

**NORTH DAKOTA**  
FARGO & BISMARCK

**MINNESOTA**  
RAMSEY

**COURSE CATALOG**

2023-2024

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This catalog is presented as general information only. Failure to read this publication does not excuse the student from the requirements and regulations described herein. Lynnes Welding Training, Inc. (LWT) reserves the right to alter or amend any item contained herein without notice. All pictures used in this catalog were taken at LWT. **EFFECTIVE July 1<sup>st</sup>, 2023 – June 30<sup>th</sup>, 2024.**

## **MESSAGE FROM THE PRESIDENT**

I started Lynnes Welding Training in Fargo, ND., in 2006, so I could share my passion and experiences in welding with every one of our students. Since the first time I started welding over three decades ago, I was hooked. I realized the more I practiced, the better my welding skills became, and the more opportunities I would have in the welding industry.



My experiences have ranged from working in manufacturing shops, pipe welding, to being an instructor, and a business owner. I am also a Certified Welding Inspector through the American Welding Society, Certified Welding Educator, and Certified Welding Supervisor.

I have had the opportunity to travel across our region and country as an active member of the American Welding Society (AWS). I started out as a volunteer and have held several officer positions at the local, regional, and national level. My involvement with the AWS has allowed me to meet great people and has opened many opportunities for myself as well as for our students. It is exciting when I can reach out and contact a friend from my AWS network to help students with their search for employment.

What I have learned from my experiences as a welder, is that if you have a good work ethic, a positive attitude, like to be challenged, and a passion for learning, then the welding industry is for you. The welding industry will always challenge your skills and knowledge and will provide you with many career opportunities.

At Lynnes Welding Training, we are a small school with big hearts. You will not be another number at LWT, you will become part of our family. The entire team at LWT is passionate about working with our students and helping them to achieve their goals.

We invite you to visit any of our schools, so you can meet our team.

*Dave Lynnes*

Founder/President  
AWS CWI/CWE/CWS

# WELCOME



## **MISSION STATEMENT**

At Lynnes Welding Training, our mission is to provide our students with the skills and knowledge necessary to pursue a successful career in the welding industry.

## **HISTORY AND BACKGROUND**

LWT has successfully operated its training facility in Fargo, ND since 2006. When Dave Lynnes first developed LWT, he did so with the objective of providing welding training using a system and approach that would expedite training and still maintain a very high-quality level. The end goal was to help students become employable as highly skilled welders that employers wanted to hire. LWT's system has been successful in achieving this original objective.

LWT initially started with 6 training booths, and now today is operating with 27 booths in Fargo.



FARGO, ND LOCATION

In 2009, the decision was made to expand LWT and open a training facility in Bismarck, ND.

The Bismarck LWT branch initially started with 8 training booths, and now today is operating with 12 booths.



BISMARCK, ND LOCATION

In 2021, opened the first Minnesota location in Ramsey. This location is equipped with 15 welding booths.



RAMSEY, MN LOCATION

While many of LWT's students come from the upper Midwest, LWT has trained students from as far away as California and Great Britain. Most of the LWT's students, however, come from the North Dakota, Minnesota and South Dakota tri-state area.

Both ND LWT locations are approved by the ND Department of Career and Technical Education to operate as a private career school. For more information on our state approval, contact administration at the school or:

**ND Department of Career and Technical Education**

**Attn: Michael Netzloff**  
State Capital, 15<sup>th</sup> Floor  
600 East Boulevard Ave Dept 270  
Bismarck, ND 58505-0610  
701-328-3187

Also, LWT is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. For more information on our state approval, contact administration at the school or:

**MN Office of Higher Education**  
1450 Energy Park Drive, Suite 350  
Saint Paul, MN 55108-5227  
651-642-0567  
[www.ohe.state.mn.us](http://www.ohe.state.mn.us)

In addition, LWT locations courses that are 120 hour classes and higher are approved for Veterans education benefits on the GI Bill® (including Chapter 31 VA Vocational Rehabilitation). "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>."

**ACCREDITATION**

Lynnes Welding Training, Inc. is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).



The ACCSC is a recognized accrediting agency by the U.S. Department of Education. For more information, visit [www.accsc.org](http://www.accsc.org) or call 703-247-4212.

**U.S DEPARTMENT OF EDUCATION**

All LWT ND and MN locations are eligible to accept Title IV funding from the U.S. Department of Education.

The Fargo location became eligible for Title IV Direct Loans in December 2013 and eligible for the Federal Pell Grant Program in January 2018.

The Bismarck location became eligible for Title IV Direct Loans in August 2017.

The Ramsey, MN location became eligible for Title IV Direct Loans in February 2022.

For more information on the U.S. Department of Education, visit: <https://www2.ed.gov/about/contacts/gen/index.html>.

**INSTRUCTIONAL FACILITY**

LWT's Fargo location is a 9,350 square feet facility located at 2717 3rd Avenue North, Fargo, North Dakota 58102. The facility is equipped with 25 welding booths; multiple grinding stations; plasma cutting equipment; a welding demonstration area; an area for cutting and storing materials; an overhead exhaust system; two classrooms; and additional reception and office areas.



FARGO, ND SHOP

LWT's branch location in Bismarck is a 4,800 square feet building located at 4329 Centurion Drive #9, Bismarck, ND 58504.

The facility is equipped with 12 welding booths; multiple grinding stations; plasma cutting equipment; a welding demonstration area; an area for storing materials; an overhead exhaust system; a large classroom; and a reception/office area.



BISMARCK, ND SHOP

LWT's location in Ramsey, MN is a 4,230 square feet building located at 9459 US-10 Ramsey, MN 55303. The facility is equipped with 15 welding booths; multiple grinding stations; plasma cutting equipment; a welding demonstration area; an area for storing materials; an overhead exhaust system; a large classroom; and a reception/office area.



RAMSEY, MN CLASSROOM

The welding booths utilized at LWT were custom designed by LWT and are over-sized booths that are metal on three sides with a center post welding station that allows for instruction in multiple welding positions and disciplines. All booths have flameproof curtains and ventilation to exhaust smoke and fumes. Each booth has its own multi-process welding machine, other necessary equipment, and an adjustable table to custom fit every welder.



LWT SAMPLE WELDING BOOTH

## AWARDS

ARLINGTON, VA September 20, 2023 – LWT in Bismarck, ND is named **“2022 – 2023 ACCSC School of Excellence Award”** The ACCSC *School of Excellence Award* recognizes schools for their commitment to the expectations and rigors of the ACCSC accreditation, as well as efforts in maintaining high-levels of achievement among their students.

RESTON, VA September 21, 2022 –LWT in Fargo, ND is named **“2021 – 2022 ACCSC School of Excellence**

**Award”** The ACCSC *School of Excellence Award* recognizes schools for their commitment to the expectations and rigors of the ACCSC accreditation, as well as efforts in maintaining high-levels of achievement among their students.

SAN DIEGO, CA, September 21, 2016 – LWT in Bismarck, ND is named **“2015 – 2016 ACCSC School of Excellence Award”** The ACCSC *School of Excellence Award* recognizes schools for their commitment to the expectations and rigors of the ACCSC accreditation, as well as efforts in maintaining high-levels of achievement among their students.

FARGO, ND, June 8, 2016 – Dave Lynnes was presented with an **“Honorary State FFA Degree”** from the North Dakota FFA Association.

CHICAGO, IL, November 10, 2015 – Welding for the **Strength of America “The Campaign for the American Welding Society Foundation”** award for the contributions LWT has made.

ATLANTA, GA, November 13, 2014 –The American Welding Society (AWS) and WEMCO, an association of welding manufacturers, announced that LWT was named the **“2014 Image of Welding Award Educational Facility”** winner. This award recognizes individuals and organizations that have shown exemplary dedication to promoting the image of welding in their communities. The winners of these prestigious awards are instrumental in raising the image of welding and strengthening the industry.

FARGO, ND, October 2007 - Dave Lynnes, was named **Innovator of the Year** at the sixth annual Governor’s Choice Awards for Economic Development.

WEST FARGO, ND, 2006 – LWT was honored with receiving an award **“Out on a Limb”** Innovative Small Business of the year from the West Fargo Chamber of Commerce. This recognition was based on the creative uniqueness to our community.

## WELDING COURSES



**You will learn to weld with confidence!** The training is designed as a combination of hands-on welding experience and classroom theory. Our welding courses account for many individual skill levels and are a great way to learn to weld for all levels of welding experience. Welding training students may progress to professional welders or use welding as part of their hobby.

**Welding Programs and Skills Training courses** allows students to develop a working knowledge of welding techniques, equipment setup and operations. Instruction is available for Gas Metal Arc Welding, Flux Core Arc Welding, Gas Tungsten Arc Welding, and Shielded Metal Arc Welding processes. Our welding courses are designed to serve the needs of many individual skill levels, from the beginner to the advanced welder. Welding is a skill to be developed, and at LWT we focus on individual practice to attain that skill.

**Our maximum class size is 12 students resulting in a student to class ratio of 12:1.**

## HOURS AND DAYS OF ATTENDANCE

Full time Day Classes:

All full time day classes meet daily, Monday through Friday 8:00am – 4:30pm in our ND locations Labor Day through Memorial Day and 7:00am – 3:30pm Memorial Day to Labor Day. In our MN location 7:00am – 3:30pm. The net instructional hours of our day class(es) are 8 clock hours per day, 5 days per week, 40 clock hours per week. Students will be given one half hour for lunch.

Part time Night Classes:

The part time classes hours are Monday through Thursday 6:00pm – 10:00pm. The net instructional hours of our day class(es) are 4 clock hours per day, 4 days per week, 16 clock hours per week.

Orientation times for each class will be announced to the student upon acceptance into the desired course.

A microwave and refrigerator are available for students to bring their own lunch if necessary.

## WELDING PROGRAMS



## WELDING PROGRAMS COURSES

An LWT Program is designed to teach the multiple skills needed for a career discipline. It is a set of courses that span multiple weeks to create a more complete skill set.



The Fargo and Bismarck, ND and Ramsey, MN locations Welding Programs (not Skill Courses) are approved by the Accrediting Commission of Career Schools and Colleges (ACCSC). Although the Skills Courses are not accredited by the ACCSC like our Welding Programs, we still will be offering the same standards and quality as our other classes.

To enroll in the Combination Welder I Program or the Combination Welder II Program, a copy of your high school diploma, GED or academic transcripts is required in order to start.

The American Welding Society (AWS) SENSE Program is a comprehensive set of minimum Standards and Guidelines for Welding Education programs. LWT has incorporated SENSE into the curriculum to help ensure an education that is consistent with other SENSE schools across the nation. This program is fully supported by the AWS.



## COMBINATION WELDING

Maximize your skills and learn the major welding disciplines in the 480 hour Combination Welder I Program or the 640 hour Combination Welder II Program.

### COM1 COMBINATION WELDER I PROGRAM

12 WEEKS (480 CLOCK HOURS) Day time option or 24 WEEKS (480 CLOCK HOURS) Part time option

TUITION	\$12,450.00
SHOP LAB FEE	\$2,125.00
COURSE MATERIALS/TEXTBOOKS	\$525.00
SAFETY GEAR PACKAGE (optional)	\$750.00

**TOTAL TUITION AND SAFETY GEAR PACKAGE** **\$15,850.00** **\$15,100.00 without Safety Gear Package**

**Course Objective:** Prepares students for entry-level employment in manufacturing, structural steel, and pipe welding. The student will obtain the ability to read and understand fabrication fundamentals, welding drawings, and layouts. In addition, students will be able to demonstrate and gain essential workforce skills: solving problems effectively, managing time, receiving feedback constructively, and develop target resumes. All classroom time is the same in both Combination Welder I and II Programs.

**Course Description:** The welding disciplines covered in this course are 5 weeks (200 hours) of Gas Metal Arc Welding (GMAW)/Flux Core Arc Welding (FCAW), 6 weeks (240 hours) of Shielded Metal Arc Welding (SMAW) on plate and pipe welding, and 1 week (40 hours) of Gas Tungsten Arc Welding (GTAW). Other areas of study include safety, basic trade math, equipment maintenance, fabrication fundamentals, thermal cutting and quality control and inspection

Upon successful completion of the course the student should be:

- Able to understand the different wires, shielding gasses and transfer modes associated with GMAW and FCAW
- Able to understand welding symbols, blueprints and pipe layouts
- Able to understand the different electrodes and the applications associated with SMAW
- Equipped with the skills to perform plate weld qualifications in GMAW, FCAW & SMAW processes to the America Welding Society (AWS) D1.1/D1.1M current standards
- Equipped with the skills to perform pipe weld qualification in SMAW processes to the American Society of Mechanical Engineers (ASME) current standards
- Additional Essential Workforce Skills
  - Demonstrate the ability to analyze and evaluate issues with welding equipment to implement effective solutions.
  - Exhibit self-awareness, self-efficacy, and self-regulation to effectively oversee one's own well-being, ensuring personal growth and the attainment of individual objectives.
  - Identify and address improvements in their skills to better achieve personal goals by actively listening to feedback
  - Demonstrate ability to pursue, attract, and secure career opportunities aligned to personal interests and qualifications.

### COM2 COMBINATION WELDER II PROGRAM **\*Please note: This course is only offered in our main Fargo, ND location & not at our branch locations.**

16 WEEKS (640 CLOCK HOURS)

TUITION	\$14,975.00
SHOP LAB FEE	\$2,400.00
COURSE MATERIALS/TEXTBOOKS	\$525.00
SAFETY GEAR PACKAGE (optional)	\$750.00

**TOTAL TUITION AND SAFETY GEAR PACKAGE** **\$18,650.00** **\$17,900.00 without Safety Gear Package**

**Course Objective:** Prepares students for entry-level employment in manufacturing, structural steel, and pipe welding. The student will obtain the ability to read and understand fabrication fundamentals, welding drawings, and layouts. In addition, students will be able to demonstrate and gain essential workforce skills: solving problems effectively, managing time, receiving feedback constructively, and develop target resumes. This course includes 2 extra weeks of SMAW and 2 extra weeks of GTAW training. All classroom time is the same in both Combination Welder I and II Programs.

**Course Description:** The welding disciplines covered in this course are 5 weeks (200 hours) of Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW), 8 weeks (320 hours) of Shielded Metal Arc Welding (SMAW) plate and pipe Welding, and 3 weeks (120 hours) of Gas Tungsten Arc Welding (GTAW). Other areas of study include safety, basic trade math, equipment maintenance, fabrication fundamentals, welding drawings, layout and fabrication, thermal cutting and quality control and inspection.

Upon successful completion of the course the student should be:

- Able to understand the different wires, shielding gasses and transfer modes associated with GMAW and FCAW

- Able to understand welding symbols, blueprints and pipe layouts
- Able to understand the different electrodes and the applications associated with SMAW
- Able to understand tungsten classifications and the applications associated with GTAW
- Equipped with the skills to perform plate weld qualifications in GMAW, FCAW & SMAW processes to the America Welding Society (AWS) D1.1/D1.1M current standards
- Equipped with the skills to perform pipe weld qualification in SMAW processes to the American Society of Mechanical Engineers (ASME) current standards
- Equipped with the skills to perform a fillet weld qualification in GTAW process
- Additional Essential Workforce Skills
  - Demonstrate the ability to analyze and evaluate issues with welding equipment to implement effective solutions.
  - Exhibit self-awareness, self-efficacy, and self-regulation to effectively oversee one's own well-being, ensuring personal growth and the attainment of individual objectives.
  - Identify and address improvements in their skills to better achieve personal goals by actively listening to feedback
  - Demonstrate ability to pursue, attract, and secure career opportunities aligned to personal interests and qualifications.

# WELDING SKILLS



## WELDING SKILLS COURSES

Welding Skills Courses are primarily targeted to those individuals that are looking to brush up on their knowledge or get a basic understanding of the skill for their hobby. They make great refresher courses as well. **Welding Skills Courses are not classes that are accredited by the ACCSC.**

### 200 HOUR WELDING SKILLS COURSES

#### **200MIG1 GMAW – GAS METAL ARC WELDING (MIG) SKILLS**

5 WEEKS (200 CLOCK HOURS)

TUITION	\$5,419.00
SHOP LAB FEE	\$921.00
COURSE MATERIALS/TEXTBOOKS	\$225.00
SAFETY GEAR PACKAGE (optional)	\$750.00

**TOTAL TUITION AND SAFETY GEAR PACKAGE \$7,315.00 \$6,565.00 without Safety Gear Package**

**Course Objective:** Prepare students with the skills and knowledge for employment in manufacturing. This course is designed for individuals with no welding experience or limited welding experience and who want to pursue a career in the manufacturing industry.

**Course Description:** The welding discipline covered in this program is Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW). Students will learn welding safety and instruction on all transfer modes. Training of the students will show them how to perform quality fillet and groove welds. Areas of study include safety, basic trade math, equipment maintenance, fabrication fundamentals, welding drawings, layout and fabrication, thermal cutting and quality control and inspection.

Upon successful completion of the course the student should be:

- Able to understand the different wires, shielding gasses and transfer modes associated with GMAW and FCAW
- Able to understand welding symbols and blueprints
- Equipped with the skills to perform the 1G & 2G Limited with backing weld qualification test to the AWS D1.1/D1.1M current standards
- Proficient at performing fillet welds in all positions and groove welds in the flat and horizontal positions
- Able to produce a quality cut with the oxy-acetylene & plasma torch

#### **PIPSTK1 UPHILL SMAW PIPE WELDING (STICK) SKILLS**

5 WEEKS (200 CLOCK HOURS)

TUITION	\$6,891.00
SHOP LAB FEE	\$1,173.00
COURSE MATERIALS/TEXTBOOKS	\$286.00
SAFETY GEAR PACKAGE (optional)	\$750.00

**TOTAL TUITION AND SAFETY GEAR PACKAGE \$9,100.00 \$8,350.00 without Safety Gear Package**

**Course Description:** The welding discipline covered in this course instructs students in welding safety of the SMAW process, proper techniques and electrode selection for welding pipe to meet ASME uphill welding code. Students will be welding with E6010 and E7018 electrodes.

Upon successful completion of the course the student should be:

- Diversified in the SMAW Pipe welding process on mild steel
- Equipped with the skills to perform pipe weld qualification in SMAW processes to the American Society of Mechanical Engineers (ASME) current standards
- Able to understand pipe layouts and the applications associated with them

**Prerequisites:** Potential students must have 3G or 4G certification with E6010 and E7018 electrodes or will be required to weld sample tests before being permitted to start the course.

**PIPTIG1 GTAW PIPE WELDING (TIG) SKILLS**

5 WEEKS (200 CLOCK HOURS)

TUITION	\$6,891.00
SHOP LAB FEE	\$1,173.00
COURSE MATERIALS/TEXTBOOKS	\$286.00
SAFETY GEAR PACKAGE (optional)	\$750.00

<b>TOTAL TUITION AND SAFETY GEAR PACKAGE</b>	<b>\$9,100.00</b>	<b>\$8,350.00 without Safety Gear Package</b>
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**Course Description:** The welding discipline covered in this course instructs students in welding safety of the GTAW process, proper techniques, filler metal and shielding gas selection for welding carbon steel pipe to meet ASME (vertical-up) welding code. It includes welding symbol instruction and pipe layout for pipe fitters and welders. Completion of this course prepares the student with the skills for the 6G weld test to ASME and AWS standards.

Upon successful completion of the course the student should be:

- Diversified in the GTAW Pipe welding process
- Equipped with the skills to perform pipe weld qualification in GTAW processes to the American Society of Mechanical Engineers (ASME) current standards
- Able to understand pipe layouts and the applications associated with them

**Prerequisites:** Potential students must have 3G or 4G certification on carbon steel or will be required to weld sample tests before being permitted to start the course.

## 120 HOUR WELDING SKILLS COURSES

**120MIG1 GMAW – GAS METAL ARC WELDING (MIG) SKILLS**

3 WEEKS (120 CLOCK HOURS)

TUITION	\$3,548.00
SHOP LAB FEE	\$605.00
COURSE MATERIALS/TEXTBOOKS	\$147.00
SAFETY GEAR PACKAGE (optional)	\$750.00

<b>TOTAL TUITION AND SAFETY GEAR PACKAGE</b>	<b>\$5,050.00</b>	<b>\$4,300.00 without Safety Gear Package</b>
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**Course Description:** The welding discipline covered in this program is Gas Metal Arc Welding (GMAW). Students learn welding safety and instruction on all transfer modes. Training of the student will show them how to perform production quality welds. Other areas of study include equipment maintenance, oxy-acetylene and plasma cutting training.

Upon successful completion of the course the student should be:

- Able to understand the different wires, shielding gasses and transfer modes associated with GMAW
- Equipped with the skills to perform the 1G & 2G Limited w/backing weld qualification test to the AWS D1.1/D1.1M current standards
- Knowledgeable and understand the different wire and shielding gas combinations associated with GMAW
- Proficient at performing fillet welds in all positions
- Able to perform groove welds in the flat and horizontal positions
- Able to produce a quality cut with the oxy-acetylene & plasma torch

**120STK1 SMAW – SHIELDED METAL ARC WELDING (STICK) SKILLS**

3 WEEKS (120 CLOCK HOURS)

TUITION	\$3,548.00
SHOP LAB FEE	\$605.00
COURSE MATERIALS/TEXTBOOKS	\$147.00
SAFETY GEAR PACKAGE (optional)	\$750.00

<b>TOTAL TUITION AND SAFETY GEAR PACKAGE</b>	<b>\$5,050.00</b>	<b>\$4,300.00 without Safety Gear Package</b>
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**Course Description:** The welding discipline covered in this course is Shielded Metal Arc Welding (SMAW-Stick). Students will learn arc welding safety and the fundamentals of SMAW – Stick welding process. During training the student is to perform bridge code welds and other related structural work. This course prepares students for the pipe welding program. Other areas of study include equipment maintenance, oxy-acetylene and plasma cutting training.

Upon successful completion of the course the student should be:

- Able to perform bridge code welds and other related structural work
- Equipped with the skills to perform the 3G & 4G Limited w/backing weld qualification test to the AWS D1.1/D1.1M current standards
- Diversified in the SMAW-Stick welding process with a variety of different electrodes
- Able to understand the different electrode F-groups associated with SMAW
- Able to perform fillet and groove welds in all positions
- Able to produce a quality cut with the oxy-acetylene & plasma torch

**120TIG1 GTAW – GAS TUNGSTEN ARC WELDING (TIG) SKILLS**

3 WEEKS (120 CLOCK HOURS)

TUITION	\$3,548.00
SHOP LAB FEE	\$605.00
COURSE MATERIALS/TEXTBOOKS	\$147.00
SAFETY GEAR PACKAGE (optional)	\$750.00

<b>TOTAL TUITION AND SAFETY GEAR PACKAGE</b>	<b>\$5,050.00</b>	<b>\$4,300.00 without Safety Gear Package</b>
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**Course Description:** The welding discipline covered in this course is Gas Tungsten Arc Welding (GTAW). Students learn welding safety and the fundamentals of GTAW (TIG) welding process. Students will also learn welding positions on edge, corner, lap and t-joints. Training teaches the student to perform production and maintenance welding on mild steel. Other areas of study include safety and equipment maintenance, oxy-acetylene and plasma cutting training.

Upon successful completion of the course the student should be:

- Diversified in the GTAW welding process
- Proficient at performing fillet welds in all positions
- Able to produce a quality cut with the oxy-acetylene & plasma torch
- Able to perform corner, lap, butt-joints & t-joints in all positions

## ***SPECIALTY SKILLS COURSES***

### **36PREPCWI PREP-CWI COURSE**

1 WEEK (36 CLOCK HOURS)

TUITION \$1,500.00

***This course is only available on certain start dates. Please refer to Admissions for more information.***

Monday through Thursday 8:00AM – 4:30PM

Friday 8:00AM – 12:00PM

**Course Description:** This course is designed for quality control & quality assurance personnel, project and contract managers, inspectors, welder, and welding supervisors intended on participating in the American Welding Society's Certified Welding Inspectors seminar. This course is not intended to replace the AWS one-week seminar, but to supplement the AWS's one week CWI seminar.

During this course, students will review the D1.1 code book, along with other materials used during the one-week Certified Welding Inspector seminar. Upon completion of this course, you will gain the necessary knowledge and time to review the applicable materials before the one-week seminar.

**Who should attend?** Anyone registered for the AWS – CWI one-week seminar and individuals considering becoming a CWI.

#### **Additional requirements:**

- Become an AWS Member to get discount on books and seminars.
- AWS - 2020 D1.1 Code Book
- AWS - Welding Inspection Technology (WIT-T2020) and Workbook (WIT-W2020)
- Highlighter
- Basic scientific calculator

### **40ALUM ALUMINUM GAS METAL ARC WELDING (MIG) & GAS TUNGSTEN ARC WELDING SKILLS**

1 WEEK (40 CLOCK HOURS)

TUITION \$2,200.00

***This course is only available on certain start dates. Please refer to Admissions for more information. Minimum of 4 Students.***

**Course Description:** This course is for welders with GMAW experience on steel that want to learn GMAW on aluminum. Students will learn Aluminum GMAW welding safety and instruction in the spray and pulse spray transfers. Completion of this course prepares students with the skills to weld aluminum with the GMAW process in all positions.

#### **Topics covered:**

- Modes of metal transfer in GMAW
- Basic Aluminum Metallurgy
- Filler Metal Selection
- Metal preparation for aluminum welding
- Benefits of a push-pull gun over a spool gun

Upon successful completion of the course the student should be:

- Equipped with the skills to perform the 3G & 4G Limited w/backing weld qualification test.

**Prerequisites:** Potential students must have experience in the GMAW process on steel.

### **LEAN LEAN WELDING™**

1 WEEK (32 CLOCK HOURS)

TUITION \$1,800.00

***This course is only available on certain start dates. Please refer to Admissions for more information.***

Mon. through Thurs 8:00AM – 4:30PM

**Course Description:** Learn the effect of weld parameters on weld penetration and deposition rates. Develop the skills to better manage the welding operation in your business. Discover how quality standards affect productivity and profit when Gas Metal Arc Welding and improve your bottom line! This course is intended for business owners, supervisors, estimators, and engineers who want to reduce their welding costs.

#### **Topics covered:**

- Production monitoring, GMAW, shielding gasses, and economics of welding.

Upon successful completion of the course the student should be:

- Equipped with the knowledge to identify different ways of reducing welding costs

**Lean Welding™**  
qualifies for 32  
PDH - AWS

# COURSE SCHEDULES



\* Indication that this start date might be affected by a holiday. The following is a list of the days school will not be in session due to a holiday: July 3- 4, 2023, September 4, 2023, November 23 – 24, 2023, & December 25 – 26, 2023  
January 1, 2024 and May 27, 2024.

For our additional Skills Courses, please contact the Admissions Department for specific Start Dates. Please note, some of those courses do have prerequisites that must be met before enrolling.

## FARGO, ND 2023 - 2024

Orientation Date	Start Date	Graduation Date						
		640 Hour Combination Welder II	480 Hour Combination Welder I	120 Hour GMAW	200 Hour GMAW	SMAW 120 Hour Plate    200 Hour Pipe		120 Hour GTAW
6/30/23	7/5/23*		9/27/23	7/25/23	8/8/23			
8/25/23	8/28/23*	12/20/23						9/19/23
9/19/23	9/20/23					10/10/23		
9/27/23	9/28/23*		12/22/23	10/18/23	11/1/23			
10/10/23	10/11/23						11/14/23	
1/2/24	1/3/24	4/23/24	3/26/24	1/23/24	2/6/24			1/23/24
1/23/24	1/24/24					2/13/24		
2/13/24	2/14/24						3/19/24	
3/27/24	3/28/24*		6/20/24	4/17/24	5/1/24			
4/24/24	4/29/24*	8/20/24						5/17/24
5/17/24	5/20/24*					6/10/24		
6/10/24	6/11/24*						7/16/24	
6/21/24	6/24/24*		9/18/24	7/16/24	7/30/24			

## BISMARCK, ND 2023 – 2024

Orientation Date	Start Date	Graduation Date					
		480 Hour Combination Welder I	120 Hour GMAW	200 Hour GMAW	SMAW 120 Hour Plate    200 Hour Pipe		40 Hour GTAW
6/30/23	7/5/23*	9/27/23	7/25/23	8/8/23			
8/8/23	8/9/23				8/29/23		
8/29/23	8/30/23*					10/4/23	
9/20/23	9/21/23						9/27/23
9/27/23	9/28/23*	12/22/23	10/18/23	11/1/23			
11/1/23	11/2/23				11/22/23		
12/15/23	12/18/23						12/22/23
1/2/24	1/3/24	3/26/24	1/23/24	2/6/24			
2/6/24	2/7/24				2/27/24		
2/27/24	2/28/24					4/2/24	
3/19/24	3/20/24						3/26/24
3/27/24	3/28/24*	6/20/24	4/17/24	5/1/24			
5/1/24	5/2/24				5/21/24		

# COURSE SCHEDULES



\* Indication that this start date might be affected by a holiday. The following is a list of the days school will not be in session due to a holiday: July 3- 4, 2023, September 4, 2023, November 23 – 24, 2023, & December 25 – 26, 2023 January 1, 2024 and May 27, 2024.

For our additional Skills Courses, please contact the Admissions Department for specific Start Dates. Please note, some of those courses do have prerequisites that must be met before enrolling.

## RAMSEY, MN 2023 – 2024

		Graduation Date					
Orientation Date	Start Date	480 Hour Combination Welder I	120 Hour GMAW	200 Hour GMAW	SMAW		40 Hour GTAW
					120 Hour Plate	200 Hour Pipe	
7/19/23	7/20/23					8/23/23	
8/9/23	8/10/23						8/16/23
8/25/23	8/28/23*	11/20/23	9/18/23	10/2/23			
9/8/23	9/11/23*						
10/2/23	10/3/23				10/23/23		
10/23/23	10/24/23					11/29/23	
11/13/23	11/14/23						11/20/23
11/21/23	11/27/23*	2/21/24	12/15/23	1/3/24			
1/2/24	1/3/24	3/26/24	1/23/24	2/6/24			
2/6/24	2/7/24				2/27/24		
2/27/24	2/28/24					4/2/24	
3/19/24	3/20/24						3/26/24
3/27/24	3/28/24*	6/20/24	4/17/24	5/1/24			
5/1/24	5/2/24				5/1/24		

# ADMISSIONS



### ADMISSION REQUIREMENTS

Entrance into our training program is open to almost any prospective student with a desire to learn how to weld.

A high school diploma/GED is preferred but is not necessary for individual skills training courses. However, you must have a valid high school diploma, GED, or academic transcripts to be eligible for the 480 Hour Combination Welder I Program or 640 Hour Combination Welder II Program. A copy of the valid high school diploma, GED or academic transcripts must be obtained for LWT records. *Please note: If your High School Diploma/Transcripts are from a country outside the USA, it must be translated in English and certified. Please refer to [www.naces.org](http://www.naces.org) for a list of companies that can assist.*

LWT will also accept a secondary school completion credential for homeschool from the state and accredited entity the homeschool credential was completed in.

Applicants must be at least 17 years or older to enroll in classes, however they need to turn 18 by the last day class. LWT will need to photocopy a government issued identification card or birth certificate to verify that the applicant will be over the age of 18 by the time of graduation.

All applicants must pass an eye examination, with or without corrective lenses, to prove near vision acuity on Jaeger J2 at 12 in. or greater (≥30.5 cm). Proof is required from the appointment and needs to have been done within the last year.

By signing LWT's Enrollment Agreement before orientation, the student is affirming he or she can perform the following physical requirements; standing for long periods of time, bending, grasping, good eyesight, moving in small areas, and able to lift 50lbs. These requirements are those of the school and may exceed in an actual work environment.

Our text, films and materials require that you can read, write, communicate, and understand the English Language at a 6th

grade level. If you cannot meet these requirements, please advise us so we may try to accommodate you.

Potential students are encouraged to visit the school to discuss their employment goals with the staff to help determine which course(s) best suits them. Personal interviews by phone or in person are required for admission.

## **ADMISSIONS PROCEDURES**

1. Obtain a copy of the 2023-2024 Course Catalog online at [www.learntoweld.com](http://www.learntoweld.com). Potential students can also contact the school for guidance in selecting course(s), if necessary. Call the Fargo location at 701-373-0658 or Bismarck Branch location at 701-751-4256 or Ramsey Branch location at 763-270-0512.
2. Read and complete the Application. Refer to the class start schedule to select starting date preferences.
3. If possible, visit the school for a tour.
4. Submit a photocopy of a government issued identification card or birth certificate to verify that the applicant is over the age of 18 by the end of class they are desiring.
5. Submit a copy of a valid high school diploma, GED or academic transcripts if enrolling in a program.
6. Submit proof of eye exam that has been completed within a year of desired start date.
7. Please return all items to the address on the Application form along with payment. Make the check or money order payable to Lynnes Welding Training, Inc. LWT does not accept cash for tuition.
8. The school will acknowledge student enrollment by phone or mail along with the orientation and start dates. This also could include dates for prerequisite testing for placement if applicable.
9. Personal Protective Equipment is required for the first day of class until the last day. It is not a requirement to purchase the safety equipment through the school, however it is an option. A list of the required safety equipment and supplies is listed in this catalog, under the course tuition section.
10. Report to the school on the stated orientation. date and time in your Notice of Admissions letter.
11. Regular classes start 8:00am – 4:30pm in the ND locations and 7:00am – 3:30pm in the MN location.

***Please do not report to the school until you receive confirmation of your starting date.***

## **TRANSFER POLICY**

Since LWT measures its period of attendance in clock hours rather than credit hours, credits earned at other institutions are not accepted. There are no articulation or transfer agreements with any other colleges or universities. However, if the student has current up-to-date welding certifications from other facilities, LWT can waive the requirements needed for certain courses.

Transfer between two courses may only be done if the two courses start dates are on the same date. If transferring from a Skills Course to a Program, different enrolment requirements are required and must be met before the transfer can be approved.

Transfers will only be considered if the student is within the boundaries of Satisfactory Academic Progress (SAP), see SAP in the Academic section regarding the guidelines. The remaining tuition for the selected transfer course must be paid in full, loan arrangement in place, or an authorization from an agency has been received before the transfer is approved.

Students wanting to do a transfer will need to obtain the "Transfer Form" from the Admissions Department. Once the form is filled out and submitted to the school, Admissions will take into consideration all Transfer Policy requirements and notify the student if the transfer is accepted verbally and in writing, effective immediately.

The following situations are not applicable to Lynnes Welding Training, there for would have no effect on SAP. Incompletes, repetitions, noncredit remedial courses, summer terms, transfer credits, second degree, and changes in major.

## **COURSE RE-ENTRY POLICY**

If a student is terminated or withdrawals from any course at LWT, reenrollment at another date will be considered on a case-by-case basis by school administration.

*See more information under the "Return after termination or withdrawal" policy in the Refunds Section.*

# **FINANCIAL**



## **COURSE TUITION**

Tuition and welding supplies (if applicable) must be paid in full before the student starts the first day of class unless a funding commitment letter has been received from a pre-approved outside funding source or agency for the tuition. LWT accepts cashier's checks, money orders, checks, Visa, MasterCard and Discover (nonrefundable 3% convenience fee for all credit card purchases).

**All required documents and payment arrangements are preferred to be received two weeks prior to the start date.**

If a student is utilizing GI Bill® benefits, LWT will not require the student to pay the tuition or supplies cost that the VA intends on paying for within 90 days of the VA Certification for Enrollment done by the School Certifying Official. If a student is utilizing GI Bill® benefits, LWT will not require the student to pay the tuition or supplies cost that the VA intends to pay for within 90 days of the VA Certification for Enrollment done by the School Certifying Official. "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>."

Tuition is based on the course length and time of day. Tuition is as follows for 2023 - 2024:

1 week (40 hours) Course	\$1,575.00 - \$2,200.00
2 weeks (80 hours) Course	\$2,950.00
3 weeks (120 hours) Course	\$4,300.00
5 weeks (200 hours) Course	\$6,565.00
5 weeks (200 hours) Pipe Course	\$8,350.00
12 weeks (480 hours) Course	\$15,100.00
16 weeks (640 hours) Course	\$17,900.00

*Please note that Specialty Classes have different pricing, please refer to the Specialty Classes section for pricing or contact the school for more information.*

### **Supplies**

Leather steel toe boots are also required but are not available to purchase through the school.

Students are also required to purchase a grinder for the Pipe Skills Courses and the Combination Welder I and II Programs (It is recommended an 11 amp, 11,000 RMP, 4.5" grinder be purchased). *Please note, ALL grinders must have a safety guard.*

All students are required to have the following supplies at the beginning of their class: welding jacket, welding gloves, safety glasses, auto darkening helmet with extra lenses, welders cap, fillet weld gage, and welper pliers. *These can be purchased through the school if the student so desires and arranges with the school.*

If the student chooses to have the school prepare the supplies for them for the first day, LWT offers a Safety Gear Package.

#### **Safety Gear Package \$750.00 Sizes Medium – 5XL**

- This package includes an industrial duffle bag, Viking(tm) black 3350 auto-darkening helmet, Welding Face Shield, Shadow(tm) Split Leather-Sleeved Jacket, a pair of Premium Gloves, a pair of all traditional Mig/Stick welding gloves, a pair of Tig gloves, Finish Line(tm) Clear Safety Glasses, a welders cap, Split Leather fire resistant welding sleeves, fillet weld gage, welper pliers, pipe wedge, tape measure and an aluminized pad for over the gloves.

*Please note that once the Safety Gear Package have been purchased, they are nonrefundable, and all sales are final.*

Disbursement of Safety Gear Packages (if purchased through LWT) and books will be provided to students on first day of instruction.

### **PERSONAL FINANCES AND LIVING EXPENSES**

Students are responsible for securing their own housing and meals. Contact the Student Services department for additional housing information.

### **FINANCIAL AID**

Students interested in enrolling at LWT in the 480 Hour Combination Welder I Program, or the 640 Hour Combination Welder II Program can apply for financial aid (must meet eligibility requirements).

Visit <https://studentaid.gov/h/apply-for-aid/fafsa> to fill out an application or contact our financial aid department.

### **FEDERAL DIRECT LOANS (WILLIAM D. FORD)**

Direct Loans are low interest loans for students and parents to help pay for the cost of a student's education. There are two types of Direct Loans: Subsidized and Unsubsidized. To qualify you must be enrolled in the 480 Hour Combination Welder I Program Course or the 640 Hour Combination Welder II Program. You must first complete the FAFSA (Free Application for Federal Student Aid) online to see if you qualify. Repayment begins six months after graduation or the date you cease to be a student. LWT is eligible to award the Federal Pell Grant Program (640 Hour Combination Welder II Program only), Direct Subsidized, Unsubsidized, and Parent's Plus for Undergraduate students which are administered by the Department of Education.

#### **Subsidized:**

Subsidized loans are for students with demonstrated financial need, as determined by federal regulations. No interest is charged while a student is in school at least half-time, during the grace period, and during deferment periods.

#### **Unsubsidized:**

An unsubsidized loan is not based on financial need; interest is charged during all periods, even during the time a student is in school and during grace and deferment periods.

An additional type of Direct Loan called **Parents Plus** is available to parents of a dependent student. Plus Loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods. A credit check will be done so a parent cannot have an adverse credit history. If your application is denied, your student may be eligible to borrow an additional Unsubsidized Loan.

### **FEDERAL PELL GRANT PROGRAM**

*Combination Welder II Program is the only program eligible for Federal Pell Grants. Combination Welder I Program is eligible for Direct Loans only.*

The Federal Pell Grant program is a grant program where the students do not have to repay the grant money earned. Pell Grants are awarded to undergraduate students who have not earned a bachelor's or a professional degree. A perspective student is not eligible for Pell Grants if he/she is incarcerated in a federal or state penal institution or subject to involuntary civil commitment upon completion of a period of incarceration for forcible or nonforcible sexual offense.

The amount of Grant monies a student may receive depends on their financial need, Cost of Attendance, full-time/part-time (all students at LWT are full time), and academic year and program length.

A student may not receive Federal Pell Grants from more than one school at a time. Effective July 1, 2012 a student is not eligible to receive Pell Grants for more than 12 semesters, roughly 6 years.

### **ELIGIBILITY REQUIREMENTS FOR FINANCIAL AID**

There are eligibility requirements that must be met before a student can apply for financial aid and maintain their eligibility for financial aid.

- Have a High School Diploma, GED, academic transcripts or acceptable home-schooling documentation
- Be enrolled in an eligible program
- Complete all required documents/paperwork

- Provide supporting documentation where required
- Maintain a 2.0 GPA
- Maintain a 95% attendance rate

The school uses the Department of Education formula to determine loan eligibility:

$$\begin{array}{r} \text{Cost of Attendance} \\ - \text{Expected Family Contribution} \\ \hline = \text{Need} \end{array}$$

The Expected Family Contribution is determined through the Federal Needs Analysis System using an assessment of the potential student/spouse/parent's income and assets.

The Cost of Attendance is determined by each individual institution. A standard budget is developed using averages costs for a student during their enrollment. Actual costs will vary between students depending on their particular situations. To access LWT's Cost of Attendance, visit our net calculator at <http://learntoweld.com/net-price-calculator/npcalc.htm>.

Once the award is determined, the Financial Aid Administrator will put together an "award package" for the student.

### Financial Aid Verification

Any individual applying for financial aid may be randomly selected by the Department of Education for a review process called Verification. LWT reserves the right to also select a student for Verification to solve any conflicting information. The school will notify the potential student via email or mail, of the verification documents required and the time allowed to complete and return the documents to the school. Once all the required documents are received the Financial Aid Administrator will review and compare the information to the information reported on the FAFSA. If corrections are necessary, the Financial Aid Administrator will use the FAA Access on the Web to make the needed corrections. Once the Verification process is completed the Financial Aid Administrator will determine the amount of assistance available to the student.

### Professional Judgement

The Higher Education Amendment of 1986 gives the Financial Aid Administrator the authority to make adjustments to the potential student budgets based on the Financial Aid Administrator's own "professional judgement". The potential student must submit documentation to the Financial Aid Administrator that will show the potential student's extenuating circumstances. These documents will include an explanation of the reason(s) for the changes and present the adjustments made to the individual potential student's need analysis. Examples of some documentations could include statements from the potential student, parents, accountant, banks, and social agencies. All verifications must be completed before professional judgement will be considered. A letter or email will be sent explaining the results of the professional judgement and any changes to aid package.

The Professional Judgement authority is a case-by-case basis. It is not a means to increase eligibility "across the board".

### Dependency Overrides

Dependency overrides are on a case-by-case basis. If any potential student is in a situation where dependency override is needed the potential student will need to submit in writing and provide documentation to prove why he or she believes

dependency override is needed. The Financial Aid Administrator will inform the student in writing if the dependency override is approved.

## HOW TO APPLY FOR FINANCIAL AID

### 1. Complete the Free Application for Federal Student Aid (FAFSA)

This can be done in 1 of 4 ways:

-Online at <https://studentaid.gov/h/apply-for-aid/fafsa>

-FAA Access to CPS online. The school submits this at <https://faaaccess.ed.gov>. The signature page must be printed, and the student/parent must sign. These signature pages must be kept by the school even if the student doesn't receive aid from your school.

-Paper FAFSA

-FAFSA on the phone. Call 1-800-433-3243 and tell the representative that they want to fill out the FAFSA by phone. Typically takes about ½ hour and they will receive a paper copy within 7-10 days and then they need to sign it and return it. Not a preferred way to apply.

*Please Note: It is recommended to create an FSA ID when filling out FAFSA to be able to correct information if needed or for ease of use.*

### 2. For Direct Loans, borrowers must complete the following before any Direct Loan Disbursements can be made:

#### a. Complete Entrance Counseling:

A student must complete entrance counseling before receiving any Direct Loans from the Department of Education. This can be done online at <https://studentaid.gov/>. Hold your mouse over Complete Aid Process and click on Complete Entrance Counseling. You will need your FSA ID to access this counseling. This is an interactive session that provides tips and tools on managing your student loan debt and understanding your loan responsibilities.

#### b. Complete the Master Promissory Note (MPN):

A student must complete the MPN before receiving any Direct Loans from the Department of Education. This can be done online at <https://studentaid.gov/>. Hold your mouse over Complete Aid Process and click on MPN for Undergraduates. You will need your FSA ID to access the MPN. This is a legally binding contract between you and the Department of Education and contains the terms and conditions of your loan. Please read the promissory note in full before you sign it.

### 3. Prior to Graduating

#### Exit Counseling

A student must complete exit counseling before graduating or leaving school. This can be done online at <https://studentaid.gov/>. Hold your mouse over Manage Loans and click on Complete Exit Counseling. You will need your FSA ID to access this counseling. The exit counseling explains your rights and responsibilities as a borrower, and this is where you choose your repayment plan.

## **TITLE IV FUNDS DISBURSEMENT**

Per the Department of Education, financial aid monies are distributed into two separate disbursements.

Federal loan monies are disbursed to the school via EFT and then distributed to the students account by the business office. Any excess proceeds from disbursements will be made to students in the form of a check.

The definition of a disbursement date is always the date the Title IV funds are credited to the student's account or paid to the student directly for a specific disbursement. The disbursement dates in the Department of Education's Common Origination and Disbursement (COD) database and the dates posted to the student's account at LWT should be the same.

### **Direct Loans:**

For first time borrowers, the disbursement is distributed 30 calendar days after the first day of class and the second disbursement is distributed after the student has successfully completed half of the program, providing the student is passing SAP.

Students who have previously received financial aid will have the first disbursement of financial aid monies on the start of class and the second disbursement is distributed after the student has successfully completed half of the program, providing the student is passing SAP.

### **Pell Grant:**

All Federal Pell Grant funds will be disbursed to the student accounts as follows: the first disbursement will be processed once the student has begun attendance and the second disbursement is distributed after the student has successfully completed half of the program, providing the student is passing SAP.

## **TITLE IV FUNDING COMPLETION POLICY**

To successfully complete a program eligible for Title IV funding a student must maintain a 2.0 grade point average and complete the program in a specified time frame. The time frame is mandated at 108% of the published program length.

## **SCHOLARSHIPS**

For Scholarships available see the Scholarship page on LWT's Website. <https://learntoweld.com/financial/scholarships/>

## **OTHER FUNDING SOURCES**

**Loans:** For those who do not qualify for Title IV funding or have needs in excess than the funds awarded by the school may be eligible for a loan through their local bank or the following:

- **Bank of North Dakota:** The DEAL Student Loan can help cover the cost of the desired program if federal loans, grants, scholarships and savings don't meet

funding needs. Please note, student needs to be a resident of ND for this loan OR be enrolling or attending a ND LWT location.

- **Minnesota Self Loan:** Student Loan option for MN residents only. Apply at [www.selfloan.state.mn.us](http://www.selfloan.state.mn.us). Please note, this loan is for 480 hour Combination Welder I Program and 640 hour Combination Welder II Program only.

Email the LWT Financial Aid Office for more information and how to apply [financialaid@learntoweld.com](mailto:financialaid@learntoweld.com).

**Trade Adjustment Act (TAA), Workforce Innovation and Opportunity Act (WIOA) and the North America Federal Trade Act (NAFTA):** These are federal programs for dislocated workers. Check with your local Unemployment Office for more information on these programs. The WIOA has a specific program for youth up to the age of 24 and also adults that are older than 24.

**GI Bill® funding:** LWT's 120 hour classes and higher are approved for Veterans education benefits on the GI Bill® (including Chapter 31 VA Vocational Rehabilitation). Veterans may, in some situations, transfer their GI Bill® benefits to their Children or Spouse. For more information, go to <https://www.benefits.va.gov/gibill/>.

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

If you're a Service member, Veteran, or family member interested in education and training opportunities, you can apply for your Certificate of Eligibility (COE). You can also manage your current benefits. To apply for benefits, visit [www.va.gov](http://www.va.gov).

**Division of Vocational Rehabilitation:** Operates under contract with most states. Check with your local Vocational Rehabilitation office for more information.

**Motivational Educational Training, Inc. (MET, Inc.):** MET offers employment and training assistance in a service area that includes 5 States-Texas, Louisiana, Minnesota, North Dakota and Wyoming. Eligible individuals must have been previously employed in agriculture. For more information visit: [www.metinc.org](http://www.metinc.org).

# REFUNDS



## **REFUND POLICY**

*For all students including third party funding agencies. Minnesota resident students please refer to the Minnesota Statutory Refund Policy.*

## **ACCREDITED PROGRAMS**

### *Combination Welder II Program 640 hours*

- A. All tuition must be refunded to the student when the date of withdrawal/termination is within 7 calendar days after completion of the first scheduled instructional day.
- B. All tuition except 25% must be refunded to the student when the date of withdrawal/termination is prior to the completion of one-fourth of the scheduled instructional hours in the student's course (prior to 160 scheduled instructional hours).
- C. All tuition except 50% must be refunded to the student when the date of withdrawal/termination is after completion of one-fourth of total scheduled instructional hours in the student's course (after 160 scheduled instructional hours), but prior to the completion of one-half of the scheduled instructional hours of the student's course (prior to 320 scheduled instructional hours).
- D. No tuition will be refunded when the date of withdrawal/termination is after the completion of fifty percent of the scheduled instructional hours in the student's course (any time after 320 scheduled instructional hours).

### *Combination Welder I Program 480 hours*

- A. All tuition must be refunded to the student when the date of withdrawal/termination is within 7 calendar days after completion of the first scheduled instructional day.
- B. All tuition except 25% must be refunded to the student when the date of withdrawal/termination is prior to the completion of one-fourth of the scheduled instructional hours in the student's course (prior to 120 scheduled instructional hours).
- C. All tuition except 50% must be refunded to the student when the date of withdrawal/termination is after completion of one-fourth of total scheduled instructional hours in the student's course (after 120 scheduled instructional hours), but prior to the completion of one-half of the scheduled instructional hours of the student's course (prior to 240 scheduled instructional hours).
- D. No tuition will be refunded when the date of withdrawal/termination is after the completion of fifty percent of the scheduled instructional hours in the student's course (any time after 240 scheduled instructional hours).

*Any refund monies due shall be refunded to the individual/lender/agencies within 30 days from the withdrawal/termination date. Further information regarding return of funds may be obtained from LWT's Financial Aid Office.*

## **INDIVIDUAL SKILL TRAINING COURSES**

### *GMAW & Pipe Welding Course(s) (Stick or TIG) 200 hours*

- A. All tuition except 25% must be refunded to the student when the date of withdrawal/termination is prior to the completion of one-fourth of the scheduled instructional hours in the student's course (prior to 50 scheduled instructional hours).
- B. All tuition except 50% must be refunded to the student when the date of withdrawal/termination is after completion of one-fourth of total scheduled instructional hours in the student's course (after 50

scheduled instructional hours), but prior to the completion of one-half of the scheduled instructional hours of the student's course (prior to 100 scheduled instructional hours).

- C. No tuition will be refunded when the date of withdrawal/termination is after the completion of fifty percent of the scheduled instructional hours in the student's course (any time after 100 scheduled instructional hours).

### *GMAW, GTAW, SMAW Welding Course(s) 120 hours*

- A. All tuition except 25% must be refunded to the student when the date of withdrawal/termination is prior to the completion of one-fourth of the scheduled instructional hours in the student's course (prior to 30 instructional hours).
- B. All tuition except 50% must be refunded to the student when the date of withdrawal/termination is after completion of one-fourth of total scheduled instructional hours in the student's course (after 30 instructional hours), but prior to the completion of one-half of the scheduled instructional hours of the student's course (prior to 60 scheduled instructional hours).
- C. No tuition will be refunded when the date of withdrawal/termination is after the completion of fifty percent of the scheduled instructional hours in the student's course (any time after 60 instructional hours).

## **MINNESOTA STATUTORY REFUND POLICY**

If the potential student's application is rejected, they will receive a full refund of all tuition and safety gear package (if applicable). Potential students will be entitled to a full refund of tuition and safety gear package fees if they give notice that they are cancelling their enrollment within five business days after the enrollment agreement is considered effective. An enrollment agreement will be presumed to be effective on the date that the school notifies the student that they have been accepted into the school with a Notice of Admissions letter and have signed the enrollment agreement. If the notification of acceptance into the school is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If the school is given notice more than five days after the student signed the enrollment agreement, but before the start of the course, they will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the course.

If the student withdraws after the start of their course and it has been more than five days after they signed the enrollment agreement, they will receive a pro-rated refund of the entire cost of your program based on their last day of attendance. They will be provided a prorated tuition, fees, and other charges refund minus your initial application fees, up to \$50, and minus the less or 25% of the total tuition or \$100. Proration is based on clock hours and how much of the course has been completed.

The completion rate is the number of clock hours the student attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point (.XX).

If the student withdraws from the course after 75.00% of the course has been completed, they are not entitled to a refund of tuition and safety gear package (if applicable) fees.

The student will receive written notice acknowledging the withdraw request within 10 business days after receipt of the notice and will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective as of the date of the postmark if sent by mail or the day it has been hand delivered to the school. Notice to withdraw may also be given by email or verbally, including a voicemail, to a school official in the Admissions Department.

If the student did not withdraw in writing or contact the school about their absence and did not attend their course in which they were enrolled in or contact the school about their absence for 14 consecutive days, they will be considered to have withdrawn from the school as of the last date of attendance. LWT will send the student a written notice of cancellation if you are withdrawn for failing to attend to the last known address. The confirmation from the school will state that the school has withdrawn the student's enrollment, and if this action was not the student's intent, the student must contact the school.

Equipment and supplies: A student may be entitled to a refund of the purchased safety gear package (if purchased through LWT) if the student returns the safety gear package within 10 days of withdrawing if the safety gear package is in a condition suitable for resale, suitable for resale guidelines would be not picked up yet or unopened. If the student does not return the safety gear package or if they are not in a condition suitable for resale, this cost may be deducted from the total cost for tuition, fees, and all other charges when computing refunds.

### **TA FROM THE DoD REFUND POLICY**

For any student withdrawing from school who is receiving TA from the DoD, the school will return any unearned TA funds on a proportional basis through the 60% portion of the Combination Welder I Program or the Combination Welder II Program for which the funds were provided. TA funds will be earned proportionally during an enrollment period, with unearned funds being returned based upon when a student stops attending school.

If a refund is owed, LWT will refund the TA from the DoD within 30 days after the:

1. Date of cancellation by student of their enrollment;
2. Date of termination by the student of the enrollment of a student;
3. Last day of an authorized LOA if a student fails to return after a period of authorized absence; or
4. Last day of attendance or a student, whichever is applicable

*Combination Welder II Program 640 hours (8 hours per instructional day, unless otherwise stated)*

- A. When notice is received to, or within seven days after completion of the first day of instruction, all TA must be refunded to the DoD.
- B. When notice is received prior to the completion of one-fourth of instructional days (prior to instructional day 20), 75% of TA must be refunded to the DoD.
- C. When notice is received upon or after completion of one-fourth of instructional days (instructional day 21), but prior to the completion of one-half of instructional days

(instructional day 40), 50% of TA must be refunded to the DoD.

- D. When notice is received upon or after the completion of sixty percent of the instructional days (any day after instructional day 48), no tuition will be refunded to the DoD.

*Combination Welder I Program 480 hours (8 hours per instructional day, unless otherwise stated)*

- A. When notice is received to, or within seven days after completion of the first day of instruction, all TA must be refunded to the DoD.
- B. When notice is received prior to the completion of one-fourth of instructional days (prior to instructional day 18), 75% of TA must be refunded to the DoD.
- C. When notice is received upon or after completion of one-fourth of instructional days (instructional day 19), but prior to the completion of one-half of instructional days (instructional day 35), 50% of TA must be refunded to the DoD.
- D. When notice is received upon or after the completion of sixty percent of the instructional days (any day after instructional day 36), no tuition will be refunded to the DoD.

*Any refund monies due shall be refunded to the DoD within 30 days from the withdrawal/termination. Further information regarding any applicable return of funds may be obtained from LWT's Financial Aid Office.*

### **RETURN OF TITLE IV FUNDS POLICY**

Schools are required to determine the earned and unearned portion of Title IV aid when a student withdraws before the course completion date. Federal Law determines how a school calculates the amount of Title IV funding that a student has earned prior to withdrawal from a clock hour program.

This is done by dividing the clock hours scheduled to have been completed as of the last date of attendance (LDA) in the period by the total clock hours in the period. If the amount is greater than 60% then 100% of Title IV assistance has been earned. If the amount is less than or equal to 60%, the percentage of Title IV aid earned is multiplied by the amount of aid disbursed and that could have been disbursed.

If a student has received less Title IV aid than the amount earned LWT will complete a Post-Withdrawal Disbursement. The school will notify the student or parent (for a Direct Parent Plus) prior to making a post-withdrawal disbursement of loan funds within 30 days of the withdrawal date determination by the school. The student or parent (for Direct Parent Plus Loan) has 14 days to respond. If the student is eligible for a Post-Withdrawal Disbursement of Federal Grant monies LWT will still notify the school but does not need to give the student 14 days to respond since it is grant money. All post-withdrawal disbursements are applied to the student's account first, and any credit balance will be disbursed to the student no later than 14 days after the calculation of the R2T4. If a student received more Title IV funds than were earned, the student, the school, or both must return the funds to the Department of Education. If funds are returned to the Department of Education by the school, the student may owe outstanding fees or tuition to the school.

If a student is terminated or withdraws after a disbursement is made but before he/she receives the overage check the amount of the overage check will be sent back to the Department of Education along with any unearned monies determined by the R2T4.

A school returns Title IV funds to the programs from which the student received aid up to the net amount disbursed from each source. LWT is eligible to award Title IV funds from the Federal Pell Grant Program, the Direct Loan program, and the Direct PLUS Loan program only. The Department of Education specifies that a school return funds is a specific order, up to the net amount disbursed from each source and for LWT the order is Unsubsidized Direct Loan, Subsidized Direct Loan, and the Direct PLUS Loan, the Federal Pell Grant Program.

Return of unearned funds which the student is responsible for must be returned to the Department of Education within 45 days. If a student does not make the restitution, nor has made a satisfactory repayment plan, the school must notify the Department of Education of the situation, by the 45<sup>th</sup> day.

Return of unearned funds which the school is required to repay must be returned to the Department of Education within 45 days of the date of determination that the student withdrew from the program. LWT must perform R2T4 calculation within 30 days after the date of determination.

**Terms and Conditions:** Students will be notified by LWT of any repayment owed. All repayments are due and payable by the date specified in the repayment notice. If necessary, other arrangements for payment can be made by the Financial Aid Administrator or Business Office. Until the repayment is made in full, the student will not be eligible for future Title IV aid at any school and Financial Aid Transcripts will be marked to indicate that the student owes a repayment on a Title IV program.

### **CANCELLATION POLICY**

The school agrees to accept cancellations and make refunds according to the following policies:

- A. All monies paid by an applicant will be refunded if the applicant is rejected by the school.
- B. All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment.
- C. Students who have not visited LWT prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the facilities and equipment.
- D. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of \$150.

*Any monies due to an applicant shall be refunded within 30 days from cancellation or failure to appear on or before the first day of class.*

***Personal property left on LWT premises will be disposed of within 2 weeks of last day attended, unless otherwise arranged.***

### **OFFICIAL WITHDRAWAL OF STUDENT**

A student must notify the Admissions Office in writing, verbally in person or on the phone or through email of their intention to withdraw from the program they are enrolled in and the reasons

for the withdrawal. The email address is [admissions@learntoweld.com](mailto:admissions@learntoweld.com). The student will be asked to sign a Withdrawal Form that can be obtained from the Admissions Office.

### **UNOFFICIAL WITHDRAWAL**

Unofficial Withdrawal is when the student does not notify the school of their intention to withdraw and just stops attending. The school considers the withdrawal complete when the student has reached their maximum number of missed instructional hours or 2 instructional days of no call no show, whichever comes first and has had no further contact with the school. For purposes of determining the earned and unearned portion of Title IV aid, per Department of Education, LWT will consider last date of attendance as the withdrawal date. For all other funding, the school will consider the withdrawal date when the missed instructional days have maxed or the instructional day after the 2<sup>nd</sup> instructional day of no call no show. The unofficial withdrawal date must be identified within 14 days from the student's last date of attendance.

#### **Please note:**

If any student should withdraw at any time for any of the following reasons the tuition shall be fully refunded:

- Military obligations
- Death of the student or death in the immediate family
- Illness of such duration and severity that completion of the term is precluded
- Exceptional circumstances

All refunds will be mailed to the student's address on file within 30 days of the date the school determined the student withdrew/terminated.

Any return of Title IV aid is to be returned within 45 days of the withdrawal date. This calculation will be completed by the Financial Aid Administrator.

Full refunds shall be made to the student if a course is officially cancelled by the school or if a student is denied admission to a course by the school.

### **RETURN AFTER TERMINATION OR WITHDRAWAL**

As stated in LWT's course re-entry policy, if a student is terminated or withdrawals from any course at LWT, reenrollment at another date will be considered on a case-by-case basis by school administration. If approved by school administration and the student wishes to reenroll before 60 days from the determined withdrawal/termination date, the student will be allowed to start where he/she left off. If the student wishes to reenroll after 60 days from the determined withdrawal/termination date, the student will be required to start the program from the beginning.

If a student is allowed re-entry into a Program, the Financial Aid Office will have to consider the amount of Title IV funds earned before the withdrawal/termination, the award year(s) involved, SAP, and the student's eligibility according to NSLDS (National Student Loan Data System) before it can determine if Title IV will be available.

## **CLASS SIZE**

Our maximum class size in our locations is 12 students resulting in a student to class ratio of 12:1.

## **GRADUATION REQUIREMENTS**

During and at the end of each program or skills course, SENSE written test and welding samples will be tested to determine the student's ability to successfully complete and pass each course(s). Weld samples are tested to AWS, ASME and API welding codes.

Our overall grading system is weighted on 30% welding knowledge and theory, 60% welding training and 10% on attendance.

Students must be in attendance for **at least 95%** of each program (Combination Welder I Program and Combination Welder II Program) and **at least 90%** of each Skills course. *For more specific details, please refer to the Attendance Policy.*

Theory and welding training are graded on the following scale:

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

Students must maintain an average of a "C" or higher in order to pass the course(s).

0% - 69% = unsatisfactory/failed  
70% - 100% = satisfactory/passed

All of this is necessary to successfully complete our welding course(s) and are required to receive welder qualification forms and a certificate of completion(s).

## **PROGRAM AND SKILLS TRAINING COURSE**

### **CERTIFICATES**

Students who have successful completion of desired course will earn a Certificate of Completion.

### **WELDER QUALIFICATIONS**

Welder qualifications are included in the tuition amount paid by the student or funding agency. Weld qualification documents will be awarded to those who successfully pass the requirements; however, the documents will not be given to the student until successful completion of desired course on graduation day.

Students wanting to take a weld test not in the LWT curriculum must pay in advance prior to taking the weld test.

Students will have up to two attempts at passing LWT welder qualification tests. Additional attempts to pass the welder qualification test will result in an additional charge. Please see Admissions for pricing on individual tests.

## **ACADEMIC DISHONESTY**

Under no circumstances will LWT condone the practice of taking someone else's work or ideas and passing them off as one's own. LWT faculty and staff will report all incidents of academic dishonesty, such as cheating or plagiarism to Administration. The Administration Department and faculty or staff member involved will evaluate each situation. The infraction may result in a failing grade on the assignment or in the class. If necessary, the student may also be referred to the President for disciplinary action.

## **GRADUATION AND EMPLOYMENT RATES**

### **FARGO, ND LOCATION**

*The following rates are the updated rates on the 2022 annual report submitted by the school to Accrediting Commission of Career Schools and Colleges.*

#### **480 Hour Combination Welder I Program**

December 1<sup>st</sup>, 2020 – November 30<sup>th</sup>, 2021

Started 10 students

0% - No students withdrew or were terminated  
100% - 10 graduates within the 108% of program length  
10% - 1 graduate unavailable for employment  
90% - 9 graduates available for employment  
89% - 8 graduates employed in the welding field

Overall:

100% Graduation Rate  
89% Employment Rate

*In compliance with the Department of Education the Graduation Rate for our Fargo location for the most recent reporting year: July 1<sup>st</sup>, 2021 – June 30<sup>th</sup>, 2022 is **100%** for the 480 Hour Combination Welder I Program*

#### **640 Hour Combination Welder II Program**

October 1<sup>st</sup>, 2020 – September 30<sup>th</sup>, 2021

Started 24 students

8% - 2 students withdrew or were terminated  
92% - 22 graduates within the 108% of program length  
100% - 22 graduates available for employment  
100% - 22 graduates employed in the welding field

Overall:

92% Graduation Rate  
100% Employment Rate

*In compliance with the Department of Education the Graduation Rate for our Fargo location for the most recent reporting year: July 1<sup>st</sup>, 2021 – June 30<sup>th</sup>, 2022 is **96%** for the 640 Hour Combination Welder II Program.*

## **GRADUATION AND EMPLOYMENT RATES**

### **BISMARCK, ND LOCATION**

*The following rates are the updated rates on the 2022 annual report submitted by the school to Accrediting Commission of Career Schools and Colleges.*

#### **480 Hour Combination Course**

December 1<sup>st</sup>, 2020 – November 30<sup>th</sup>, 2021

Started 28 students

4% - 1 student withdrew or were terminated

96% - 27 graduates within the 108% of program length

96% - 25 graduates available for employment

84% - 21 graduates employed in the welding field

7% - 2 graduates furthering education

Overall:

96% Graduation Rate

84% Employment Rate

*In compliance with the Department of Education the Graduation Rate for our Bismarck location for the most recent reporting year: July 1<sup>st</sup>, 2021 – June 30<sup>th</sup>, 2022 is **97% for the 480 Hour Combination Welder I Program.***

## **GRADUATION AND EMPLOYMENT RATES**

### **RAMSEY, MN LOCATION**

*The following rates are the updated rates on the 2022 annual report submitted by the school to Accrediting Commission of Career Schools and Colleges.*

#### **480 Hour Combination Welder I Program**

December 1<sup>st</sup>, 2020 – November 30<sup>th</sup>, 2021

Started 3 students

0% - No students withdrew or were terminated

100% - 3 graduates within the 108% of program length

100% - 3 graduates available for employment

100% - 3 graduates employed in the welding field

Overall:

100% Graduation Rate

100% Employment Rate

*In compliance with the Department of Education the Graduation Rate for our Fargo location for the most recent reporting year: July 1<sup>st</sup>, 2021 – June 30<sup>th</sup>, 2022 is **100% for the 480 Hour Combination Welder I Program***

## **PLACEMENT RATE METHODOLOGY**

LWT calculates placement rates for each program using a formula specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The placement rate formula uses a cohort of students who began school during a given 12-month reporting period and proceeded to graduate as the denominator. The numerator is composed of graduates in the cohort who are employed in the welding industry or a related field. The rate is calculated for the cohort after 108% of the program length has elapsed for all students in the cohort, with an additional three-month allowance for placement related activities.

Graduates who were excluded from this placement calculation fall into one of the following categories: further education at an accredited institution of high education (post-secondary) on at least a half-time basis, death, incarceration, active military service deployment, and the onset of a medical condition that prevents enrollment and employment.

## **ACADEMIC ADVISING**

Faculty and staff are readily available to advise students on their academic progress. If a student should need additional assistance for matters that are beyond academic or training issues, referrals for outside counseling are available.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

All students' academic progress will be monitored by the school to ensure that the student is progressing satisfactorily in their chosen course. This policy is the same for all students, regardless of whether they are receiving financial aid from Title IV funding or not. Students will be evaluated at the half-way point of their course.

The Admissions Department will review Combination Welder I Program and Combination Welder II Program students' academic and attendance records after the successful completion of half of the program. SAP is measured with both a qualitative standard and a quantitative standard.

- The qualitative standard is 70% (C) for the student's grade point average (GPA) of the scheduled course.

Our overall grading system is weighted on 30% welding knowledge and theory, 60% welding training and 10% on attendance.

Theory and welding training is graded on the following scale:

100%-90% = A

89%-80% = B

79%-70% = C

69%-60% = D

59%-or lower = F

- The quantitative (attendance) standard is following the guidelines that the student must be present 95% of each program (Combination Welder I Program and Combination Welder II Program) and 90% of each Skills course.

LWT does not round percentages when looking at SAP measurements.

If a student utilizing financial aid is not maintaining SAP at the evaluation point, they will be placed on Financial Aid Warning. Due to the length of our programs at LWT a student who is placed on warning is eligible to receive Title IV aid.

The maximum timeframe to complete the Combination Welder I Program or the Combination Welder II Program is 108% of the published program length.

## **WARNING AND PROBATION POLICIES**

### **Academic or Attendance Warning**

LWT continuously monitors each student's GPA and attendance records. If at any point a student's GPA falls below the 80% (B) level or if the student falls below 97% in attendance, of the course they are enrolled in, they will receive a written warning from their instructor. The students' instructor will alert the Financial Aid Office, if the student is a Financial Aid recipient, the Financial Aid Office will send out a Pre-Financial Aid Warning Letter.

### **Academic or Attendance Probation**

Students must maintain a 70% (C) GPA and be in attendance for at least 95% of each program (Combination Welder I Program and Combination Welder II Program) and 90% of each Skills course they are enrolled in.

If a student has fallen below these guidelines the student will be placed on Academic or Attendance Probation. The student will meet with their Instructor and Admissions Department to set an academic plan for the student to regain graduation eligibility.

The Financial Aid Office will be alerted if this happens when the student is a Financial Aid recipient. If a Financial Aid student is not maintaining SAP at the evaluation point, they will be placed on Financial Aid Warning. Due to the length of our programs at LWT a student who is placed on probation is eligible to receive Title IV aid, however, if the student is terminated due to not meeting the guidelines of their probation, they will still be required to repay their student loans and may have to return portion of their student loans and/or Pell Grant monies to the Department of Education.

Situations based on injury, illness, death of a relative, or other special circumstances which would explain why SAP is not being made will be taken into consideration.

### **Setting an Academic or Attendance Probation Plan**

In order to set up a probation plan, the Admissions Representative and Instructor will meet to discuss an Academic or Attendance Probation Plan to get a student who is needing to be placed on Academic or Attendance Probation.

#### Academic Probation Plan:

Academic probation isn't meant to be a punishment, but a warning or wake-up call. However, it can have serious consequences, especially for those who don't get back in good academic standing. Students on academic probation may be terminated from the course if their academic performance doesn't improve during the probationary period.

Students identified as needing to be placed on Academic Probation will be identified by their Instructor. Once it has been determined that the Academic Probation Plan should be in place, the Instructor and Student will go over all grades in the grade book to find out the best course of action to get the grade level up past the minimum of 70% in order to graduate. Some of the academic grades can be redone without penalties, other there is a deduction amount for retries.

1. If a student is graded less than 70% on the class welds, they can redo the class weld.
2. Weld Qualifications (certifications) are not graded, therefore would not be a part of the Academic Probation Plan.

#### Attendance Probation Plan:

The purpose of the Attendance Probation Plan is to identify the reason(s) for a student's truancy, document the previous steps taken by the school to address the student's truancy problem, and develop the plans necessary to improve the student's future attendance.

Once it has been determined that the student is needing to be placed on an Attendance Probation (95% or lower) do the following before meeting with the student to talk about the plan. Both the Instructor and the Admissions Representative will do the following before coming together to discuss the proposed plan.

1. Identify how many hours and minutes are missing.
2. Calculate how much of the hours are excused (meaning they can make the time up) and unexcused.
  - a. Documentation is required to determine the legitimacy of the excused absence. This can be in the form of notes from staff, paperwork from doctors/lawyers/internet and so on. Excused absences can include:
    - i. Student illness
    - ii. Death in immediate family
    - iii. Required court appearances

Admissions Representatives and Instructors will use Attendance Probation Plan spreadsheet to help the student identify what options are suitable for their individual needs. The spreadsheet allows the student to choose whether to make up time or not make up time. This is all dependent on whether the student has excused time to make up.

If it is found that the student does not have the ability to get off probation by the end of their course, they would be terminated from their course.

### **Appeal Process**

If not making SAP due to situations such as injury, illness, death of a relative, or other special circumstances, the student would reach out to the Financial Aid Office to fill out an SAP Appeal Form. Appeals will be taken on a case-by-case basis.

If a student is dismissed from LWT based on an unsuccessful SAP while receiving Title IV funding, please refer to the *Return of Title IV Funds Policy*.

The following situations are not applicable to Lynnes Welding Training, therefore would have no effect on SAP: Incompletes, repetitions, noncredit remedial courses, summer terms, transfer credits, second degree, and changes in major.

### **ATTENDANCE POLICY**

Our attendance policy is being driven by our Program Advisory Committee that is led by industry leaders and is expected by industry for the future employment of our students. Time clocks are used in both schools to ensure that there is accurate documentation of the student's attendance while attending school.

Students must be in attendance for **at least 95%** of each program (Combination Welder I Program and Combination Welder II Program) and **at least 90%** of each Skills course. This is necessary to successfully complete the welding program, and to receive welder qualification forms and a certificate of completion. LWT will make every effort to allow make-up time for legitimate absences such as illness, death, etc. Make-up time is dictated by instructor and booth availability.

It is the responsibility of the student to notify the school if they are late or absent.

*These are the maximum allowable hours that a student may be absent from each course:*

120 hour course	12 hours
200 hour course	20 hours
480 hour course	24 hours
640 hour course	32 hours

If a student drops below 97% of the Combination Welder I Program and Combination Welder II Program or below 95% of the Skills course, administrative staff and instructors will make every effort to notify the student. Attendance is taken very serious in order to pass the course. If a student fails to maintain this requirement, LWT will be forced to take further action. This can include expulsion from LWT.

If a student is having any issues that are affecting their attendance, the LWT President may be able to support the student's written request for special consideration. However, be aware that:

- I. The student must approach the Instructor and/or Admissions staff.
- II. LWT will find it hard to support written requests if the student has not attended classes regularly.
- III. Unexcused absences are not allowed to be made up.
- IV. Excused absences shall be made up within the time frame of the course. If the time is not made up within the allotted time frame, the student forfeits the right to make up that time.
- V. Documentation is required to determine the legitimacy of the excused absence. Excused absences can include:
  - a. Student illness
  - b. Death in immediate family
  - c. Required court appearances

**Tardy to class:** When a student arrives late to class at the beginning of the day or after lunch, they are considered tardy. Excessive tardiness will be addressed in a meeting with the Instructor and Admissions Department. If an occurrence is going to happen beyond the student's control, they are responsible for notifying the school. Poor attendance while attending courses at LWT, could affect the employment opportunities available to the student.

**No Call/No Show:** If a student does not notify the school and does not come to class for two consecutive days, they are terminated from their course in which they are enrolled in.

**Missed time clock punches:** If a student does not punch in for the day, they will be counted as absent for the day. Time clock correction forms are available to the students who need them to correct a mistake. The time clock correction form must be filled out on the day it happened. Students are required to punch in/out at the beginning and end of each day, as well as for lunch breaks.

**Job Interview/Searches:** For the students that are in good standing with attendance and grades, there are permissible excused times for applying for jobs or going to a job interview during school hours, only if the instructor approves of the student leaving. Students are only able to be excused for two job interviews during the length of their course. In addition, students are only able to be excused if they have completed a resume/mock interview session and are 3/4 of the way through their course.

Admissions Department will supply the student with a form that is to be filled out by the employer and is to be brought back to the school to show that the student was where they were supposed to be. LWT encourages all students to be at school at all times for optimal success.

**Military Obligations:** LWT supports those brave individuals in the Military. For the students who have required time in the Military in where they will be absent from LWT, it is a requirement that they provide the Admissions Department and Instructor with their schedule. This will allow the student to have their time excused while fulfilling their military obligation. LWT only allows one instructional day a month to be dedicated to this while enrolled. Make up time for military obligations is not mandatory, however is beneficial to the student for optimal success if the student chooses to. If the student wants to make

up the time, the arrangements will need to be made between the student and Instructor.

### **MAKE-UP HOURS POLICY**

The student must make arrangements with the instructor to ensure that all hours are made-up before the end of class. Make-up hours forms are available to the students who need to make-up approved missed hours.

### **SCHOOL CLOSINGS**

LWT may deem it necessary to close operations during inclement weather, or other such situations. Every effort will be made to announce a delayed start or closing before the start of the class via phone, email or text.

If LWT makes the decision to do a delayed start/early dismissal (2 hours typically) or close for a full day, the student(s) will not be penalized for time missed, but please note that there will not be make-up time either. In addition, there will be no discounts or refunds for days missed.

### **TERMINATION/CANCELLATION OF STUDENT**

LWT strives to create a healthy and safe environment for all our students. When this is compromised, such as sexual harassment, safety and or personal well-being, a student may be suspended or terminated based upon findings by the School Administration.

### **LEAVE OF ABSENCE (LOA)**

A LOA is a temporary interruption in a student's course of study. A LOA allows a student to return from a LOA back to the point in which the training was interrupted and not repeat coursework previously completed. LWT ensures that the course that the LOA was taken from will be available upon the student's return, allowing the student to complete the coursework that he or she began prior to the LOA.

LOA's are discouraged since they are disruptive to the continuity of training. Any student requesting a LOA must obtain a LOA Form from the Admissions Department. Once the form is filled out and signed by the student and the school, the student will be notified if it is approved.

A student may be granted a LOA for circumstances beyond the control of the student. This could include, but not limited to:

- Military obligations
- Death of the immediate family
- Illness of such duration and severity that completion of the term is precluded
- Exceptional circumstances

Emergency leaves without properly filling out the LOA Form, may be granted, provided the student completes the LOA Form and returns it to the school via mail or in person.

The maximum period for a LOA is 60 calendar days. The school permits more than one LOA in a 12-month period if the total number of days of all Leaves of Absence do not exceed 60 calendar days in a 12-month period.

## **PERSONAL CONDUCT**

LWT is committed to providing an environment free of alcohol and illegal drugs (including prescription drugs not intended for the person prescribed) for its students, employees, and visitors. All students are expected to conduct themselves in a respectable manner while on LWT property or any LWT event. Misconduct such as fighting, use of illegal drugs or alcohol or carrying of weapons will not be tolerated and subject to the disciplinary actions which can include termination from the course they are enrolled in with no refund. When appropriate, such instances will also be reported to the local authorities. Students and staff members should report any knowledge of such activities to any LWT staff member.

Personal property is the responsibility of the student. LWT is not held responsible if there is missing or damaged personal property. LWT holds the right to search any personal property on campus for any reason.

## **CELL PHONE POLICY**

Cell phones may be used during breaks and for an emergency, however students are not permitted to use cell phones during school hours, including listening to music, using it for a calculator, etc. If a student must be contacted regarding an emergency, the staff will notify the student, and the student will be excused from class to take or return the phone call.

With instructor approval, students will be allowed to post acceptable pictures/videos on their social media platforms with the encouragement of using LWT hashtags. The students' cell phone usage to do so will be limited to 3-4 times a week and prioritized around milestones in their perspective course.

If a student is caught using their cell phones during school hours for a non-emergency, the cell phone will be confiscated and put with the Admissions office until the end of the class that day. Additionally, if students are posting inappropriate pictures on the internet, they will be terminated from the course they are enrolled in immediately with no refund.

## **WELDING SCHOOL PROPERTY**

Deliberate damage, theft or any vandalism to tools, equipment/facility will result in the termination of the student and legal charges will be filed, with no refund of tuition.

Lockers are available at the school for use during the length of the training program. It is the student's responsibility to obtain their own locks for the lockers if they choose to secure their property in the locker, however they are not required.

## **FIRST AID/MEDICAL CARE/INSURANCE**

Students are responsible for their own medical care and expenses. Students are not covered by LWT insurance or industrial compensation.

## **LIABILITY RELEASE**

While visiting or attending classes, LWT is held absolutely free from all claims for injury that may be sustained by students while on the premise.

## **FERPA**

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

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

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

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

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

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by LWT in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of LWT who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to

review an education record in order to fulfill his or her professional responsibilities for the LWT.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LWT to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202**

*See the list below of the disclosures that postsecondary institutions may make without consent.*

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

- To other school officials, including teachers, within LWT whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

### **PERSONAL IDENTIFIABLE INFORMATION (PII)**

To ensure the security and confidentiality of the students' information, LWT has implemented physical, electronic, and managerial procedures to safeguard and help prevent unauthorized access, substantial harm, or inconvenience. These policies are in place to ultimately assist in maintaining data security and ensure appropriate use of the information we collect.

### **DIRECTORY INFORMATION**

LWT upholds the protection of student education records in accordance with FERPA. Other than directory information and specific exceptions outlined by FERPA, LWT will disclose student education records only with the written consent of the student.

While FERPA allows for the release of a wider range of directory information, LWT Admissions Office has adopted an internal policy to release only: Student's Name, Addresses, including email, Telephone number, Date/place of birth, Name of course(s) taken, Dates of attendance, Certifications of Completion and Weld Qualification Documents, and Photographs.

Schedules and grades can also be released to parents and guardians of dependent students, as defined by the Financial Aid Department. Additionally, students are given the opportunity to request that this information not be released. By completing the ***Request to Opt Out of Directory Information form***, a student may request that information not be released to non-LWT personnel or listed in the campus directory. Some of

the effects of this decision to request confidential status will be that the student must make all address changes with a signed authorization or in person with a form of ID; friends or relatives trying to reach the student will be unable to do so through LWT; information that the student was enrolled will be suppressed, so that if a loan company, prospective employer, family member, etc., inquiring about the student will be informed that LWT has no record of the student's attendance here.

## **EQUAL OPPORTUNITY**

LWT does not discriminate against any individual because of race, age, sex, religion, sexual orientation, or social status. The school does not discriminate based on handicap, provided the handicap does not interfere with student's successful completion of the program or the ability of the individual to perform the job duties for which the training provides.

Potential students considering enrolling in any course at LWT should keep in mind that welders need good eyesight, hand-eye coordination, manual dexterity, and ability to concentrate on detailed work for long periods. They should be physically fit and able to work in awkward positions.

Additionally, the following standards in the welding industry might help potential students in determining the suitability for a welding career.

- Work environment noise levels are usually high.
- Specific vision abilities include close vision, color vision, depth perception, and ability to adjust focus.
- Continuous walking, frequent standing, bending, grasping, climbing stairs/ladders, kneeling, lifting, and carrying up to 50lbs, reaching above and below shoulder level.
- Frequently exposed to dirt, dust, fumes, chemicals, and extreme heat and cold, and occasionally exposed to vibration, poor ventilation, and confined areas.

## **TITLE IX NOTICE OF NONDISCRIMINATION**

LWT does not discriminate on the basis of sex in its education programs or activities and is committed to ensuring an educational environment free of sexual harassment, including sexual violence, and to full compliance with Title IX of the Education Amendments Act of 1972 and other federal and state laws governing such conduct.

The following individuals have been designated as the Title IX Coordinators by LWT to handle inquiries regarding LWT's Title IX policies, including receiving and responding to the information about any incident of sex discrimination:

Rhonda Klocke: Administration, Admissions  
4329 Centurion Dr. Unit 9  
Bismarck, ND 58504  
701-751-4256  
[rhonda@learntoweld.com](mailto:rhonda@learntoweld.com)

Information regarding sexual discrimination, including sexual harassment or sexual violence, may also be reported by anyone to: U.S. office for Civil Rights by email at [ocr@ed.gov](mailto:ocr@ed.gov) or at the addresses provided at the following website:

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

"Sexual harassment" is defined as an unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity. Quid

Pro Quo Harassment is unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that may constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student's academic performance or a term or condition of participation in student activities or in other events or activities sanctioned by LWT.
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events or activities sanctioned by LWT; or
- Such conduct otherwise has the purpose or effect of threatening an individual's academic performance; or creating an intimidating, hostile, or offensive educational environment.

Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, and promise of reward for sexual favors. Students, faculty, or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the institute's obligation to investigate the incident and take appropriate steps if sexual harassment has occurred.

- **Definition of Sexual Assault/Violence** is the physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.
- **Definition of Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- **Definition of Domestic Violence** is an act or threatened act of violence against a person with whom the offender is involved or has been involved in a dating relationship, or an act or threatened act of violence against a family or household member by a family or household member.
- **Definition of Stalking** is one person's harassing, obsessive, or threatening behavior towards another person. Any unwanted repetitive contact between alleged stalker and victim that threatens or places fear in that person.

Sexual violence includes, among other conduct, domestic violence, dating violence, sexual assault, and stalking. These acts will not be tolerated at LWT as such acts are inappropriate and create an environment contrary to the goals and mission of LWT. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

It is the responsibility of all persons within LWT to work to ensure an educational environment free from sex discrimination. Violations of this policy may be grounds for disciplinary action under LWT policies and procedures.

All students and staff of LWT are expected to report incidents of sexual discrimination (including sexual harassment or sexual violence) to a Title IX Coordinator.

### **Title IX Coordinator Training:**

Max Knowledge:

CM140-Title IX and VAWA Training: Building Safer Campuses

CM142-Title IX and  
OCR Webinar: Title IX Regulations Addressing Sexual  
Harassment  
OCR Webinar: on New Title IX Protections Against Sexual  
Assault  
OCR Webinar: on Due Process Protections Under the New Title  
IX Regulations  
Conducting and Adjudicating Title IX Hearings: An OCR  
Training Webinar  
The Truth on Title IX: Cross Examination  
Title IX For Career, Technical & Trade Schools: The New Role  
of the Title IX Coordinator  
Presented by Edward Cramp & Jessica High, Higher  
Education Practice Group

## **SAFETY**

Participants will be required to wear proper personal protective equipment, including safety footwear and safety glasses with side-shields while on LWT premises. Face Shields will be worn along with safety glasses and ear plugs when grinding.

**Absolutely no work pants with holes, frays or cuts and no jewelry!**

Note: Ankle high leather shoes with safety toes are required! Prescription safety glasses are required if applicant wears glasses.

## **CAMPUS SECURITY POLICIES AND PROCEDURES**

The following information is provided and updated annually as directed by the U.S. Department of Education through Public Law 101-542, the "Criminal Awareness and Campus Security Act of 1990".

**Reporting of Criminal Incidents:** LWT strives to provide a safe and secure environment for all students and staff members. All students and staff members are to report any suspicious activities to any staff member immediately after witnessing, verbally and in writing. LWT will then take appropriate action based upon the information given by the student or staff member. Local law enforcement authorities will also be notified if necessary.

**Crime Log:** LWT has a crime log that is available upon request from the Admissions Department. The crime log is updated when there is a crime reported verbally and in writing to an LWT staff member.

**Current Crime Statistics:** A list of all criminal incidences reported during the prior three-year period can be obtained from the office and will be provided for students during orientation or print a paper copy off from <https://learntoweld.com/student-support/campus-security-polices-and-procedures/>.

**Early Warning:** If there is an impending danger at the school where students need to be notified, LWT Admissions Department will send out a text message to all enrolled students from our student tracking system not to come to school until they get a text message stating it is safe to do so.

**Timely Notification:** If there is an incident or a crime that has occurred where students and staff need to be made aware, the Admissions Department will send out an email to all enrolled

students and staff informing them of the incident that occurred, date, time, and location.

## **COMPLAINT POLICY AND PROCEDURES**

If a student should have concerns or complaints against the school, these are the steps that should be taken to resolve the issue:

1. Discuss the matter with the LWT Instructor or Admissions.
2. Discuss the matter with the LWT Director of Education or Director of Compliance.
3. Discuss with the LWT School President.
4. If it becomes necessary, the individual may contact:

Michael Netzloff  
**ND Department of Career and Technical Education**  
State Capital, 15<sup>th</sup> Floor  
600 East Boulevard Ave Dept. 270  
Bismarck, ND 58505-0610  
701-328-3187

Students will be asked to provide the following information upon filing a complaint with the North Dakota Department of Career and Technical Education:

1. Student name and contact information.
2. School address and telephone.
3. A copy of the student's Enrollment Agreement.
4. A copy of the school catalog in effect at the time of the student's enrollment.
5. A copy of the school's student handbook, or document containing the schools' policies in effect at the time of enrollment.
6. A detailed description of the complaint, including any correspondence, notes or documents that further illustrate the circumstances surrounding the complaint.
7. Any records documenting attempts by the student to resolve the complaint using the school's complaint procedure. Include dates, names of applicable school officials, and other supporting documentation.

OR  
**MN Office of Higher Education**  
1450 Energy Park Drive, Suite 350  
Saint Paul, MN 55108-5227  
651-642-0567  
[www.oh.e.state.mn.us](http://www.oh.e.state.mn.us)

***Complaints regarding LWT must be submitted within six months of the alleged violation.***

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
703-247-4212

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting a LWT staff member or online at [www.accsc.org](http://www.accsc.org).

## **STUDENT SERVICES**

### **Advising and Counseling:**

LWT offers assistance and resources to students that are needing or wanting resources on coping skills (e.g., life, career development, budget, and personal financial planning skills); graduate employment assistance; and information concerning housing, transportation, and child care. Each school has a binder with the different resources available and is updated and maintained by the Student Services Coordinator/Admissions Departments. Additionally, these resources are available for electronic delivery if necessary.

Information regarding the student including academic advising; testing and tutoring services; supervision and monitoring of attendance records and leaves of absence can be obtained by the student(s) Instructor/Admissions Department. For more information regarding the LWT Student Satisfactory Academic Progress, Attendance, and Leaves of Absence Policies, refer to the Academics section of the LWT Course Catalog.

Students wanting to obtain individual information on their own progress on attendance and grading are encouraged to sign up and use the Student Portal. The website to sign-up/login is [www.studentsupportal.com](http://www.studentsupportal.com). Initial sign-up will require the Social Security Number, email address, and date of birth of the student.

Students can also find professional counseling services at the following locations:

### **AREA RESOURCES:**

The Village Family Service Center  
Fargo: 701-451-4900  
Bismarck: 701-255-1165

### **RAPE AND ABUSE HELP CENTER:**

Rape and Abuse Crisis Center  
Fargo/Moorhead: 701-293-7273  
Abused Adult Resource Center:  
Bismarck: 701-222-8370

### **AREA RESOURCES:**

SOS Sexual Violence Services  
651-266-1000

Assistance and Support in Ramsey County  
<https://www.ramseycounty.us/residents/assistance-support>

### **Student Records:**

LWT maintains an educational record for all currently enrolled students that consists of all Admissions Requirement documents, academic progress reports; records related to tuition and fee payments, refunds, and financial aid; and information upon which a student's initial and continued enrollment is based. These records are maintained during the student's enrollment and for five years post the student's graduation, withdrawal, or termination date.

Official Transcripts are available to Alumni by request only.

### **Employment Assistance:**

In order to assist our students in becoming employed welders, we make every attempt to expose our students to employment opportunities in the local and regional market.

On a regular basis, LWT will bring in employers and employment agencies to address the students and let them know of the opportunities available in the marketplace for welders.

LWT will maintain a "Opportunities in Welding" board in the classroom for career options in the area to assist the students and alumni.

Further, when LWT becomes aware of welding careers directly from employers making requests of LWT to help fill their employment positions, LWT will contact students/alumni to the extent that the student's contact information is current and up to date.

Student computers are available for welding career searches and resume writing with access to printing. LWT Student Service Coordinators provide students with assistance on resume building, proofing, assistance with filling out job applications, along with mock interviews to help prepare them for upcoming welding interviews that they might have.

LWT is available to our enrollees and alumni for career placement assistance. Contact any office for more details.

In addition to our efforts on placement assistance, an alumnus who is seeking their first welding career opportunity can come back and practice without a charge. This opportunity is only applicable if following conditions are all met:

1. It is within 60 days from the alumnus graduation date from LWT
2. It is a one-time practice session
3. It will be limited to no more than 2 hours

### **Student Complaints:**

If a student should have concerns or complaints against the school, please see the Complaint Policy and Procedures under the Consumer Information section of the LWT Course Catalog.

## **TOBACCO USE**

We do not permit tobacco use inside LWT for the safety and health of other students and staff. Smoking, chew, and/or vapor cigarettes is prohibited within twenty feet of entrances, exits, operable windows, air intakes, and ventilation systems of enclosed areas in which smoking is prohibited. There is a designated area outside the building for smoking, chew, and/or vapor cigarettes during breaks ONLY.

## **PARKING**

Students may park in the designated student parking areas.

## **EMPLOYMENT DISCLAIMER**

No employment is guaranteed as a result of this education.

## **VACCINATION POLICY**

Students attending LWT are not required to have any specific vaccinations to attend our school. We do encourage students to be current on their vaccinations.

## **VOTER REGISTRATION INFORMATION**

Students can obtain information on their states voting requirements from their local post office. You can also obtain downloadable versions of the Voter Registration Form on the US Election Assistance Commission website at <https://www.eac.gov/>.

## **COPYRIGHT AND PEER TO PEER SHARING**

The Higher Education Opportunity Act requires institutions to help deter the unauthorized distribution of copyrighted materials and unauthorized peer-to-peer distribution of intellectual property.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. Civil penalties include actual or "statutory" damages from \$750.00 to \$30,000.00 per infringement. A court can also assess costs and attorney fees. Willful copyright infringement can also result in criminal penalties, including imprisonment up to five years and fines up to \$250,000.00.

LWT incorporates software on the student computers which blocks those computers from downloading anything or sharing with other computers. Students are allowed to print material from the computer only after authorization of a staff member. LWT also responds to notices or letters of possible copyright infringement received from legitimate sources. We will cooperate fully with any investigation into a student or employee of the school.

## **ACCEPTABLE USE POLICY/FAIR USE POLICY**

LWT offers its current students and potential students the use of its computers and they are governed by an acceptable use policy, stated here. The purpose of this policy is to outline the acceptable use of our computers and the approach LWT will take to remedy any unacceptable use.

Students must use our computers in a responsible manner. LWT prohibits use of their computers in any way that is:

- Unlawful, incitement to commit criminal acts, harmful to or interferes with use of Lynnes Welding Training systems, or the network.
- Interferes with the use or enjoyment of services received by others.
- Infringes Intellectual Property Rights.
- Results in the publication of threatening or offensive material, which is harmful, obscene, discriminatory, defamatory, constitutes hate speech; or
- constitutes abuse, a security risk, or a violation of privacy.

Failure to adhere to the rules, guidelines, or agreements applicable to services is a violation of this policy.

LWT computers shall not be used in connection with any criminal, civil or administrative violation of any applicable local,

provincial, national, or international law, treaty, court orders, ordinance, regulation, or administrative rules.

This includes, without limitation, breach of intellectual property rights (such as copyright, trademarks, patents, trade secrets and confidential information); defamation; breach of obscenity laws and laws as to objectionable publications, such as pornography and hateful materials; fraud; theft; misappropriation of money, credit card details or personal information; breaches of privacy obligations; and breaches of trade practices legislation.

Users may not use our services to transmit content that may be of a harmful or threatening nature. This includes, without limitation:

- threats of death or physical harm.
- sexually explicit or pornographic material;
- content that creates a risk of:
- harm, loss, physical or mental injury, or emotional distress to anyone or any animal.
- loss or damage to property; and/or
- exploitation of children.
- content we deem to be hateful, violent, harmful, abusive, racially or ethnically offensive, defamatory, invasive of personal privacy or publicity rights, harassing, humiliating to other people (publicly or otherwise), threatening, profane, or otherwise objectionable; and
- content we consider fraudulent, false, misleading, or deceptive.

Spam/E-mail abuse and Malware distribution are prohibited using our services. Spam/E-mail abuse includes, but are not limited to, the following activities:

- sending unsolicited electronic messages without:
- the recipient's actual or implied consent; and/or
- an easy way for the recipient to stop receiving more such messages from the same source.
- messages that could reasonably be expected to provoke complaints.
- chain letters, pyramid schemes or hoaxes; and
- emails and messages that do not accurately identify the sender's return address, header, or domain name.

Malware distribution includes, but are not limited to:

- Distributing malware including, but not limited to, viruses, worms, Trojan horses, spyware, adware, and key loggers.
- Engaging in "hacking", "cracking", mail bombing, crypto mining, port scanning, denial of service (DoS), or other malicious or destructive activities, whether lawful or unlawful, that Lynnes Welding Training determines to be harmful to its Subscribers, operations, reputation, goodwill, or customer relations.

## **Fair Use Policy (FUP)**

LWT reserves the right to establish policies, rules, and limitations, from time to time, concerning the use of any service. Users must comply with any bandwidth, data storage and other limitations we may impose, in our reasonable discretion. Failure to comply with these rules may result in your ability to use the

computers & network being restricted, suspended, or terminated, at our reasonable discretion.

LWT reserves the right to manage our network and any Services and/or network services, for security purposes, and to optimize its efficiency for the benefit of all our Subscribers, including, without limitation, by way of the following: rate limiting (speed), rejection or removal of spam or otherwise unsolicited bulk e-mail, anti-virus mechanisms, protocol filtering and imposing restrictions on your use. LWT may take any other action we deem appropriate in order to help ensure the security of our network and Services and to help ensure the integrity of the network experience for all Subscribers, including limiting your data traffic by controlling your network and/or bandwidth usage.

Users may not restrict, inhibit or interfere with the ability of any person to access, use or enjoy the Internet or any services, or create an unusually large burden on our network, including, without limitation, continuously uploading or downloading streaming video or audio; continuous FTP uploading or downloading, or otherwise generating levels of traffic sufficient to impede others' ability to send or retrieve information, or to use the services in an abusive manner in connection with any unlimited or uncapped packages, options or promotions.

Users may not use the service for unattended automated operation, unless otherwise agreed. Users may stay connected if you are actively using that connection. Users agree not to use Internet applications for the purpose of simulating network activity to avoid session inactivity disconnection.

LWT will not, as an ordinary practice, monitor the communications of its Subscribers to ensure that they comply with this policy or applicable law. When LWT becomes aware of harmful activities, however, it may take any action to stop the harmful activity. Which may include but not be limited to, removing information, shutting down a web site, implementing screening software designed to block offending transmissions, denying access to the Internet, taking a server off-line, or taking any other permissible action it deems appropriate.

If a user or users have breached this policy, LWT will let the user know that the usage is excessive and is affecting our services/systems and/or other users. LWT reserves the right to impose reasonable limits to reduce your usage.

Any complaints or information about a subscriber/customer's violation of this policy should be emailed to [weld@learntoweld.com](mailto:weld@learntoweld.com)

### **ONLINE WEBSITE PRIVACY STATEMENT**

LWT is committed to honoring and respecting the privacy of all those who visit the LWT website ([www.learntoweld.com](http://www.learntoweld.com)) to the extent permitted by law and LWT policy. This online privacy statement is intended to inform users of what information is collected by this website and how the information is used. For security purposes and to ensure that the website remains available to all users, LWT monitors network traffic to identify attempts to compromise or damage LWT networks or systems connected to those networks.

LWT collects and analyzes aggregate data about visitor traffic to determine trends and improve the website. The data collected may include, but is not limited to:

- Domain and country
- Internet protocol (IP) address

- Internet browser
- Operating system
- Entrance and exit pages, and referrals
- Date and time
- Search terms and search engines
- Cookies used to preserve data

This is a standard practice for websites, and it is not used for any purpose other than to evaluate how LWT can design the website to best serve customer needs.

LWT has implemented physical, electronic and managerial procedures to safeguard and help prevent unauthorized access, ultimately to assist in maintaining data security and ensure appropriate use of the information we collect online.

LWT does not collect personal information such as name or address unless you voluntarily provide it by sending email, submitting an online application, or completing an online form. LWT does not share or sell personal information to any third parties. LWT does not release any personally identifiable information, unless required by law. The personal information you may be requested to submit may include (but is not limited to): (1) Name, (2) Address, (3) Email Address, (4) Telephone Number, (5) High School Graduation Date.

LWT uses Google Analytics, a website traffic tracking and reporting service. This service will help LWT better understand and improve the website's performance and user experience. LWT adheres to Google's usage guidelines for this service, which prohibits the collection or association of personal information with Web analytics or site searches.

The information LWT maintains about you is stored in a secure manner. LWT uses security features to collect the information users provide via our website in a secure manner. However, if an email is being sent, that type of transmission of information is not secure, and is traveling through the Internet unprotected and can be intercepted. The security of your personal information is important to LWT. While perfect security on the Internet is impossible, we maintain physical, electronic, and procedural safeguards to protect the information you provide to LWT. Additionally, LWT restricts access to this information to employees with a need to know this information to provide you with the benefit, assistance, or service you request or would like to obtain, and to those employees that need the information to do their jobs.

If you have any questions or comments, please don't hesitate to contact LWT directly. Please email us with your questions or comments about this Lynnes Welding Training Website Privacy Policy at [weld@learntoweld.com](mailto:weld@learntoweld.com) or can call LWT at 701-373-0658.



*Notes:*

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# THE SCHOOL THAT **SPARKS YOUR FUTURE**

## **LOCATIONS & REGISTRATION**

Call for class availability, start  
dates and registration information.

### **FARGO**

2717 3rd Ave N  
Fargo, ND 58102

**701-373-0658**

**MAIN CAMPUS**

### **BISMARCK**

4329 Centurion Dr 9  
Bismarck, ND 58504

**701-751-4256**

**BRANCH CAMPUS**

### **RAMSEY**

9459 US-10  
Ramsey, MN 55303

**763-270-0512**

**BRANCH CAMPUS**



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