024**	**2025**
Larceny-theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction, Damage or Vandalism of Property	0	0	0
Gender Identity	0	0	0
Violence Against Women Act			
	2023	**2024**	**2025**
Domestic Violence	0	0	1
Dating Violence	0	0	0
Stalking (including cyber-stalking)	0	0	0
Rape & Forcible Foundling	0	0	0
Sex offenses - forcible	0	0	0
Sex offenses - non-forcible	0	0	0

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Arrests and Disciplinary Referrals Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.			
Arrest:	**2023**	**2024**	**2025**
• **Weapons- Carrying**	0	0	1
• **Weapons Possession**	0	0	0
Disciplinary Referrals:			
• **Weapons- Carrying**	0	0	0
• **Weapons Possession**	0	0	0
Arrest:			
• **Drug Abuse Violations**	0	0	0
Disciplinary Referrals:			
• **Drug Abuse Violations**	0	0	0
Arrest:			
• **Liquor Law Violations**	0	0	0
Disciplinary Referrals:			
• Liquor Laws Violations	0	0	0

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Report Distribution Date: Contingent To AWA

Occurrences within the 2022, 2023 and 2024 Calendar Years

Crimes Reported	**2023**	**2024**	**2025**
Location codes which should proceed the incident number(s) **C=On Campus** **N=Non-campus** **P=Public Area**			
Criminal Offenses Notes: #1Also referred to as Primary Crimes #2 also referred to as sex offenses			
Criminal Homicide #1 (these offenses are serrated into two categories)			
• **murder***	0	0	0
• **non- negligent manslaughter**	0	0	0
• **Manslaughter by Negligence**	0	0	0
Sexual Assault #2			
• **Rape**	0	0	0
• **Foundling**	0	0	0
• **Incest**	0	0	0
• **Statutory Rape**	0	0	0
Robbery	0	0	0
Aggravated Assaults	0	0	0
Burglaries	0	0	0
Motor Vehicle Thefts	0	0	0
Arson	0	0	0

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Hate Crimes Reporting Contingent to AWA **Notes:** 4. Any of the above –mentioned offenses & any of the following incidents 5. a hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. 6. Three are eight categories that are reportable: race, religion, sexual orientation, gender, gender identity ethnicity, national origin and disability			
	2023	**2024**	**2025**
Larceny-theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction, Damage or Vandalism of Property	0	0	0
Gender Identity	0	0	0
Violence Against Women Act			
	2023	**2024**	**2025**
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking (including cyber-stalking)	0	0	0
Rape & Forcible Foundling	0	0	0
Sex offenses - forcible	0	0	0
Sex offenses - non-forcible	0	0	0

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Arrests and Disciplinary Referrals Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.			
Arrest:	**2023**	**2024**	**2025**
• **Weapons- Carrying**	0	0	0
• **Weapons Possession**		0	0
Disciplinary Referrals:			
• **Weapons- Carrying**	0	0	0
• **Weapons Possession**	0	0	0
Arrest:			
• **Drug Abuse Violations**	0	0	0
Disciplinary Referrals:			
• **Drug Abuse Violations**	0	0	0
Arrest:			
• **Liquor Law Violations**	0	0	0
Disciplinary Referrals:			
• Liquor Laws Violations	0	0	0

Hate Offenses:

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Contact Information:

Office Responsible to provide a copy of the Campus Security information	Arkansas Welding Academy President
Who to contact to report an incident at the AWA	Ms. Alice Obenshain (501)982-9353

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Violence Against Women – Definitions of:

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

1. "Domestic violence" means a "felony or misdemeanor crime of violence committed by—
    - A current or former spouse or intimate partner of the victim,
    - A person with whom the victim shares a child in common,
    - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
    - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
    - Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction"

2. "Dating violence" means "violence committed by a person –
    - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
        - The length of the relationship.
        - The type of the relationship; and
        - The frequency of interactions between the person involved in the relationship."
3. "Stalking" means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
    - Fear for his or her safety or the safety of others; or
    - Suffer substantial emotional distress."

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If you believe you are a victim of any of these situations you can and should seek out help and assistance from the following agencies:

Contact Information:

Who to contact to report an incident at AWA	Ms. Alice Obenshain 501-982-9353 CELL 501-286-3297
Local Law enforcement agency to report an incident that occurred off campus	City of Jacksonville Police Department 501-982-3191
Local Area Agencies and contacts in that can provide assistance to anyone who believes they are a victim and might need assistance.	• Arkansas Crime Information Center 501-682-2222 • Office of the Prosecutor Coordinator 501-682-3671 • Arkansas Commission on Child Abuse, Rape, and Domestic Violence 501-661-7975 • Arkansas Department of Health and Human Services 501-682-8650 ***Additional agencies and contacts may be found at www.acic.org.***

General Information:

1. Arkansas Welding Academy does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available campus security officer, AWA official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).

2. All students and employees are required to report any crime or emergency to their AWA official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the AWA official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her AWA official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).
   Preparation for the Annual Disclosure of Crime Statistics report is obtained by the AWA President who contacts the City of Jacksonville police department for statistics and AWA's "Daily Incident Log", and then records those statistics.

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3. Only students, employees and other parties having business with Arkansas Welding Academy should be on AWA property. All visitors must sign in at the front office and identify the purpose of their visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 4:30 pm. When the school closes for the night, the school's official or supervisor will inspect each building to see that it is empty and then set the alarms for each building and then lock down the campus. Other individuals present on AWA property at any time without the express permission of the appropriate AWA official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on AWA property during periods of non-operation without the express permission of the appropriate AWA official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:
   a) Arkansas Welding Academy officials have no powers of arrest other than the Citizens Arrest Law (Title 16 Subtitle 6 Chapter 81 Subchapter 1 of the Arkansas State Constitution), and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort and in the case of a FELONY, and after all other possibilities have been explored.
   b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, AWA official(s) shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
   c) Arkansas Welding Academy currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

5. Though Arkansas Welding Academy does not offer regularly scheduled crime awareness or prevention programs, students go through training with the director during orientation and are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
   a) Do not leave personal property in classrooms.
   b) Report to your Arkansas Welding Academy official, any suspicious persons.
   c) Always try to walk in groups outside the school premises.
   d) If you are waiting for a ride, wait within sight of other people.
   e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
   f) The "*Crime Awareness and Campus Security Act*" is available upon request to students, employees (staff and faculty) and prospective students.
   g) The School has no formal program, other than orientation, that disseminates this information. All information is available upon request.

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h) Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and shall be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee and evade detection, or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, Arkansas Welding Academy must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request.

6. Arkansas Welding Academy does not offer regularly scheduled crime awareness or prevention programs other than during orientation where all policies and regulations are properly disclosed to prospective students and reviewed.

7. All incidents shall be recorded in the Arkansas Welding Academy Daily Incident Log located on campus at the Administration Office of the School President. The log includes the date, time, location, incident reported, disposition of incident, and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.

8. Arkansas Welding Academy does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.

9. Arkansas Welding Academy does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.

10. Information concerning drug and alcohol abuse education program(s) are posted at campus and is distributed annually to students and staff. The Arkansas Crime Information Center publishes a "Crime Victim's Guide to the Justice System in Arkansas" which can be downloaded at www.acic.org and/or is available upon request from the Administration Office.
11. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. A conviction for sale of drugs includes convictions for conspiring to sell drugs:

	Possession of illegal drugs	**Sale of illegal drugs**
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

FSA Handbook Volume 1, Ch. 1.

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11.Sexual assaults (criminal offences) on campus will be reported immediately to an Arkansas Welding Academy official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. Arkansas Welding Academy has **zero tolerance** of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.

12.Arkansas Welding Academy encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.

13.In the event a sex offense should occur on campus, the victim should take the following steps:

- Report the offense to the school administration.
- Preserve any evidence as may be necessary to the proof of the criminal offense.
- Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies. This process is started by filling out the criminal offense report.
- Request a change in the academic situation if necessary.

If you feel you are in danger of being victimized again, you should contact your local prosecutor`s victim coordinator to begin the process of filing for an order of protection or you can download the form to file for an order of protection at LaurasCard.ar.gov.

14.On campus, disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.

15.These records are available upon request through the administrative offices.
16.Information for crime victims about disciplinary proceedings. Arkansas Welding Academy will disclose in writing to the alleged victim and perpetrator of any crime of violence, or a non-forcible sex offense, the results of any of its disciplinary proceedings against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by Arkansas Welding Academy on or after August 14, 2009.

17.Any proceedings in cases of alleged domestic violence, dating violence, sexual assault, or stalking will provide a prompt, fair and impartial investigation and resolution based upon proof beyond any reasonable doubt. Any proceedings will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, stalking, conducting an investigation and hearing processes that protects the safety of victims and promotes accountability.

a) The accused and the accuser are entitled to the same opportunity to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisory of their choice; and
b) Both the accused and the accuser shall be simultaneously informed, in writing, of the outcome of such a proceeding.

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c) The accused and the victim have a right to appeal the results of the institutional disciplinary proceedings, in writing, within 10 business days, by notifying the Director/Administrator of the institution in writing that an appeal is desired. The accused and victim will be notified of any change, if applicable, to the results of the proceeding that occurs prior to the time that the results become final. The results of the appeal will become final within 10 business days after the appeal has been brought before an appeal board.

18.As part of the Crime Control and Law Enforcement Act of 1994, Arkansas Welding Academy is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.
Link: http://www.city-data.com/soz/soz-78613.html Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon to report to the AWA President but rather contact the appropriate agency by calling (911). Once the emergency is handled, diligently complete all required reports.

19.Primary prevention and awareness program (Student Handbook):

WHAT TYPES OF BEHAVIOR DOES TITLE IX COVER?

Gender Discrimination

Gender discrimination is prohibited in any educational program or activity, including athletics; recruitment, admissions, financial aid and scholarships; course offerings and access; counseling; hiring and retention of employees; and benefits and leave.

Sexual Harassment

As defined by the U.S. Equal Employment Opportunity Commission, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. These actions include written communication of a sexual nature, offensive remarks about a person's sex, regardless of where such conduct might occur. Harassment also occurs when there is conduct that, because of its severity and/or persistence, interferes significantly with an individual's work or education, or adversely affects an individual's living conditions.

It is the policy of the Arkansas Welding Academy (AWA) to provide an educational and work environment in which thought, creativity, and growth are stimulated, and in which individuals are free to realize their full potential. AWA should be a place of work and study for students, faculty, and staff, which is free of all forms of sexual intimidation and exploitation. Therefore, it is the policy of the AWA, to prohibit sexual harassment of its students, faculty, and staff and to make every effort to eliminate sexual harassment at the institution. For the complete text of the sexual harassment policy, please refer to: Sexual Harassment/Assault Policy.

Sexual Harassment Includes Sexual Assault and Sexual Violence

Sexual assault, sexual violence, domestic/dating violence and stalking are crimes. Victims are encouraged to report these crimes to the AWA director or local law enforcement. The quicker law enforcement learns of the incident, the more likely evidence can be collected and preserved and an investigation can proceed. If victims do not wish to pursue criminal charges, they may submit informational reports to the Title IX Coordinator, local law enforcement, or seek Arkansas Welding Academy's administrative intervention.

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Title IX protects lesbian, gay, bisexual, and transgender students and employees from discrimination, harassment, sexual assault and sexual violence including discrimination, physical aggression, intimidation, or hostility based on sex, sex-stereotyping or failure to conform to stereotypical gender norms.

Any student, faculty member, staff member, administrator, or visitor to the campus who has experienced or who has witnessed sexual harassment and/or other forms of sexual misconduct is strongly urged to report it. AWA must know about such instances in order to stop them, protect victims and prevent future incidents.

It is the responsibility of AWA faculty, administrators, and supervisors to report complaints of sexual harassment and/or other forms of sexual misconduct that they receive or of which they may become aware by immediately contacting the Title IX Coordinator at (501) 286-3297 (for student/faculty/staff complaints against faculty and staff) or (for student complaints against students). When there is a relationship that involves legally recognized professional confidentiality between the complainant and the person to whom the harassment and/or other misconduct is reported, the report may be withheld at the request of the complainant.

When appropriate, any member of the AWA community (students, employees, visitors, etc.) may refer allegations of student sexual misconduct to the Title IX Coordinator. All allegations shall be communicated and consulted with the student conduct system, as appropriate, which is described in the AWA Code Of Student Life. The Title IX hearing panel provides a just and equitable process for addressing alleged infractions by students. The system is intended to educate students, to help them make responsible decisions, and to be accountable for their actions.

For the complete text of the Board Policy, please refer to: Title IX Compliance Policy or the complete text of the AWA's Sexual Assault policy, please refer to the Sexual Harassment/Assault Policy.

AWA has designated its Title IX Coordinator, with overall responsibility for oversight of the university's compliance with its obligations under Title IX, including, but not limited to, its obligations to investigate and respond to allegations of sexual assault. For allegations of sexual assault by faculty, staff or other persons (other than students), the Title IX Coordinator coordinates with Jacksonville PD and the UAMS health center to ensure that allegations of sexual assault reported to AWA officials are investigated and that confirmed allegations are addressed through AWA personnel processes, as appropriate.

Violence Against Women Policies, Procedures, and Programs*:*
Domestic violence, dating violence, stalking, and sexual assault are prohibited at Arkansas Welding Academy.

Domestic Violence:
Arkansas state law A.C.A. 9-15-103 defines domestic abuse as when someone close to you commits, attempts, or threatens you with one of the following acts: Physical harm; Bodily Injury; Assault; Makes you afraid that physical harm or bodily injury is about to happen; Assault between family or household members; OR Sexual conduct (of a criminal nature) between family or household members, whether minors or adults.

Dating Violence:
Defined as the controlling, abusive, and aggressive behavior in a romantic relationship. This can happen in any relationship and can include verbal, emotional, physical, sexual abuse, or a combination.

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Stalking:

Defined as "the intentional and repeated following or harassing of another person at would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to himself/herself or any member of his/her family or any person with whom he/she is acquainted.

Sexual Assault:

Rape:

The sexual intercourse, deviate sexual activity with Forcible compulsion, a person incapable of consent or physically helpless, a person less than 14 years old.

Sexual Battery:

The intentional touching of the anus or genitals of the victim by the offender using any instrumentality or any part of the body of the offender, or the touching of the anus or genitals of the offender by the victim using any instrumentality or any part of the body of the victim, when any of the following occur:

- The offender acts without the consent of the victim.
- The act is consensual but the other person, who is not the spouse of the offender, has not yet attained 14 or 16 depending on the age of the offender.
- The offender acts with the other person being incapable of consent or physically helpless or mentally deficient.

A sexual assault is determined to be without lawful consent if it is committed under any one or more of the following circumstances:

8. Any involved party has not consented to the act (Resistance is not necessary to prove lack of consent;
9. Any involved party is incapable of resisting or of understanding the nature of the act by reason of a stupor or abnormal condition of mind produced by an intoxicating agent or any cause;
10. And involved party, through unsoundness of mind, is temporarily or permanently incapable of understanding the nature of the act;
11. A female victim submits under the belief that the person committing the act is her husband and such belief is intentionally induced by any artifice, pretense, or concealment practiced by the offender;
12. Any involved party is prevented from resisting the act by force or threats of physical violence under circumstances where the party reasonably believes that such resistance would not prevent the assault, such as the presence of a weapon;
13. Any involved party resists the act to the utmost, but whose resistance is overcome by force;
14. Any involved party has not yet attained fourteen or sixteen years of age depending on the age of the offender and is at least three years younger than

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What is the Arkansas Age of Consent?

The Arkansas Age of Consent is **16 years old**. In the United States, the age of consent is the minimum age at which an individual is considered legally old enough to consent to participation in sexual activity. Individuals aged 15 or younger in Arkansas are not legally able to consent to sexual activity, and such activity may result in prosecution for **statutory rape**.

Arkansas statutory rape law is violated when a person has consensual sexual intercourse with an individual under age 16. If the offender is under age 18, the younger party must not be under 14 years of age (a defense exists if the younger party is at no more than 4 years younger than the offender, or no more than 3 years younger if the victim is under 12).

Arkansas has a close-in-age exemption. A close in age exemption, also known as "Romeo and Juliet law", is designed to prevent the prosecution of underage couples who engage in consensual sex when both participants are significantly close in age to each other, and one or both are below the age of consent.

Depending on the situation, the Arkansas close-in-age exemption may completely exempt qualifying close-in-age couples from the age of consent law, or merely provide a legal defense that can be used in the event of prosecution.

Anyone witnessing an act of domestic violence, dating violence, sexual assault, or stalking should take safe, positive action to prevent harm or otherwise intervene. Examples of safe, positive action include, but are not limited to contacting the police (such reports may be made confidentially) and assisting the victim to a safe location away from the harmful person or event. Because situations vary from one incident to the next, no comprehensive list of actions can be provided, but bystanders are encouraged to act in a manner which is not likely to escalate a situation or bring harm upon the bystander.

Signs of abusive and unhealthy situations include, but are not limited to, aggressive shouting, physical strikes, repeated or continuous unwanted following and calling, threatening gestures, spreading rumors, verbal threats, pushing or shoving, financial and emotional controls, and belittling a person's actions or appearance.

Reporting Procedure:
Any person who believes he or she has been the victim of sexual harassment by a student, staff member, or guest of the school is encouraged to discuss the alleged acts immediately and confidentially with the Grievance Coordinator at their campus. At the time the complaint is made, the Coordinator will contact the Director, Director of Education and/or the Asst. Director of Education (the "Designated Persons"). Any complaints of alleged sexual harassment will be discussed fully and confidentially with the person raising the complaint or concern and will require approval of the reporter (student making the complaint) prior to disclosure or direct investigation of the matter.

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If, after discussion by the reporting person with one or more of the Designated Persons, it is agreed between the reporting party and the Designated Person that a more detailed investigation is appropriate, the following investigative procedure will be utilized and a formal criminal report form will be filled out by the alleged victim.

INVESTIGATIVE PROCEDURE:
Following discussion with one or more of the Designated Parties, and the agreement of the reporting party that an investigation should be undertaken, the complaint will be made fully known to the Director. Once so advised, immediate follow-up in the form of a full investigation by the Director and local law enforcement will be performed.

In determining whether alleged conduct constitutes sexual harassment, the totality of circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred, will be considered. To assist in the investigation, incidents will be documented, including specifics such as dates, times, witnesses, if any, and a full and clear statement of what transpired. A determination of the appropriateness (or lack thereof) of the particular action will then be made from the facts by the head of school (with the assistance and advice of the School's attorney), and appropriate action will be pursued expeditiously in each case.

RESPONSIVE ACTION:

Any student, staff member, or guest of the school who engages in sexual harassment is subject to immediate and appropriate discipline, up to and including discharge or expulsion. The results of the investigation of each complaint filed under this Policy will be reported to the complaining party and the perpetrator by the Director. The report will document any disciplinary action taken by school as a result of the complaint and will become part of the personnel file or record of the disciplined individual. Also note that Arkansas Welding Academy is obligated to turn any report that is found to have merit over to the Jacksonville Police Department where additional civil and/or criminal proceedings may occur.

REPRISAL:
Retaliation against any individual who complains of sexual harassment is strictly forbidden by the school, and anyone who practices such retaliation will be subject to immediate discipline, up to and including discharge or expulsion.

NON-HARASSMENT:
The school recognizes that not every advance or comment of a sexual nature constitutes harassment. Whether a particular action or incident constitutes sexual harassment or not requires an objective determination based upon all of the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties, are prohibited by the school, and can be cause for disciplinary action up to and including discharge or expulsion.

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Education Programs to Promote Awareness of Sexual and Other Violent Offenses:

Laura's Law

Law enforcement agencies responding to crime incidents are required by Arkansas's Victim's Bill of Rights outlined in Arkansas Victim Rights Act of 1997 and Laura's Card Act 873 to inform victims in writing of their victim's rights. Officers must inform victims of the availability of services: medical, housing, counseling, financial, social, legal, and emergency services. In addition, officers MUST inform victims about how to obtain orders of protection, how to access public records related to the case, and about the Arkansas Crime Victims Reparations Board (including the address and phone number). AWA maintains a copy of Laura's Card in the administrative offices and on https://static.ark.org/eeuploads/ag/Lauras_Card.pdf

https://static.ark.org/eeuploads/ag/Crime_Victims_Panel_Card.pdf

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICIES AND CAMPUS CRIME STATISTICS

Federal law requires schools to collect, publish, and distribute certain information concerning security policies and criminal activity on their campus. The purpose of this disclosure is so prospective/current students and employees will know campus security policies and procedures the school engages in, and the effectiveness of those measures.

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, the school will make an announcement informing them of the appropriate emergency response, unless issuing a notification will compromise efforts to contain the emergency.

We would like you to be aware of the following:

1. The school prohibits the offenses of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking.

2. Any person witnessing a crime or other emergency should report it to the school Director or Administrator on duty. The Director/Administrator will investigate the incident and report it to the Jacksonville police department. The Director /Administrator encourages students to report the crime to the proper law enforcement agencies. In the event the victim of a crime elects or is unable to make such a report, the Director/Administrator will make the report on the victim's behalf. The Director /Administrator will write and keep on file an incident report for any such events. This school does not employ security personnel.

3. All facilities are locked during non-business hours. During non-business hours, only authorized personnel are permitted on the premises, with permission from the Director.

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4. During orientation and other student gatherings, as well as staff meetings, students and employees are informed on an ongoing basis about the importance of awareness of domestic violence, dating violence, sexual assault, stalking, secure premises and appropriate safety practices through a training session with the director. In an effort to prevent crime from happening, students and employees are encouraged to group together when walking to and from their cars and to report any suspicious situations to the school Director or Administrator on duty. You can further assist in the prevention of crime by not bringing valuables to school, and by ensuring that you are locking your car doors, tool boxes, etc...

5. The school is not associated with or the provider of any off-campus student housing or student organization.

6.The sale or use of alcohol and illegal drugs is not permitted in this school or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumption will be referred to local police authorities. Use of any alcoholic or illegal drug during school hours while on school property (or off the property while on the clock) or at any event that represents the school, will be grounds for immediate termination of enrollment or employment.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. A conviction for sale of drugs includes convictions for conspiring to sell drugs:

	Possession of illegal drugs	**Sale of illegal drugs**
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

FSA Handbook Volume 1, Ch. 1

7. This school has in place a Drug and Alcohol Abuse Prevention Program required under Public Law 101-226, in the form of informational brochures. Students may also seek confidential counseling for referrals to treatment and rehabilitation centers with the Director /Administrator of the school. AWA reviews the drug prevention program biennially looking at the effectiveness, number of drug/ alcohol violations, number of sanctions imposed, and ensure that the sanctions are consistently enforced.

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8. This printed handout will be distributed to all prospective students and will serve as our policy to prevent rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking along with a training session with the director during orientation. It will be distributed to all staff and students annually to help educate against these crimes. In the event an incident of rape, acquaintance domestic violence, dating violence, sexual assault or stalking has been reported to the President/Administrator or the local authorities, the school will suspend the accused student/employee from attending any further classes until the outcome of an investigation is known. A student found guilty will be terminated immediately from enrollment.

9. Definitions:

Domestic Violence:
Arkansas state law A.C.A. 9-15-103 defines domestic abuse as when someone close to you commits, attempts, or threatens you with one of the following acts: Physical harm; Bodily Injury; Assault; Makes you afraid that physical harm or bodily injury is about to happen; Assault between family or household members; OR Sexual conduct (of a criminal nature) between family or household members, whether minors or adults.

Dating Violence:
Defined as the controlling, abusive, and aggressive behavior in a romantic relationship.
This can happen in any relationship and can include verbal, emotional, physical, sexual abuse, or a combination.

Sexual Assault - causing or attempting to cause you to engage involuntarily in any sexual act by force, threat of force, or duress (coercion/pressure).

Stalking - when someone purposely and repeatedly acts in a way that reasonably causes you alarm (fear of danger of physical harm) and that serves no legitimate purpose. Examples of stalking behavior are repeatedly following you or making unwanted communication / contact with you.

Consent (in reference to sexual activity) - consent given freely and knowingly by both parties, is the key to preventing rape, sexual assault, and sexual harassment.

10. Risk Reduction and Bystander Intervention

In the event a student or staff members recognizes signs of abusive behavior or is a witness to abusive behavior, such as domestic violence, dating violence, sexual assault or stalking, the following Risk Reduction/Risk Intervention must be followed:

a. Be aware of comments and behaviors from others that would indicate they have intentions of harming another individual, sexually, physically or in the case of stalking.
b. Be aware of sexual or violent behavior with someone who is incapacitated.
c. Do not minimize sexual assault, domestic violence and stalking. Take any conversation seriously and report it immediately to the school administrator or local police.
d. Reassure the victim that it was not their fault. Encourage victims to report any concerns to the school administrator or local police.
e. Do not take matters into your own hands. If you should hear of any sexual assault, violence, or stalking that has occurred, do not confront the person. Report your findings to the school administrator or local police.

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11. In accordance with Public Law 102-325, updated crime statistic information will be disclosed to all currently enrolled students and employees by September 30 of each year. The school will test the emergency response and evacuation procedures by September 30 of each year.

12. **Locate Registered Sex Offenders:**
This website allows you to put in an address of your home or school, and see a map of known registered offenders in that area. The map displays residence and work location of registered offenders, and gives names, photos, and convictions history. **www.familywatchdog.us/Search.asp**

Sanctions and Disciplinary Procedures:

The school will make every effort to accommodate the needs of a student or employee victim of sex offenses, domestic violence, dating violence, or stalking who requires a change in their academic situation, living situation, transportation situation, or employment. Such requirements will be assessed on a case-by-case basis upon student/employee request, if accommodations are reasonably available, regardless of whether the victim chooses to report this crime to local law enforcement.

Any proceedings in cases of alleged domestic violence, dating violence, sexual assault, or stalking will provide a prompt, fair and impartial investigation and resolution. Any proceedings will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, stalking, conducting an investigation and hearing processes that protects the safety of victims and promotes accountability.

Confidential information regarding sex offenses, domestic violence, dating violence, or stalking is available upon request from the Director/Administrator's office. Any student who is a victim of a sexual offense, domestic violence, dating violence, or stalking is encouraged to the following:

a. Report it to the school Director, or Administrator on duty, immediately.
b. Call 911 and report it to the police. At the student's request, the school will assist the student in notifying the proper authorities.
c. Seek immediate medical attention. ******This is important*:
   i. to determine possible injuries of which the student may not be aware;
   ii. to test for and discuss options for preventing pregnancy and sexually transmitted diseases;
   iii. to collect/preserve criminal evidence to be used in a prosecution or in obtaining a protection order. Promptness is required in collecting this evidence; a woman is advised not to "clean up" until <u>after</u> medical treatment if there is a desire to provide law enforcement with the best possible evidence. We highly recommend to go to the Emergency Room and request a rape kit.

***It is your right to this medical attention even if you do not wish to report the assault. This does not mean the victim is obligated to make a criminal report. Information on the reporting policies of most hospitals is available upon request.

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If an accusation of sexual assault, rape, acquaintance rape, domestic violence, dating violence, or stalking occurs on school grounds results in the arrest of a student, the school will suspend the accused student from attending any further classes until the outcome of criminal prosecution is known. A student found guilty by a court of law of an offense on school grounds will be immediately terminated from enrollment. In the event that the school holds a disciplinary proceeding in cases of alleged accusation of rape, acquaintance rape, domestic violence, dating violence, or stalking where no criminal charges have been made to law enforcement authorities:

a. The accused and the accuser are entitled to the same opportunity to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisory of their choice; and
b. Both the accused and the accuser shall be simultaneously informed, in writing, of the outcome of such a proceeding.
c. The accused and the victim have a right to appeal the results of the institutional disciplinary proceedings, in writing, within 10 business days, by notifying the Director/Administrator of the institution that an appeal is desired. The accused and victim will be notified of any change, if applicable, to the results of the proceeding that occurs prior to the time that the results become final. The results of the appeal will become final within 10 business days after the appeal has been brought before an appeal board.

The institution will uphold the victim's rights, where applicable, regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court.
All information obtained during any institutional disciplinary proceedings will be held in the strictest confidence in the Director's office. All publicly available recordkeeping will be accomplished, including Clery Act reporting and disclosures, without the inclusion of personally identifying information, to the extent permissible by law.
A student or employee who reports to the institution that he/she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of his/her rights and options, as described above through the victims handbook and Laura`s card.

Title IX

Purpose: This policy defines and prohibits discrimination on the basis of sex, including sexual harassment, in education programs and activities; details how to report a violation of this policy; describes Arkansas Welding Academy's resources and supportive measures to protect those involved in the process; and outlines investigation, disciplinary, and due process procedures for addressing and reported violations of this policy. This policy applies to all persons who are (1) employed by, attending, or affiliated with Arkansas Welding Academy; (2) participating in any Arkansas Welding Academy program or activity, including but not limited to trustees, administrators, faculty, staff, students, independent contractors, volunteers, and guests; and/or (3) visiting Arkansas Welding Academy campus or any property owned or leased by Arkansas Welding Academy.

Title IX covers actions by student or staff regarding dating violence, domestic violence, sexual assault, and sexual harassment. If a student, staff member, or visitor has been a victim of any of the previous stated misconducts, they should report the incident to the AWA Title IX coordinator. Students sign a Title IX agreement upon enrolling indicating they understand Title IX policies and that the misconduct covered under the Title are prohibited at AWA.

For the complete Title IX policy please refer to the Title IX policy section in the consumer information handbook.

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Changing Academic Classes or Institution:
Victims of domestic violence, dating violence, sexual assault, and/or stalking are entitled to changes in academic situations if these changes are reasonably available. To request such changes, the victim must contact the Director of Arkansas Welding Academy at 501-982-9353. The victim will be referred to the appropriate individuals to discuss such changes in a confidential manner. AWA will maintain as confidential accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures.

Missing Student Notification:
It is the policy of Arkansas Welding Academy to ensure that every reasonable effort is made to assist in the location of missing persons. Students, faculty, staff members, family members of students, and others are strongly encouraged to report any student who has been missing for 24-hours or more by calling 911. The parent or guardian of any student who is less than 18 years of age and not emancipated and is reported missing will be notified.

If the situation meets the criteria set forth by the National Crime Information Center (NCIC), the person's name and identifying information will be entered into the NCIC computer system by the Jacksonville Police Department.

GENERAL EMERGENCY PROCEDURES

Office/Individual Responsible	Location where Documentation is kept	Date Policies & Procedures were Last Updated
Administrative Office (AWA Director and Compliance Officer)	1920 N. Redmond Rd. Jacksonville AR, 72076	08/26/2025

Who to Contact
All employees are expected to be familiar with and to follow procedures outlined in the Arkansas Welding Academy Critical Response Plan. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

Medical Attention
Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies or cognitive impairment, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

PERSONAL RESPONSIBILITY FOR SAFETY
No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

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Individual Responsibility

- Follow the approved practices and procedures or standards which apply, on any work you perform for the school.
- Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.
- It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.
- Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.
- Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School President. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.
- If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.
- Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.
- Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.
- Though the State of Arkansas legalized Marijuana for medical purposes, it is prohibited by Arkansas Welding Academy to be under the influence and dangerous while in the shop. Any substance that is legally prescribed and causes cognitive or physical impairment must be discussed with the Arkansas Welding Academy Director and a written plan be established and filed in student file that will establish safe practice if applicable. Should it be determined that use of prescribed medication jeopardizes established safe welding practice, the student shall be allowed to leave AWA or should it be of short duration take a medical leave of absence.
- Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping and fire hazards and should be cleaned up immediately upon observation.

Accident Investigation and Reporting

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/ Instructor no later than end of the period on the day in which the injury occurred. Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

Firearms

Firearms, ammunition, explosives or other weapons are prohibited on the school property.

Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and
- Arkansas Concealed Carry or reciprocal states approved students. This shall be approved by Arkansas Welding Academy.

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Good Housekeeping

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

FIRE PREVENTION AND SECURITY

Fire Prevention

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property.

No one should smoke in areas where "No Smoking" signs are posted, or where hazard from smoking exists.

If a fire should occur, contact your supervisor/instructor or the School President.

Stay calm. If the fire is small, select the closest extinguisher and attack the fire by pulling the pin and aiming at the base of the fire (if this can be done safely). All fire extinguishers on Arkansas Welding Academy property are ABC rated and therefore good to use on any possible fire. Should the fire extinguisher be exhausted grab another…Arkansas Welding Academy has twice as many fire extinguishers as recommended by the City of Jacksonville Fire Marshall.

NO MATTER IF FIRE IS OUT THE JACKSONVILLE FIRE DEPARTMENT IS TO BE NOTIFIED IMMEDIATELY TO ASSURE BY PROFESSIONALS THAT THE FIRE IS OUT AND THAT NO REIGNITION WILL OCCUR.

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES	TYPES OF EXTINGUIDHER AND AGENT
Ordinary Combustible Materials Such As Paper, Wood, and Trash	Water (Preferred) And Multi-purpose
Flammable Liquid And Gases such As Gasoline, Lubricating Oils and Natural Gas	Dry Chemical (Preferred) And Carbon Dioxide
Electrical such as Electronic Instruments And Switchgear Installations	Carbon dioxide (Preferred) And Dry Chemical

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Storage of Flammable Liquids
Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degree F.

SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT

Rule
All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regard to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

Responsibility
It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use.
Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the month or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

First Aid

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

SEVERE WEATHER

Tornado
If (in the judgment of the President or administrator in charge) the treat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions. Building One: Common lab area. Building Two: VACATE. Administration Building: Hallway and bathrooms.

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- Everyone should remain in these "safe" areas until in the opinion of the President or Instructors the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

Flooding

Due to the elevation of the School, buildings at Arkansas Welding Academy are not likely to flood. However, during periods of flooding, the President or staff will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow

In the event that ice and/or snow threaten to make highway travel hazardous, the President or staff may dismiss classes to allow commuters to return home safely.

Closing the School as the Result of Severe Weather

President and staff have the authority to close the School. When this action is taken, the President or staff will notify the students and faculty. In addition, it will be posted on the School's website and the local radio station (THV 11) will be notified and asked to broadcast the notice of closing. Arkansas Welding Academy will follow the majority of the school closings in CENTRAL ARKANSAS. Please note that all decisions are being made from Cabot, Arkansas and may not represent road conditions in your area. Students who decide that road conditions in their area are unsafe should NOT ATTEMPT travel to school. Any such absences shall be duly documented on the next school day and coded excused.

Self-Determination Policy

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

EVACUATION PROCEDURES

Emergency Evacuation

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership.

The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

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CRITICAL INCIDENT RESPONSE PLAN

OBJECTIVES

1. To coordinate the School's response to critical incidents while pay special attention to the safety and security needs of members of the AWA community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

DEFINITION OF A CRITICAL INCIDENT

A critical incident is a situation that involves AWA student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life-threatening injury or illness.

(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)

STUDENT ASSISTANCE SERVICES

Personal Counseling Referrals

The President of AWA will act as the referral agent for student seeking assistance for emotional or personal counseling services.

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PROCDURES FOR ARKANSAS WELDING ACADEMY

Step 1 Arkansas Welding Academy - The President or School Director is notified of a critical incident involving a AWA student or employee at (501) 982-9353 during the day, (501) 286-3297 after hours or holidays. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

Step 2 Arkansas Welding Academy – The President gathers information concerning the critical incident and responds accordingly. In the event that scheduled classes need to be cancelled or altered in some manner the School Director will contact the faculty. The President will contact the student's and the closure will be posted on the college website. www.arkansasweldingacademy.edu. Any media contact, press releases, email or website assistance must be coordinated through the School President.

Step 3 Arkansas Welding Academy – Depending on the evaluation of the situation, one or more of the following may occur:

- **Step 3A – Arkansas Welding Academy** will without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond, to or otherwise mitigate the emergency. The President goes to scene of the incident to assess the need for back-up personnel. Based on the initial findings and upon agreement with either the President or Director, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.
- **Step 3B --** If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the President and/or Director. Current contact information for the CIRT is posted around campus in each building at AWA and is provided to all AWA faculties on a laminated business card.
- **Step 3C –** President initiates family contacts.
- **Step 3D –** CIRT Command Headquarters is activated in the President's Office. The Crisis Center (if activated) will be located in the Administration building. The CIRT Command Head Quarters will communicate directly with the Crisis Center on activities and communications to be carried out.
- **Step 3E –** Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the President in dealing with the critical incident. This may include: assisting affected student or employee's family members, counseling with students or college employees, gathering additional information, etc.
- **Step 4 Arkansas Welding Academy –** Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incident at the closure/evaluation meeting.
- **Step 5 Arkansas Welding Academy** – The CIRT will recommend to the President any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the President.

Arkansas Welding Academy Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Administration building. The CIRT Command Headquarters (HQ) will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The President will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary.

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Members of the Arkansas Welding Academy CRITICAL INCIDENT RESPONSE TEAM

Critical Incident Response Team (Campus Security Authorities)			
Title	Name	Contact Information	Date Policies & Procedures were last Updated
President	Alice Tran	501-286-3297	08/24/2026
Director/Instructor	Quan Tran	501-422-9328	08/24/2026
Instructor	Brad Rogers	870-402-8153	08/24/2026
Engineer	Andrew Obenshain	501-428-9494	08/24/2026
Student Liaison	Hector Diaz	323-388-6266	08/24/2026
Instructor	Chase McCluskey	501-658-6202	08/24/2026
Student Liaison	Cassidy Goddard	501-766-6142	08/24/2026

Documentation is kept in the administrative building in fire-proof cabinets at 1920 N. Redmond Rd. Jacksonville AR, 72076

Local Community Emergency Services

All Emergencies (Fire, Police, Sheriff, Ambulance)	**911**
Poison Control Center	**1-800-222-1222**
Suicide Hotline	**1-800-784-2433**
Baptist Health-North Little Rock Emergency Room	**(501) 202-3000**
Unity Health Jacksonville	(501)453-5000

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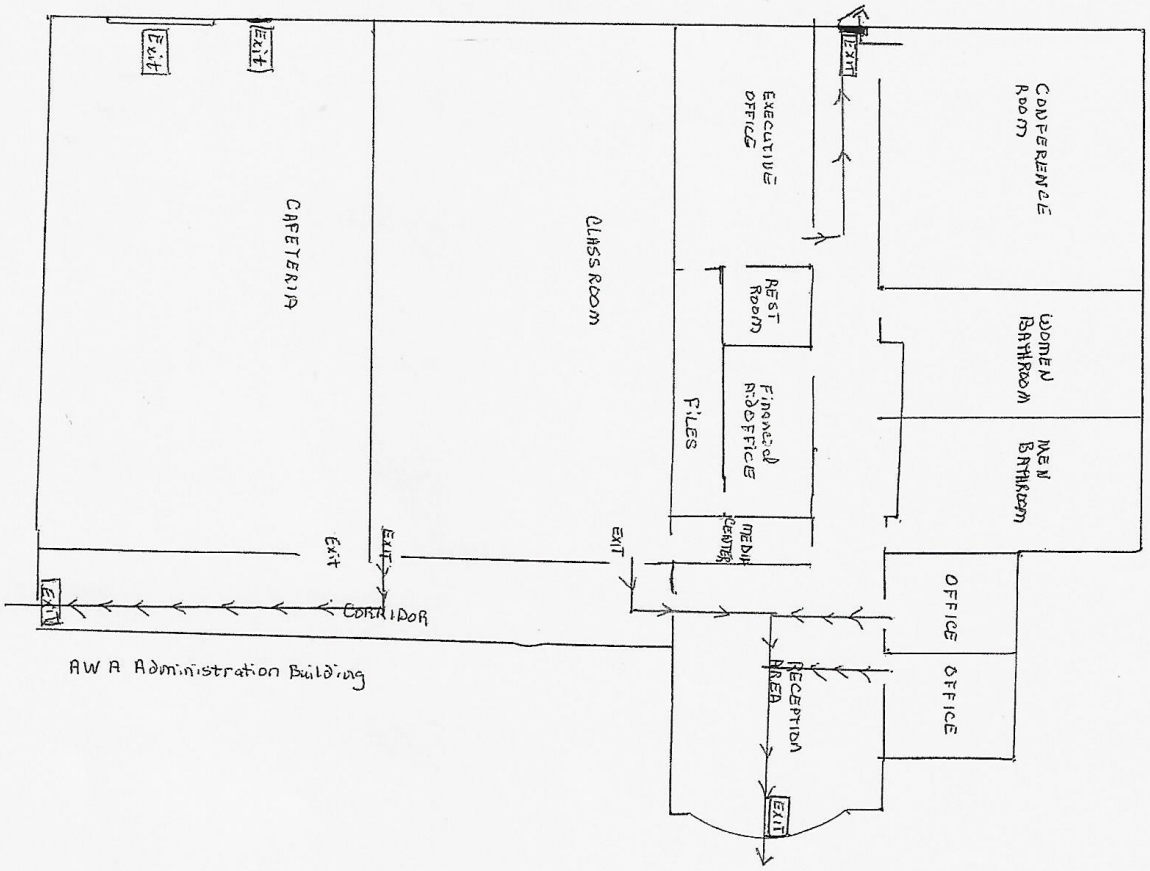
Arkansas Welding Academy Administration Building Floor Plan With Exit Routes



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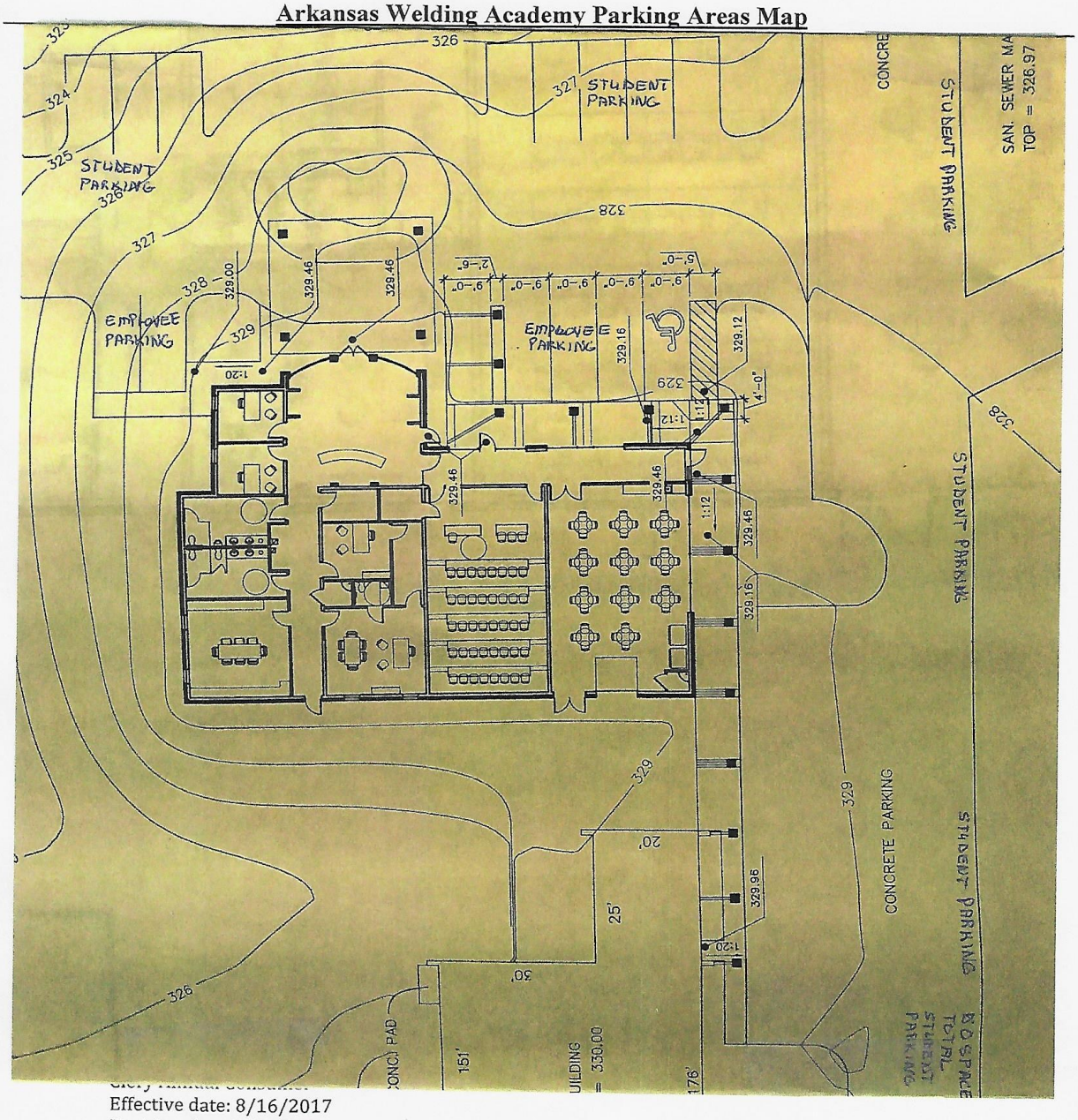
Arkansas Welding Academy Parking Areas Map



Effective date: 8/16/2017
Revision date:8/16/2017

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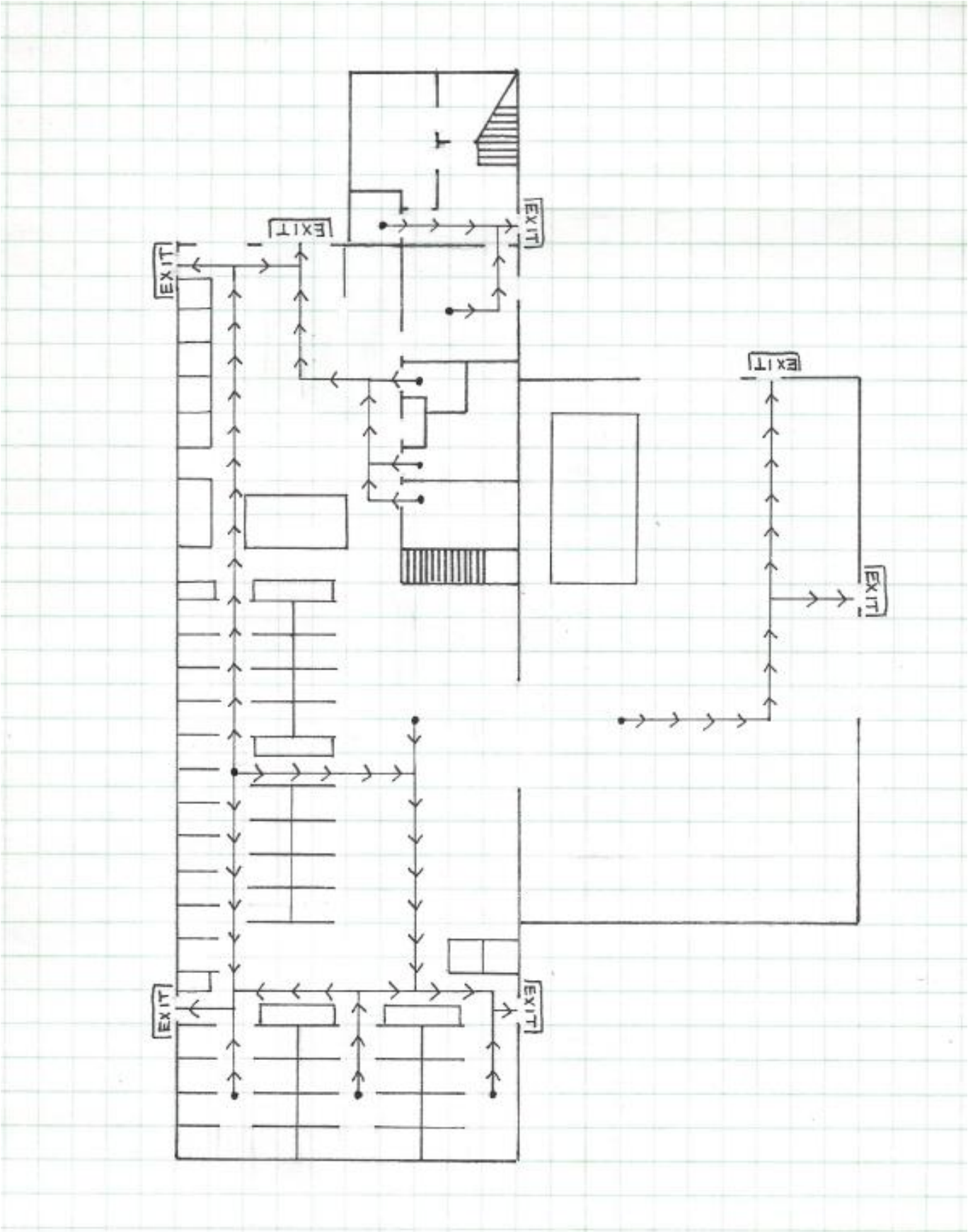
Arkansas Welding Academy Shop/Lab Floor Plan with Exit Routes



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Emergency Communication Guidelines

In the event of an emergency that directly affects Arkansas Welding Academy all students and employees will be notified by telephone, e-mail and the School website. The notification will be done without delay, and take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

EXAMPLES OF LIFE THREATING/SERIOUS SITUATIONS AND RESPONSES

FIRES:

- **Examples: Buildings, Grounds, Automobiles**
  1. Call the appropriate college official at the location.
  2. Clearly identify the location of the incident.
     a. Building name
     b. Physical location on campus
     c. Room or area where fire is located
  3. Evacuate the area.
     a. Check the evacuation signs posted in hallway and
     b. Follow to the Exit
     c. Gather in Parking lot
  4. Call the Fire Department
     a. Remain in Parking lot until the Fire Department has indicated that it is safe to re-enter the building.

SEVERE WEATHER: (i.e., Tornados)

- **Tornado Watch** – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
- **Tornado Warning –** Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
  - When a tornado **WARNING** is received by way of siren or public broadcast:
    - AWA faculty and staff will insure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
    - If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
    - Protect yourself by:
      - Lying face down
      - Drawing your knees up under you
      - Covering the back of your head with your hands

EMERGENCY EVACUATION SIGNS ARE LOCATED IN THE HALLS OF EACH OF THE BUILDINGS.

POWER OUTAGE:

- If an electric power outage occurs, the following procedures need to be taken:
  - Emergency flashlights will come on in each room.
  - Open doors and window coverings to take advantage of natural lighting.
  - Help those in need of assistance.
  - Carry flashlight to the Exits.

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CRIMINAL DISTURBANCE:

- EXAMPLES:
  Robbery
  Assault (verbal or physical)
  Theft in progress
  Hostage situation
  Gang activity
  Weapon on campus

1. Do not resist or attempt to retaliate unless your life depends on self-defense.
2. Call local law enforcement.
3. Report any criminal disturbance to the School President immediately.

BOMB THREATS:

1. Do not hang up or put the person on hold.
2. Record date and time you were notified of a bomb threat.
3. Obtain as much information as possible.
4. Call the School President or Director.
5. The School President or Director will call the local law enforcement.
6. Do not take any further action, unless you are specifically asked to do so.

DISRUPTIVE BEHAVIOR:

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the School President or Director.
- Examples of disruptive behavior:
  - Throwing rocks in windows
  - Blocking chairs and tables in classrooms
  - Writing on walls and defacing the School property
  - Verbal abuse of students or employees
  - Disturbing instructors or students
  - Unauthorized protests

Make written documentation of incident.

DRUG/ALCOHOL INTOXICATION:

- Immediately call the School President or Director.

UNUSUAL BEHAVIOR:

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

1. Contact the School President or Director.
2. Do not argue with the person, no matter how unusual the conversation may seem.
3. Make no threatening movements or comments to the person.
4. Designate one student to contact additional staff.
5. Remain calm during your conversation with the person.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

MEDICAL EMERGENCY:

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)

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- Reportable examples include but are not limited to:
  - Medical emergencies
  - Occupational accidents requiring medical treatment other than minor first aid.
  - Accidents caused by property damage or unsafe conditions.
  - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.

1. Staff or students may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the School President or Director should be notified of the location of the emergency.
2. ALWAYS document the incident.

MINOR FIRST AID:

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a Red Cross First Aid Kit is maintained in the Ladies Restroom with band aids and supplies for minor injuries.

EVACUATION PROCEDURES:

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe.
Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior offices and protect themselves, if possible.

LOCKDOWN PROCEDURES:

The lockdown process will only be initiated with the approval of the School President or Director.
Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

Lockdown Basics:

- REMAIN CALM
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phone with you if possible. Faculty/Staff will be updated through their cell phones.

EMERGENCY RESPONSE AND EVACUATION DRILLS

Arkansas Welding Academy conducts a test of the emergency response and evacuation procedures at least once a term. The test may be announced or unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log is maintained in the President's Office and includes the date, time and whether the Drill was announced or unannounced.

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Student Housing

Arkansas Welding Academy does not have any dormitory facilities. Students from out of town must secure their own residence; however, the college will assist students in finding suitable accommodations. A list of local real estate agencies will be made available upon request.

Student Guidance

Arkansas Welding Academy instructors and staff are available by appointment to meet with students "one on one" to discuss issues related to curriculum requirements, assignments, further explanations related to class or lab, and concerns related to future employment after graduation. If a student requests personal/professional counseling, a list of local counselors will be provided. An instructor reserves the right to have another Arkansas Welding Academy staff member present during a meeting with a student.

Arkansas Welding Academy Holiday Schedule

School will be closed: **Memorial Day**, **Summer break:** June 29-July 3, 2026 and July 5-July 9, 2027. **Labor Day**. **Thanksgiving break:** November 23-November 27, 2026 and November 22-November 26, 2027. **Christmas break:** December 21 2026-January 1 2027 and December 20-December 31, 2027.

Arkansas Welding Academy Class Schedule

Course schedules (times and dates) are subject to change. School starts at 8:00 a.m. and ends at 4:30 p.m. Monday through Friday. Summer hours (6:00 a.m. to 3:00 p.m.) may be invoked at the discretion of AWA staff when heat index is over 100 degrees and/or heat advisories are in effect. Building is open at 7:15 a.m. Arkansas Welding Academy operates on an open enrollment basis. New students will begin on Monday based upon booth availability.
As per state regulations, a student who has 18 days of unexcused absences shall be expelled.

Attendance Policy:

AWA is real world training. Students are responsible for clocking in and out at the designated times. Absentee policy is very strict and follows welding employers attendance policies.. The worlds best welders will not be employable without good work ethic and attendance.

Constitution Day:

Constitution will be held will be held on September 17th each year. If this day falls on a weekend it will be held the prior or next business day. The class is built based on information pulled from Library of Congress website (loc.gov) national archives.

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Step Program:
A student who has completed a portion of training and wishes to continue into another curriculum may do so by requesting it in writing. The student will then be responsible for the new course tuition and fees. Students who are currently enrolled will have any registration fees waived.

Early Exit:
Some courses may be exited from early with credits given toward a course of lesser hours. Students who wish to do this will need to meet with the Program Director to ascertain if they meet those requirements. ***THIS COULD SEVERELY IMPACT FINANCIAL AID.***

Regulations and Definitions for Approved Leave of Absence (LOA)

A leave of absence (LOA) for R2T4 purposes is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA.
A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring a school to perform an R2T4 calculation. If a LOA does not meet the conditions in 34 CFR 668.22(d), the student is considered to have ceased attendance and to have withdrawn from the school, and the school is required to perform an R2T4 calculation.
For a LOA to qualify as an approved LOA:

- the school must have a formal written policy regarding leaves of absence requiring that all requests for leaves of absence be submitted in writing and include the reason for the student's request;
- the student must follow the school's policy in requesting the LOA;
- there must be a reasonable expectation that the student will return from the LOA;
- the school must approve the student's request for a LOA in accordance with the school's policy;
- the institution may not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student is not eligible for any additional Title IV aid;
- the LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period;
- except in a clock-hour or non-term credit-hour program, a student returning from a LOA must resume training at the same point in the academic program that he or she began the LOA; and

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- if the student is a Title IV loan recipient, the school must explain to the student, prior to granting the LOA, the effects that the student's failure to return from a LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.

A student granted a LOA that meets the criteria in this section is not considered to have withdrawn, and no R2T4 calculation is required. Upon the student's return from the leave, he or she continues to earn the Title IV aid previously awarded for the period.

Leave of Absence Policy

While it is generally expected that Students will make reasonable progress through the program and finish in six months, we recognize that there are circumstances that may necessitate a Student taking a brief break from their studies. Therefore, it is possible for Students to request a leave of absence from the program and/or to withdraw from the program.

TYPES OF LEAVES

We recognize three different types of leaves:

Planned Leave: When a Student recognizes the need for time off in advance and schedules accordingly. An example might include an upcoming surgery. If the student believes he or she will be absent for ten or more days, they are encouraged to request a LOA.
Emergency Leave: When a Student has life circumstances that require them to temporarily leave the program with little to no notice. Examples might include a serious illness or death in the family.
Military Leave: When a Student has training, activation, call-to-duty, drill, military assignment, Leave shall be automatically approved.

FINANCIAL AID IMPACTS OF A LEAVE

When considering a leave, it is important for Students to know how their financial aid could be impacted and this will vary based on the type of financial aid in question and when the Student decides to take the leave.

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Federal Aid:

- *Federal Loans:* A student who is granted an approved LOA remains in an in-school status for Title IV loan repayment purposes. If a student on an approved LOA fails to return, the school must report to the loan holder the student's change in enrollment status as of the withdrawal date. One possible consequence of not returning from a LOA is that a student's grace period for a Title IV program loan might be exhausted. Therefore, for a LOA to be an approved LOA, prior to granting a leave of absence, a school must inform a student who is a Title IV loan recipient of the possible consequences a withdrawal may have on the student's loan repayment terms, including the exhaustion of the student's grace period.
- *Pell Grant:* A Pell grant may turn into a loan if a student does not return from an approved LOA.

State Aid and Other Private Studentships: Different Studentships have different continuing eligibility requirements and Students are subject to all of these. Upon deciding to take a leave, the Student should see a Financial Aid counselor to discuss their specific aid packages and what should be done to be able to renew funding upon their return. For Students scheduling leave in advance, a request can be made to hold state and private Studentships until their return. However, for Students withdrawing from the program, it is important to know that they could lose state Studentships for not completing the requisite number of hours.

REQUESTING A LEAVE

To request a leave of absence from the Arkansas Welding Academy Program, the Student must fill out the LOA request form, which can be retrieved from the Administration Office, and then submitted to the Program Director. The form should briefly explain the circumstances and include the Student's planned timeline for return. Once the request is approved by the Director, the signed form will be placed in the Student's file and can serve as evidence that the student can return in good standing or indicate that the student must be readmitted by the Program Director.

Note that a withdrawal from the program requires the approval of the Program Director and that to withdraw without permission could result in a loss of funding.

RETURNING FROM LEAVE

When a Student is ready to return from leave, the process will somewhat vary based on the type of leave taken.

Planned Leave: The Student simply needs to notify the Director in writing of the expected date of return.

Emergency Leave: The Student should notify the Director of their planned return and schedule a meeting to discuss their preparedness to return.

Military Leave: The student should notify the director of their planned return.

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CONFIDENTIALITY

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
    - ✓ School officials with legitimate educational interest;
    - ✓ Other schools to which a student is transferring;
    - ✓ Specified officials for audit or evaluation purposes;
    - ✓ Appropriate parties in connection with financial aid to a student;
    - ✓ Organizations conducting certain studies for or on behalf of the school;
    - ✓ Accrediting organizations;
    - ✓ To comply with a judicial order or lawfully issued subpoena;
    - ✓ Appropriate officials in cases of health and safety emergencies; and
    - ✓ State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Any person who wishes NOT to have any or all of the above listed information released must complete the appropriate form with the Administration. Once submitted, no information will be release regarding the student (including references for employment). One provided exception, which permits disclosure without consent, is list in previous bullet statement.

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Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-5920

Student Request for Information

Any student/graduate requesting information from his/her records must do so in writing to the Administration Office and submit a $10 fee. The designated employee is the AWA compliance officer. The written notice must provide what information is being requested. If student is unable to do so in person, a signed fax must be sent to the school with the student's specific request. Students and graduates should allow five business days for their request to be completed. Note that all any and all student records shall be retained for a period of five years.

https://irp.cdn-website.com/e8c395b8/files/uploaded/websiteprivacypolicy.pdf

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Career Development

Arkansas Welding Academy believes that career development is an important part of an ongoing educational process. Our purpose is to provide students, graduates, and alumni career guidance, and employment opportunities. AWA assists students and alumni to reach satisfying career goals be integrating their education and on-the-job experience and training in their professional pursuits. If a student does not wish to participate in the career development program, they must sign the refusal to participate form found in the Administration Office.

Whereas Arkansas Welding Academy does not guarantee a job to any student, special effort is made to assist all graduates in job placement. Placement services are available at no additional cost to Arkansas Welding Academy graduates and include the following services:

- ✓ Information on current job opening and any know potential employers.
- ✓ Recommendation to potential employers for students who have demonstrated worthiness for such (be in good standing: attendance, professionalism, attitude, grades, payor sources/student loans).
- ✓ All students participate in a course where each student prepares a resume.

Admission Requirements

The prospective Arkansas Welding Academy student must provide or meet the following requirements:

- ✓ All students must be at least 17 years of age and will turn 18 by graduation. Students who are 17 must have the parent's or guardian's signature on all enrollment documents.
- ✓ A High School Diploma or GED.
- ✓ Valid photo identification i.e. driver's license/military ID/state ID card.
- ✓ All students must have good eyesight or wear corrective lenses. AWA will make every effort to support any physical limitations wherever possible.
- ✓ All students are subject to an interview with AWA officials. Should AWA officials determine that a prospective student is not physically and/or cognitively capable, would be a danger, or limit the progress of the program participants, all fees shall be refunded if applicable and admission shall be denied.
- ✓ **Welding experience is NOT a requirement.**

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Re-Admission

Should a student wish to re-enroll he or she must complete the re-admission request form to indicate the reason for withdrawing, must have left AWA in good standing, attend the entrance interview, and complete the AWA application process. Students who have been dropped from AWA are in-eligible for re-admission. Students who withdrew may be approved for re-admission at the discretion of the director.

Repeating Course

Should a student partially complete the program and graduate in good standing with a partial completion and structural certifications, the student may be eligible to repeat the incomplete portion of the program. This will be determined on a case by case basis and will incur additional tuition and equipment/supplies fees.

A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student for FSA funds. The student self-certifies in applying for aid that he is eligible; you're not required to confirm this unless you have conflicting information.

Convictions only count against a student for aid eligibility purposes (FAFSA question 23c) if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid—they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge (see drug abuse hold sidebar). Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. A conviction for sale of drugs includes convictions for conspiring to sell drugs.

	Possession of illegal drugs	**Sale of illegal drugs**
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

FSA Handbook Volume 1, Ch. 1

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If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. Schools must provide each student who becomes ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of his loss of eligibility and the methods whereby he can become eligible again.

A student regains eligibility the day after the period of ineligibility ends (i.e., for a 1st or 2nd offense); or when he or she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make him ineligible again.

Students denied eligibility for an indefinite period can regain eligibility after completing any of the following options:

1) Successfully completing a rehabilitation program, as described below, which includes passing two unannounced drug tests from such a program);
2) Having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record; or
3) Successfully completing two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program).

   In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to you that she has successfully completed the rehabilitation program; as with the conviction question on the FAFSA, you are not required to confirm the reported information unless you have conflicting information.

   When a student regains eligibility during the award year, you may award Pell Grant, TEACH, and Campus-Based aid for the current payment period and Direct Loans for the period of enrollment.

   Standards for a qualified drug rehabilitation program A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements:

   • Be qualified to receive funds directly or indirectly from a federal, state, or local government program;

   • Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company;

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• Be administered or recognized by a federal, state, or local government agency or court; or

• Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

If you are counseling a student who will need to enter such a program, be sure to advise the student of these requirements. If a student certifies that he has successfully completed a drug rehabilitation program, but you have reason to believe that the program does not meet the requirements, you must find out if it does before paying the student any FSA funds.

Military Priority Enrollment

If you are ...

- an Active Duty or Reserve Military Service Member (Active or Veteran)
- a dependent receiving VA Education Benefits

THANK YOU FOR YOUR SERVICE.

You shall receive priority registration. You'll be able to register for classes a day before all other students each term. Priority registration helps you enroll in required classes in advance before they fill up. For more about priority registration, speak with your AWA counselor.
How do I get priority registration?

If you're using VA education benefits, you'll automatically get priority registration. You don't need to do anything else. Family members using VA education benefits also automatically get priority.

If you're not using education benefits, you must bring proof of veteran status and complete the Military Priority Enrollment Request Form. This only needs to be completed once.

First Aid/Medical Care/Insurance: Students are responsible for their own medical care and expenses. Students are NOT covered by AWA insurance.

Vaccination Policy:

Arkansas Welding Academy does not have a policy on vaccination at this time. The Arkansas Department of Health does not require a licensee to have had any types of vaccinations.

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Health Requirements:

May be required. Students who have pacemakers or any other physical or medical limitation that may cause danger to oneself or others in a welding career must have evidence of a medical physical exam and medical clearance if applicable by a licensed physician in their application portfolio before being admitted to Arkansas Welding Academy.

Pregnancy:

While enrolled, there may be times when the student is required to perform duties which may be physically demanding. Because of this, if at any time during their program the student becomes pregnant, she should notify her physician and fully disclose the physical demands associated with their curriculum (Theory, Laboratory). Full disclosure would allow the physician to make an informed decision regarding the student's ability to perform and function in their chosen field. Accommodations may be granted to those who qualify. Students who do not notify their physicians of a change in their pregnancy status take full responsibility for any difficulty encountered while enrolled in the course. All costs related to welding requirements will be the sole expense of the student.

Policy for Disabilities

Students with disabilities are encouraged to contact AWA director or designee to privately discuss any accommodation needs. Arkansas Welding Academy ensures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). "Reasonable" means AWA permits no fundamental alterations of academic standards or retroactive modifications. For more information, please consult Director. Should you have a disability, including unseen disabilities such as learning disabilities, psychological health injuries (such as PTSD), or cognitive disabilities (such as brain injuries), that requires reasonable accommodations, please contact the Director. Any disability that may present a physical danger when exposed to welding MUST be cleared by a Doctor and not be against any applicable welding or OSHA regulations before being considered for admission to Arkansas Welding Academy.

Student Responsibilities:

Although Section 504 and Title II apply to postsecondary schools, there are different responsibilities you will have as a postsecondary student than you had as a high school student. The Office of Civil Rights strongly encourages students to know their responsibilities and those of postsecondary schools under Section 504 and Title II (see OCR publication Students with Disabilities Preparing for Postsecondary Education, web address: http://www2.ed.gov/about/offices/list/ocr/transition.html.

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Students at Arkansas Welding Academy are responsible for:

- ✓ Acting as their own self-advocate.
- ✓ Meeting with their instructors and requesting accommodations.
- ✓ Initiating the use of approved accommodations.
  - Due to the risk of violating confidentiality, instructors will not initiate accommodations.
  - It is the student's responsibility to decide when and/or if approved accommodations will be exercised.
- ✓ Requesting a review of their accommodation agreement if they feel additional accommodations are needed.

Classroom Rules and Regulations

1. Students test on Thursdays. Students who are late on test day will NOT be able to test.
2. **Graduates must have a 75 percent or higher test average (100% on Safety test), AND pass all applicable visual and destructive bend test in order to be certified.**
3. Be respectful of others. This means PROFESSIONAL behavior. No swearing, interrupting, fighting, etc.
4. Clean up all space before being dismissed.
5. No smoking, chewing, eating, or drinking other than in designated areas.
6. Be on time every time. Unexcused absences or tardees are unacceptable. Refer to absentee policy.
7. Any use of illicit substances, alcohol, will lead to expulsion.
8. By attending AWA, you consent to submit to drug screens when required by AWA.
9. While attending AWA as a student, visiting, or brush-up, as long as Arkansas Welding Academy is in business Arkansas Welding Academy is to be held absolutely free from all claims of injury that may be sustained.
10. AWA is not responsible for any lost or stolen items.
11. AWA is not responsible for any damage to personal belongings including vehicle.

It is impossible to write a rule for every situation or circumstance. Stay smart, stay alert, and stay safe at all times. Welding can be dangerous…always stay sharp!

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Student Insurance:

Arkansas Welding Academy recommends that all students have adequate health and accident insurance. Should a student choose not to have personal health care coverage, they must sign a waiver to that effect. All students enrolled at Arkansas Welding Academy are responsible for health care costs associated with any injury sustained while enrolled in their program of study.

Welding Laboratory Rules

1. No trash, spit, cigarette butts, and cigarette lighters of any kind in lab.
2. Learning to weld can be frustrating. We all have tempers but they will not be shown in the classroom or in the lab…EVER.
3. The machines are carefully calibrated and very expensive pieces of equipment. If you maliciously break or mistreat in any way to include hitting, kicking, throwing you WILL be buying a new one before you graduate.
4. Do NOT break coupons on the concrete floor or on the tables.
5. No PRANKS. You will only adjust your machine. NEVER touch another student's machine. What may seem funny can cause injury.
6. Always turn off machines and gas before leaving booth. This is a SAFETY RULE ..not to save electricity or gas.
7. There is always more than one way to weld. Many different ways will be shown…use the technique that works for you. The right way is the way that you can produce a good weld with no defects.
8. All safety equipment must be worn at all times. Safety glasses and ear plugs must be worn whenever you are in the lab. Cutting goggles and face shield must be worn in areas around cutting equipment. Gloves must be worn while welding and operating any equipment.
9. You must report injury to your instructor at time of incident and an incident report must be filed. Should you be instructed to go to the Doctor, you will NOT be allowed back without physician note that it is safe for you to return to work.

10. You will NOT be allowed in the lab if you are taking any medication that might cause cognitive impairment.

11. You will burn ALL rods (TIG wire and Stick rod) to 3" or less. You will turn in all unused rods to rod oven or container. Instructor must see all scrap before it is discarded. We try to keep tuition as low as possible. This is only made possible if we keep waste to a bare minimum.

12. All plate coupons shall be cut to a 3"-4" width 9-10" length unless testing.

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Welding Laboratory Rules (Cont.)

13. You will use all material before another sheet of plate is checked out.
14. The instructor will handle all other adjustments on bevellers except for the 2”, 4”, and 6” attachments which will be hand tightened only.
15. All pipe coupons will be no more than 3” in length unless testing.
16. Sand traps are to be used. When beveling pipe, keep the trap directly beneath coupon.
17. Practice bevel pipe coupons are not to be used to tack up plate coupon or burn rod stubs down.
18. EVERY welded out piece of metal will be shown to an instructor before next stage.
19. All material will be marked with your initials and shift if applicable. Any student found with another students’ material will be reprimanded. This is called cheating.
20. You will be responsible for your own area. Clean and get checked out by instructor or designee before being dismissed at end of day. Cleaning will include tops of table, machines, square tubing, under table, under machines, and adjacent booths if empty.
21. All equipment and tools will be returned to their designated places and inventory performed by instructor or designee before dismissal.
22. All sand traps, barrels, trash cans, are to be cleaned at end of day.
23. All floors will be swept every day and mopped every Friday.
24. All gas cylinders will be turned off and the lines bled at end of day.
25. All materials are to be replenished at end of day.
26. Empty booths will be cleaned by neighboring students. Common areas will be cleaned on a rotating assignment.
27. Absolutely NO FIREWORKS on campus.
28. No drinks, food, smoking, chewing allowed in the office building.

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Student Conduct

It is the intent of this school to provide a positive learning environment that meets all the needs of all students. Each student is to be in class on time and prepared to learn. Any interruptions will not be tolerated. Visitors are NOT allowed unless approved by AWA staff. Student to teacher ratio is kept at most to 17:1 which allows more student time. That being said there will be times the instructor is busy assisting other students. Patiently wait your turn, when it is your turn, be assured that you will get 100 percent of your instructor's attention and assistance.

You are expected to be timely, be prepared, be respectful, and work hard. Should you find that you must be absent, you must call the office immediately. Should you be sick, provide a doctor's note, should you have a family emergency provide documentation. You have a limited amount of time to perfect the art of welding do not set yourself up for failure by not being at your best every class, every lab, every day.

As a student and/or graduate of Arkansas Welding Academy, you will be eligible, as long as you are in good standing, to receive job placement assistance, brush-up training; as long as Arkansas Welding Academy is in business, and consultation with instructors in regard to welding processes. In good standing requirements include being in good standing with the AWA financial aid office and our AWA partner lending institutions, have a good job record in all jobs referred to by AWA, and be able to pass all employer hiring qualifications i.e. drug test. One failed employer drug and/or alcohol test makes graduate ineligible for further job placement assistance.

Dress Code

All students will wear jeans or carpenter pants (no skinny jeans or jeans with holes), long sleeve button up shirt and leather work boots. No shorts, sandals, tennis shoes allowed. You are training to be a welder and working with FIRE no matter how hot the weather. You must cover up as much as possible. Long hair will be pulled back. Welder caps will be worn. Hard hats, welding hoods, safety glasses, ear protection shall be worn at all times when in the welding laboratory.

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Inclement Weather Policy

School closings due to inclement weather will be posted on THV11 website: www.thv11.com. Alice Obenshain can be reached at (501)286-3297 or Quan Tran (501)422-9328. ***School closing announcement will also be posted on Arkansas Welding Academy Face book.*** Please note that closing decisions are made based upon LOCAL area. Should road conditions in your area make it dangerous to drive...DON'T. ***All weather related absences are approved and will be made up. ALWAYS use your best judgment!***

Absentee Policy

1. Arkansas Welding Academy requires students to attend school as designated by course and program design.
2. Unexcused absences will not have make up.
3. Excused absences will be allowed to be made up.
4. The Director of Arkansas Welding Academy will require proof for excused absences lasting more than three consecutive days.
    a. Sickness requires physicians' documentation.
    b. Family emergency will be considered on a case by case basis.
    c. Death of Immediate Family Member.
    d. Court Appearance with court documentation.
5. The Director will grant emergency leave of absence for extenuating circumstances. Makeup work will be allowed when student is able to return to school. All requests must be submitted to Director in writing with any required documentation.
10. Students missing more than twelve unexcused days will not be eligible to work on Pipe. **Eighteen days of unexcused absence shall result in termination from program with no option to return.**

Grading System

1. All programs and classes will be graded in the following manner:
    a**.** Letter Grade Percentage for all homework and tests: A 90-100 B 80-89 C 70-79. Students scoring below 75% (100% for Safety test) must retake test. All student records shall be retained for a period of five years.
    weld tests both visual and destructive bend test is pass/fail.
    c**.** Students will progress to the next course after successfully receiving a 75 percent or higher on tests and a "pass" grade on their respective weld test as demonstrated by the weld coupon successfully passing the visual and bend test.
2. Arkansas Welding Academy students must have completed all of the following in order to graduate and receive job placement assistance.

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a. Be in good standing per the Arkansas Welding Academy student handbook.
b. Successfully pass Arkansas Welding Academy grading system described above.
c. Student school account must be paid in full.

Satisfactory Academic Progress

Quantitative Satisfactory Academic Progress (Academic Completion/Pass Rate):

The student must complete 67% of the contact or credit hours attempted each payment period. All cumulative hours will be considered in the calculation. The percentage earned will be evaluated at least once per the program duration to determine Quantitative Satisfactory Progress. The student must have earned 67% of the contact hours attempted to be considered making satisfactory progress. EXAMPLE: 910 contact hours(attempted/registered) 910X.67=609.7 contact hours. Since SAP is evaluated at the point the student successfully completes the scheduled clock hours for the payment period which is 455 clock hours, (67% of 455 contact hours is 304.85 contact hours AND 67% of 13 weeks is 8.71 weeks) AWA rounds up to 305 contact hours AND 9 weeks. The student must have earned/completed 304.85 clock hours by the end of the payment period to be considered making satisfactory progress. AWA has elected to evaluate SAP at this point to accommodate for the different paces of its students. Some learn this skill slower but are doing well. Evaluating at the scheduled hours may put many students into a mindset that will inhibit learning. Only passing grades (pass/fail on lab weld tests and 100% on safety test and 75% on all remaining AWS SENSE TESTS) will be considered as hours earned. Repeating a class will count as hours attempted.

Qualitative Satisfactory Progress (Minimum GPA):

AWA does not calculate GPAs for students. The qualitative measurement shall be the progression through the SENSE exams and welding processes in the lab. Therefore, a student is considered meeting the qualitative measurement if He or She has passed all the SENSE tests up to and including the Shielded Metal Arc Welding module and has completed all welding processes up to the Open Butt 6010 Root, 6010 Hot Pass 1/8”, 7018 Fill and Cap (2G- Horizontal).

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Notification to Students:
Students are notified of the results of the SAP evaluation through a signed SAP worksheet and financial aid reports. *A student must meet SAP before disbursements can be made.*
Incompletes, withdraws, and repetitions:

- **Incompletes:** A student who does not complete the SENSE and Weld tests will not receive completion status from the program. *All tests must be completed to graduate.* Some students may determine that pipe will not be a program they can complete. In this case a student who has completed the SENSE tests and has completed the structural processes shall receive a structural certification and a diploma stating, "Partially Completed".
- **Withdraws:** R2T4 will be calculated if applicable and the institutional refund policy will be enacted. The pace and progression through the SENSE and weld tests will be stored and labeled as a withdraw. The expected completion date for that student will move forward the same amount of time the student withdrew for in the same manner as an LOA. A withdraw from AWA is leaving the school so will be treated like a drop.
- **Repetitions:** Students must reach certain points in the program both in class and lab. These points are defined above in the qualitative section. Repetitions of weld and SENSE tests affect how much time a student has to reach the benchmarks. Repetitions do not affect a student`s pace because a student repeating tests are still attending/ completing contact hours in the program.
- **Extenuating hardships causing a student to withdraw:** When a student withdraws due to uncontrolled or extenuating hardships, AWA on a case by case basis may elect to drop institutional charges that otherwise would have been applied to their ledger in an effort to alleviate additional financial burden to students in this category.

Policy for Transfer of Credits or Experience

Credit may be awarded for Credit or contact hours successfully completed at another institution. Students wishing to obtain transfer credit must submit an official transcript to AWA for evaluation. Determination is dependent upon institution accreditation, AWS SENSE Program, coursework, and weld test. Credit must be awarded before the student begins attending Arkansas Welding Academy. Students may not receive more than 25% of total hours from transfer credit.

Arkansas Welding Academy contact hours may or may not be transferable to another institution.

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Pre-pay Policy:

Should the total cost of the program (or any portion of tuition/fees outside of the current payment period) be paid prior to the start of class or entering of a payment period, the student is required to sign a credit balance waiver. The credit is held by the school until the student has completed the program, has officially withdrawn or has been dropped by the school. The schools refund policy will be applied to the student's balance if the student is dropped and or withdraws.

Payment Policy:

All payments are due at the time of the start of class. Any balances will incur a 12 percent APR if approved. All balances of student account shall be paid in full before any overages are issued to the student. At no time shall any overages be issued to student based upon EXPECTED payments from ANY payor source.

THE FOLLOWING APPLIES TO INTERNAL ACCOUNTS/INTERNAL PAYMENTS:

Payments: Payments may be made in the form of Cash or Cashier's Check or Money Order.

NSF FEE: If a student's check is accepted and then returned, a $35.00 NSF fee will be applied to the student's account.

Financial Suspension: If a student fails to meet financial requirements set forth in an internal pay contract established with Arkansas Welding Academy he/she may be suspended from class, lab or training until the payment is made. If a student remains suspended for 15 days due to nonpayment, he/she may be dropped Arkansas Welding Academy and the refund policy will then apply. If a student is allowed to return to the school, he/she must be in good standing with the school and/or other payor sources financially.

Collections: Should a student`s balance be sent to collections, the student is responsible for all fees associated with collections processes.

Institutional Cancellation & Refund Policy

A full refund 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.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within **three** days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

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If an applicant is not accepted for enrollment by a school the applicant is entitled to a full refund of monies paid less an **application fee** not to exceed twenty-five dollars ($25). *AWA does not charge an application fee.*

The **registration fee** of one hundred dollars ($100) will be retained. **$400 Booth Reservation fee (REFUNDABLE and to be applied to equipment and supplies upon student start).** AWA will not restock. All tuition paid in excess of the **registration fee** will be refunded based on the cost and length of the program in which enrolled in the following manner:

(i) At completion of less than twenty-five percent (25%) of the program, the student will be refunded on a pro rata basis.
(ii) At completion of 25% but less than 50% of the program, the student will be refunded 50% of the tuition.
(iii) At completion of 50% but less than 75% of the program, the student will be refunded 25% of the tuition.
(iv) At completion of 75% or more of the program no refund is due the student.

All tuition beyond the current enrollment period shall be refunded when student terminates. Students shall be refunded immediately when a course is cancelled and there is not a course required for their program of study available.

The effective date of the termination, for refund purposes, shall be the last day of attendance. The student shall not be required to purchase instructional supplies, books, pay fees, etc. until such time as these materials are needed.

In the event a school discontinues a program in which students are enrolled, a full refund of all tuition, tools, textbooks, etc. and fees are due. Refunds shall be made within 15 days of the last class meeting date. This statement does not apply to a closed school; however, it does apply to a school that closes only one location.

All refunds will be made within thirty (30) calendar days of the effective date of termination and when due, will be made without requiring a request from the student. All refunds shall be made according to payor source(s) (grant/scholarship/loan) policy.

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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 70 % academic average and 75% attendance will be considered making satisfactory progress until the next scheduled evaluation.

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

Suspension/Withdrawn/ Termination

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

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

Refund Policy

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

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

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

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

Authority 38 CFR 21.4253 and 38 CFR 21.4254.

Alice K. Obenchen
Signature of Certifying Official

12-9-22
Date

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Return of Title IV Funds:

Only the Title IV programs are to be included in this calculation

You must keep in mind that when you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. The school will calculate the amount of tuition it must return to the Federal funds according to the policies listed below:

The Return of Title IV Funds is NOT a Refund Policy. Instead, the Federal regulations (beginning with October 7, 2000) require the use of a Return to Title IV calculation to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. Any student receiving Title IV funds will be subject to these regulations.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Federal Direct Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and in some cases, certain state grant aid (LEAP/SLEAP), GEAR UP grants, and SSS grants to students.
When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

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If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds directly. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days, and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Direct Parent (Plus) Loan
4. Federal Pell Grant
5. Other Title IV Assistance

There are some Title IV funds that you were scheduled to receive that you cannot *earn* once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any Direct loan funds that you would have received had you remained enrolled past the 30th day.

Title IV Future Professionals reentering within 180 days of withdrawal date will resume at the same status as prior to withdrawal.

If you receive (or your school or parents receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or

2. The entire amount of excess funds.

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The school must return this amount even if it did not keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an *overpayment*. The amount of a grant overpayment that you must repay is half of the received amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on *Student Aid on the Web* at www.studentaid.ed.gov.

The Return of Title IV Funds is NOT a Refund Policy. Instead, the Federal regulations (beginning with October 7, 2000) require the use of a Return to Title IV calculation to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. Any student receiving Title IV funds will be subject to these regulations.

NOTE: If the initial amount of the overpayment owed by the student is $25.00 or less, the student repayment requirement is forgiven.

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Arkansas Welding Academy Curriculum

Master Pipe and Structural Welding Program

Class Hours: 80 Laboratory Hours: 830 Total Clock Hours: 910*

Through methods of lecture/discussion and laboratory the student will learn the fundamentals of welding, metallurgy, rod angles of each welding position. Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding, and Flux-Core welding processes will be taught on all positions, joints, with and without backing strip, and pipe. Student will demonstrate through successful pass of visual and destructive bend test.

Study Tool: http://www.g-wlearning.com/welding/3286/index.htm#ch0

Full time student definition: A student going Monday through Friday receiving 37 ½ clock hours per week

The successful graduate must have accomplished the following:

- 100 percent on Safety Test.
- 75 percent or greater on all other tests.
- Pass all visual weld inspections.
- Pass all destructive bend tests.
- Have Eighteen days or less of unexcused absences.

All graduates in good standing with Arkansas Welding Academy and financial aid providers will be eligible job placement assistance and life-time brush-up; as long as Arkansas Welding Academy is in business**.**

Lifetime brush up is provided on a booth space availability basis and is only on previously completed welding courses; as long as Arkansas Welding Academy is in business. Eligibility will be eliminated for graduates who default on their student loan(s), still have an account balance, or hinder current student training. ***Eligibility will be reinstated when the student puts their loan(s) back into good standing, pays their remaining balance or at the Director`s discretion if the student hindered current training.*** Maximum brush up time is three (3) consecutive days which may be modified at any time per policy and availability; as long as Arkansas Welding Academy is in business. All required welding gear and safety equipment will be supplied by the student (this includes specialty metals that AWA does not keep in inventory).

Introduction to welding: definition, uses, shielded metal arc welding overview, discussion of welding occupations.

Safety in welding: burns, eye and ear protection, material specification data sheets (MSDS), electrical safety, clothing (work boots, long sleeve shirt, and work pants), fire protection, equipment maintenance, hand tools, power tools, metal cutting machines, and material handling.

GMAW, GTAW, FCAW, SMAW equipment, setup, and operation. Types of welding power, welding current, open circuit voltage, operating voltage, arc blow, welding cables, electrode holders, work clamps. Electrode size and heat setting. Arc length, electrode angle and manipulation. Trade math, Blueprint reading, and Welding Symbol Interpretation.

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OSHA 30 Construction Safety and Health (OSHA 30 is neither accredited by COE nor qualifies students to receive Title IV financial aid and is a non-Title IV program). Not Approved for Veteran Training

Class Hours: 30 Total Clock Hours: 30

This OSHA 30-Hour Construction Training covers health and safety workplace topics that will familiarize you with OSHA Construction standards. These topics will include OSHA Focus Four as well as a minimum of six elective topics as determined by the student make-up.

- Introduction to OSHA
- Safety & Health Programs
- Hazard Communication
- Exit routes/Emergency Action Plans & Fire Prevention
- Electrical Part II
- Flammable & Combustible Liquids
- Machine Guarding
- Welding, Cutting & Brazing
- Workshop
- Permit-Required Confined Spaces
- Personal Protective Equipment
- Hand & Portable Power Tools & Other Hand-Held Equipment
- Case Studies & Workshop

OSHA Inspection Procedures
Recordkeeping
Fire Detection & Protection
Electrical
Case Studies & Workshop
Lockout/Tagout
Walking & Working Surfaces
Material Handling
Ergonomics
Industrial Hygiene & Bloodborne Pathogens

Please Note: Once students have successfully completed and passed the OSHA 30-Hour course, they will be awarded a certificate of completion to act as temporary proof of successful completion. Once the OSHA card is received either in the mail or in person, the OSHA Education Center certificate of completion will no longer be necessary.

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Materials List

All students will be provided one(1) of the following during orientation:
(1) FRC Jacket
(1) File
(1) Wire Brush
(1) Face shield and Headgear
(1) Chipping Hammer
(1) Welding Hood with #10 shade lens
(1) Welding Bag
(1) Pair Welding Gloves
(1) Pair TIG Glove
(2) Tungsten
(1) Set PPE

<u>The following must be provided by the Student:</u>

(1) Pair Steel Toe Lace Up Work Boots that cover the ankle and have a defined heel
(1) 4 1/2" Angle Grinder (not snub nose) all safety must be in working order.
Tungsten
TIG Rig
Clothing appropriate for welding (long sleeve button up shirts, jeans without holes and cut to allow to be pulled over boots and not tucked in, thermal layers for winter).

Also, should any equipment provided by AWA need replaced, it will be purchased by student except for ear protection and clear lens.

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Requirements for the Welding Career

Some states have licensing requirements for welders in addition to certification. For example, New York requires welders to be certified by the AWS or the N.Y. State Department of Transportation. They then must apply to the state for a license. Some cities have their own certification and licensing processes for welders to be employed by the governmental entity. One such city is Los Angeles. Although it has its own testing procedure for certifying and licensing someone to become an L.A. City Certified Welder, applicants are required to bring the applicable codebook published by the AWS to the city's certification exam. Welders who want to work for a local, state or federal government project need to check with their employer, or anticipated employer, for specific welding certification or licensing requirements.

Career Path, Employment and Advancement Opportunities

The following additions to your training could increase employment opportunities and advancement in the welding career (Note these are not required to graduate AWA or to enter the welding profession):

OSHA 10 & 30: https://www.osha.gov/dte/outreach/programoverview.html

The only requirements to attain the OSHA 10 or 30 certification is to attend and complete a course. The Outreach Training Program is a voluntary program. Its purpose is to promote workplace safety and health and to make workers more knowledgeable about workplace hazards and their rights. Outreach training does not fulfill the training requirements found in OSHA standards. Employers are responsible for providing additional training for their workers on specific hazards of their job as noted in many OSHA standards. A list of standards requiring training may be found in OSHA Publication 2254, *Training Requirements in OSHA Standards and Training Guidelines*

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Certified Welding Inspector (CWI): https://www.aws.org/certification/page/certified-welding-inspector-2

Below are the requirements that must be met prior to taking the CWI exam. The final requirement is to take and pass the exam.

DO YOU QUALIFY?

To qualify as a Certified Welding Inspector, you must pass a vision test and have a combination of qualifying education and work experience, with supporting documentation:

MINIMUM EDUCATION	MINIMUM WORK EXPERIENCE
Bachelor or higher degree in welding engineering or welding technology - (4) years maximum substitution	Minimum of (1) years welding based work experience
Associate or higher degree in welding or non-welding related engineering technology, engineering, or a physical science - (3) years maximum substitution	Minimum of (2) years welding based work experience
Engineering/Technical courses that can be applied to Bachelor or higher degree in Welding - (2) years maximum substitution	Minimum of (3) years welding based work experience
Trade/Vocational courses - (1) year maximum substitution for successfully completed courses	Minimum of (4) years welding based work experience
High school diploma or approved high school equivalency diploma	Minimum of (5) years welding based work experience
8th grade level of schooling	Minimum of (9) years welding based work experience
Less than 8th grade	Minimum of (12) years welding based work experience

Certified Welding Engineer (CWEng): https://www.aws.org/certification/detail/certified-welding-engineer

Below are the requirements that must be met prior to taking the CWEng exam. The final requirement is to take and pass the exam.

6.1.1 Individuals with a Baccalaureate of Science (B.Sc.) degree in engineering shall have a minimum of one (1) year of related experience.

6.1.2 Individuals with a Baccalaureate of Science (B.Sc.) degree in engineering technology shall have a minimum of two (2) years of related experience.

6.1.3 Individuals with other related Baccalaureate of Science (B.Sc.) degrees shall have a minimum of five (5) years of related experience.

6.1.4 Individuals with an Associate in Applied Science (A.A.S.) degree shall have a minimum of ten (10) years of related experience.

6.1.5 Individuals who have successfully completed high school or an equivalent program shall have a minimum fifteen (15) years of related experience.

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Arkansas Welding Academy Grievance Policy

If at any time a student has a concern, he/she should discuss concern with instructor. Should there be no resolution; student must document concern in writing to the Director of the school. The concern will be addressed within seventy -two hours of receipt by school official. Should a satisfactory resolution not be reached, the student may contact the following and submit their request in writing with the board within one year of withdraw or completion:

Arkansas State Board of Private Career Education under
Arkansas State Board of Higher Education
423 Main Street
Little Rock, AR 72201
Phone:(501)371-2000 Fax: (501)682-6399
Email: alana.boles@adhe.edu

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898/ FAX: 770-396-3790
www.council.org

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Arkansas Welding Academy

Addendum to Catalog: Catalog Effective Date: 08/21/2020

VA Pending Payment Compliance

Arkansas Welding Academy

VA Facility Code 28000004

Person Completing Addendum: Alice Tran

Title of Person Completing Addendum: Director

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 J 11 G.I. Bill® (Ch.33) or Vocational Rehabilitation& Employment (Ch.31) benefits, while payment to the institution is pending from VA. This educational institution will not:

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

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

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

I, Person Completing Addendum, do hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, effective August 21, 2020, and will incorporate this policy into the next revision of our catalog.

Alice Tran

Signature

8-21-2020

Date

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WELD LIKE YOU MEAN IT!

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