



# **Welder Training & Testing Institute Student Consumer Handbook**

**729 E. Highland Street Allentown, PA 18109  
610-437-9720**

**Rev. 10/1/17**

This Consumer Handbook includes and, in some cases, summarizes information that is contained in the Welder Training and Testing Institute Catalog. In the event any discrepancy exists between the two publications, the School Catalog shall take precedence.



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## **SECTION I**

### **GENERAL INFORMATION**

The Consumer Handbook is a publication of the Financial Aid, Student Accounts, and Student Services Departments of Welder Training and Testing Institute. It is intended to describe the services available to our students by these departments and to provide important information about the school's policies and procedures. Welder Training and Testing Institute makes this handbook available to each student, and it is the student's responsibility to become familiar with its contents. By enrolling at this institution, the student agrees to comply with all rules and regulations.

Policies, procedures, and federal regulations that influence your studies at Welder Training and Testing Institute are subject to change. Students will be informed of those changes if they affect academic or financial aid plans. The Financial Aid Department maintains the most up-to-date information.

Our support staff members are here to provide additional support for you in the areas of Financial Aid, Student Advising, Grades, Attendance, and Career Services. Please reach out to our staff any time you need direction or assistance.

Welder Training and Testing Institute reserves the right to alter the regulations and policies stated herein through normal channels.

#### **NOTICE OF STUDENT RESPONSIBILITY**

Students are responsible for reading this publication to familiarize themselves with the policies and procedures of Welder Training and Testing Institute. Failure to read this publication does not excuse students from the rules and procedures described herein.

#### **ADMINISTRATION**

Contact Welder Training and Testing Institute Monday through Friday, 8 am to 4:30 pm at 610-437-9720.

Michael Wiswesser	Director
Patrick Dorris	Educational Director
Jason Deiter	School Administrator
Sandi Fine	Financial Aid Administrator
Emily Hoover	School Coordinator

#### **ACCREDITATION**

Welder Training and Testing Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

#### **LICENSURE**

State Board of Private Licensed Schools  
Pennsylvania Department of Education

#### **MEMBERSHIPS**

American Welding Society, Educational Institution Member  
PAPSA, Pennsylvania Association of Private School Administrators  
Skills USA Council  
PA Chamber of Business and Industry

#### **Title IX Compliance**

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal Financial Assistance. In compliance with the U.S. Department of Education statute, Title IX of the Education Amendments of 1972, Welder Training and Testing Institute, does not exclude from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance, on the basis of sex.

Welder Training and Testing Institute's Title IX coordinator is responsible for the school's overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community. Questions regarding the application of Title IX and the schools' compliance with it should be directed to the Title IX coordinator, whose contact information is available below.

**Michael Wiswesser**

**Title IX Coordinator**

(610) 437-9720 ext. 211

[mike@Welder Training and Testing Institute.com](mailto:mike@Welder Training and Testing Institute.com)

## **SCHOOL FACILITIES**

Welder Training and Testing Institute is located at 729 East Highland Street, Allentown, Pennsylvania 18109, and maintains a freestanding campus with a 10,000 square foot building. Fire and safety inspections are provided routinely as required by state and local governments. There are sixty workstations available in the shop area for the gas welding/cutting, electric arc welding, and the semi-automatic processes. Welding and technology equipment used in the classroom and welding stations are constantly being upgraded to ensure that students are exposed to and trained on equipment used in modern day environments. Student/teacher ratio for the shop is 15-1; student/teacher ratio for the classroom is 25-1. The maximum number of students for the shop is 56 and for the classroom is 25. Accommodations may be available for students with disabilities.

## **LIBRARY/RESOURCE ROOM**

The school maintains a current collection of texts and periodicals, which serve as reference material for the established programs. Computers are also available.

Internet access, and computers, are the property of Welder Training and Testing Institute, and are provided for school-related objectives only. Hours of availability are daily 8 am to 9 pm. Users must respect the integrity of computing resources and facilities, respect the rights of other users, and abide by all relevant laws (local, state, federal, and international), policies and procedures, and contractual agreements. Welder Training and Testing Institute reserves the right to limit, restrict, or deny computing resources and facilities for those who violate policies, procedures, or local, state, or federal laws. Improper use of computer resources should be reported to an Instructor.

There is no food and/or beverages allowed in the computer lab.

## **STUDENT PROPERTY AND LOCKERS**

Students should not leave their belongings or valuables unattended. Upon enrollment each student will be assigned a locker. Students needing a locker or change in locker should see their Student Advisor. At no time are students permitted to change and/or occupy lockers without approval.

Graduates must clean-out their lockers upon the end of their last day. Any items left in unclaimed/unassigned lockers will become the property of Welder Training and Testing Institute and may be discarded at our discretion. Welder Training and Testing Institute is not responsible for loss of or damage to lockers, locks, academic work, personal property, or locker contents.

## **PROHIBITED AREAS**

Students are permitted access to the following areas on the campus during normal business hours: the main parking lot, weld training labs (upper and lower), break room, theory room (when occupied by an Instructor), student resource room, student bathrooms, and office foyer. All other areas and rooms on the campus are prohibited, unless access is expressly granted, on an individual basis, or by authorized Welder Training and Testing Institute staff. Students who enter prohibited areas will face disciplinary action, up to and including termination of their enrollment.

## **FOOD AND BREAKS**

No food or drink will be permitted outside the break room. Special permission for an exception may be granted only by the administration and only if the instructor assumes responsibility for making sure that all trash is cleaned up and properly discarded.

## **ORIENTATION**

An orientation program is held on the first day of each class and is designed to help the incoming student make a comfortable transition to the school. They are told what their classes will consist of, and are given an important safety briefing. Attendance requirements, grade marking, graduation requirements, policies and procedures, and student services are reviewed. Students are also offered lockers to provide a secure place for their books, tools, and supplies that will be necessary for their program.

## **TIME CARDS**

For Safety, Security, and Accountability, ALL STUDENTS must have a WTTI issued ID card to enter the school building and are required to scan their ID card at the time clock at the beginning and end of each day.

If a student forgets or loses his/her ID card, it is the student's responsibility to notify the front office immediately.

Failure to record or falsifying hours of training is subject to termination.

## **EQUAL EDUCATIONAL OPPORTUNITY**

Welder Training and Testing Institute declares and affirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in the provision of educational services to the public. The school will make all decisions regarding hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, color, creed or religion, sex, national origin, age, disability, genetic information or other factors, which cannot lawfully be the basis for an employment decision.

Welder Training and Testing Institute reaffirms its policy of administering all of its educational programs and related supporting services and benefits in manner which does not discriminate because of a student's or prospective student's race, color, creed or religion, sex, national origin, age, disability or other characteristics which cannot lawfully be the basis for provision of such services.

Welder Training and Testing Institute adheres to the provisions of the following federal laws, in each case as they have been amended to date: (a) the Higher Education Act of 1965, (b) Section 504 of the Rehabilitation Act of 1973 and (c) the Family Educational Rights and Privacy Act of 1974. Inquiries concerning the application of these laws and their implementing regulations may be referred to the Director.

Applicants with disabilities should discuss individual needs with the admissions office prior to enrollment so that reasonable accommodations can be made, where appropriate.

## **INDIVIDUALS WITH DISABILITIES**

All courses at Welder Training and Testing Institute are available to disabled individuals. Students with disabilities are encouraged to schedule an appointment with the School Administrator to discuss their individual needs. Welder Training and Testing Institute is happy to discuss the special needs of disabled prospective students and will make every effort to accommodate them. Students with disabilities may be asked to submit documentation of the disability if they are requesting academic accommodations. This documentation should be current and include an evaluation completed by a recognized authority. The School Administrator and the student will discuss how the disability will impact their learning and what services/academic accommodations are appropriate on an individual basis. All information shall remain confidential unless the student provides written authorization. Students with disabilities who need classroom accommodations should call and make the request well in advance of the start of the classes. Welder Training and Testing Institute is approved to train individuals who are referred and funded by the Pennsylvania Office of Vocational Rehabilitation and is also approved for Veterans Rehabilitation enrollees.

## **ADDRESS/EMAIL/TELEPHONE NUMBER CHANGES**

Students are asked to notify the Front Office when any information regarding their address, email, and/or telephone number changes. Notification can be made by submitting a written request to initiate the change. A student's recorded address will be automatically updated if correspondence is returned to Welder Training and Testing Institute by the United States Post Office with an address correction.

## **VISITORS**

Visitors come to Welder Training and Testing Institute for various reasons, for example, prospective students and their families visit and tour; guest speakers meet with students and faculty; vendors, service and maintenance professionals meet with faculty and staff. All visitors are expected to respect and abide by all Welder Training and Testing Institute policies and procedures.

## **MESSAGES**

With regard to messages, Welder Training and Testing Institute phone system is not for personal use. If a call does come in, the caller will be asked to describe the nature of the call and determination will be made by the appropriate school personnel. If the call is determined to be an emergency, a reasonable attempt will be made to reach the student. Students are encouraged to inform their friends and family of this policy.



## SECTION II ADMISSION AND PROGRAM INFORMATION

### ADMISSION REQUIREMENTS

All applicants must be beyond the age of compulsory school attendance.

Requirements for Welder Fitter and Combination Welding are:

1. A high school diploma or its recognized equivalent.\*
2. Arrange for a personal interview.
3. A completed WTTI application
4. Applicants must pass an eye examination, with or without corrective lenses, to prove near vision acuity to Jaeger #2 specifications at a distance of 12 inches or greater.

\*Due to the increasing number of unaccredited online high school diploma websites, Welder Training and Testing Institute reserves the right to request that a student either submits a Certificate of Preliminary Education or obtain a GED.

### TRANSFER OF CREDITS

Students may be granted up to 100 hours of credit for each year of training in a welding program at a secondary or post-secondary institution. In this case, the maximum total credit possible is 300 hours. A student who is re-enrolling in Welder Training and Testing Institute may be granted credit for up to the total number of hours completed in their previous enrollment. The amount of credit hours applied to an individual's program, for both new students and re-enrollments, will be based upon a standard welding evaluation conducted by Welder Training and Testing Institute instructional staff prior to the enrollment.

### TUITION AND FEES

New classes begin every Monday of the month, during every month of the year (January through December).

<u>PROGRAM</u>	<u>REGISTRATION</u>	<u>TUITION</u>	<u>SUPPLIES (APPROX.)</u>
<small>-Career Level Programs for the beginner with little or no experience in welding:</small>			
<b>*Welder Fitter</b> (900 hours- \$11.00/hr)	\$75.00	\$9900.00	\$650.00
<b>*Combination Welding</b> (740 hours- \$11.00/hr)	\$75.00	\$8140.00	\$550.00
<b>*eligible for financial aid for those who qualify</b>			
<u>COURSE</u>	<u>REGISTRATION</u>	<u>TUITION</u>	<u>SUPPLIES (APPROX.)</u>
<small>-Process Specific/Advanced Technique Courses (only the programs listed above fall within the school's ACCSC accreditation):</small>			
<b>Standard Welding</b> (180 hours- \$16.00/hr)	\$75.00	\$2880.00	as needed
<b>Advanced Welder Qualification- Pipe</b> (120 hours- \$18.00/hr)	\$75.00	\$2160.00	pipe coupons as needed
<b>Gas Tungsten Arc Welding- GTAW, TIG</b> (60 hours- \$18.00/hr)	\$75.00	\$1080.00	as needed
<b>Gas Metal Arc Welding- GMAW, MIG</b> (60 hours- \$18.00/hr)	\$75.00	\$1080.00	as needed
<b>Flux Cored Arc Welding-FCAW</b> (60 hours- \$18.00/hr)	\$75.00	\$1080.00	as needed

Because of the many changes that may occur, it is impossible to guarantee longstanding tuition, text book/supplies, and fee charges. Welder Training and Testing Institute reserves the right to modify tuition and/or other fees. It is the responsibility of the student to remain informed of the status of his or her account.

## TUITION PAYMENT

For current students who make monthly payments, tuition payments are payable in advance each month, and further understands that failure to comply with the payment schedule is a cause for suspension of training. It is further understood that tuition payment liability rests with the student, regardless of the source of funds or financial aid which may be available unless a separate agreement or contract is signed with the funding party. The Student will be given an extension of time to report in case of illness, or any "Act of God" that would necessitate a delay in the starting date.

## RETURNED CHECK PROCESSING FEE

All returned checks are subject to a returned check fee. This fee is in addition to any fees charged by your bank or financial institution.

## BOOKS & SUPPLIES

Please reference the book and supply list, which was given during the tour. This list is also available upon request. Supplies, books, and clothing are nonrefundable.

The Front Office stocks text books, and welding supplies required for programs and courses at Welder Training and Testing Institute. Students will also find a variety of personal and gift items, including apparel, supplies, and general merchandise incorporating the school logo. The hours of operation are Monday through Friday 8 a.m. to 4:30 p.m.

## HOURS OF ATTENDANCE

### FULL-TIME:

**MORNING SESSIONS**             8:00 AM TO 2:30 PM  
  or             10:00 AM TO 4:30 PM

**AFTERNOON SESSIONS**       12:30 PM TO 7:00 PM  
  2:30 PM TO 9:00 PM

### PART-TIME:

**EVENING SESSIONS**           4:00 PM TO 9:00 PM  
  or             6:00 PM TO 9:00 PM

## GRADUATION REQUIREMENTS

Students who successfully meet all graduation requirements will be awarded a diploma, appropriate to the Program/Course completed.

Diploma Programs/Courses are listed below:

**Welder Fitter Program**  
**Combination Welding Program**  
**Standard Welding**  
**Advanced Welder Qualification– Pipe**  
**Gas Metal Arc Welding– GMAW, MIG**  
**Gas Tungsten Arc Welding– GTAW, TIG**  
**Flux Cored Arc Welding– FCAW**

Students eligible for graduation are required to:

1. Complete all course requirements
2. Earn a final average of C or better
3. Achieve an overall attendance record of at least 85%
4. Satisfy all financial obligations to the school

Graduation will be on the contracted ending date or at the completion of the contracted training hours, whichever comes first. Each student's schedule ending date allows for sufficient training days to complete the course requirements. In the event that a student requests early graduation, all of the four graduation requirements listed above must be met, including a confirmation letter submitted by the employer to the Education Director.

The financial obligation to the school includes the full tuition for the program as originally contracted by the student.

## GRADING SYSTEM

Following review by the School Official, grade reports are issued to the student upon completion of each month's training.

A student's final grade includes test scores, project grades, skill level progress grades, and his/her workmanship grades. The school's standard of marking is as follows:

Grade	Quality Points	% Equivalent
A = Excellent	4.0	90 - 100
B = Good	3.0 - 3.9	80 - 89
C = Fair	2.0 - 2.9	70 - 79
D = Poor	1.0 - 1.9	60 - 69
F = Failure	0.0	Below 60

Individual progress records are permanently maintained for each student and are open for inspection in accordance with Family Educational Rights and Privacy Act of 1974 as amended.

## PROGRAM REVIEW AND UPDATES

The Director, Educational Director, and members of the instructional staff review the curriculum at Welder Training and Testing Institute. Our Program Advisory Committee, which consists of various members of the community who work in the welding field and have employed some of our graduates, review the curriculum and offer guidance and suggestions for regular curriculum updates twice a year.

## PROGRAM ADVISORY COMMITTEE

Welder Training and Testing Institute has an independent Program Advisory Committee. The purpose of the Program Advisory Committee is to evaluate the recognized curricula of the programs, instructional-related program materials, equipment and facilities, and student achievement outcomes as a means to provide the school with an external review of its programs. At least two regularly scheduled meetings are conducted annually. Information and recommendations received from the Program Advisory Committee members is extremely valuable to the educational operations at Welder Training and Testing Institute.

## HOLIDAY SCHOOL CLOSINGS

Welder Training and Testing Institute operates continuously throughout the year. Holiday school closings are as follows:

Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day – 2 days  
Christmas – 2 days  
New Years Day – 2 days

## INCLEMENT WEATHER

In the event of inclement weather, school may be canceled or delayed. Tune into Channel 69 WFMZ-TV Stormcenter and the following media outlets:

- WAEB-AM 790
- WODE-FM 99.9
- WAEB-FM B104
- WRAW-AM 1340AM
- WBYN-AM 1160 •
- WRFY-FM Y-102
- WBYN-FM 107.5
- WWYY-FM 107
- WCTO-FM 96.1
- 95.1
- WEEX-AM 1230/1320 AM
- WLEV-FM 100.7
- WLSH-AM 1410
- WMGH-FM 105.5
- [www.readingeagle.com](http://www.readingeagle.com)

\*Closings for morning, afternoon, and evening classes will be announced separately.

## **SECTION III VA REGULATIONS & POLICIES**

### **VA REGULATIONS & POLICIES**

*There are specific guidelines for student veterans/eligible persons who are receiving VA Educational Assistance Allowance.*

### **VETERAN'S BENEFITS**

Veterans, if applied for within ten years from their date of separation, and have received a separation in other than dishonorable conditions; disabled Veterans, and dependants of deceased or disabled Veterans are eligible for educational benefits. The required application forms should be obtained, completed, and submitted to the school as far in advance of enrollment as possible, and may be obtained from the Veterans Administration office. Veteran benefits will be governed by the latest policies pertaining to the Veterans Administration regulations.

To determine your eligibility, contact the VA at 1-888-442-4551. Visit the GI Bill website for benefit comparison information. Consider all chapter benefit options before making a decision on which benefit to apply for. If you are eligible for the Post-9/11 GI Bill (Chapter 33) and another chapter benefit, make sure you understand the implications of applying for one or the other.

Awards are based on the number of dependents, and/or percentage of disability of the Veteran, and are issued in accordance with Veteran's Administration Rules and Regulations. The amount of the award varies.

### **LEAVE OF ABSENCE**

Leave of absence is granted only to students who wish to temporarily interrupt their training for mitigating circumstances. A request for leave must be made in advance in writing, or time away from the school will be considered an absence. The VA will be notified immediately when a veteran student is granted a leave of absence.

### **TARDINESS**

Any student who is not physically present at the start of his scheduled class period will be considered tardy. Each occurrence accumulates and is included in total absenteeism reporting. Excessive tardiness may be cause for discontinuance of VA Educational Assistance Allowance.

### **ABSENCE**

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in student's file. Students should attend a minimum of 90% of all scheduled classes to attain satisfactory progress. A student who accumulates more than 10% absenteeism (including tardiness) is deficient and should be counseled by the school. If the problem continues, the student may be subject to termination of his/her VA Educational Assistance Allowance.

The school is required to notify the Department of Veterans Administration when a student fails to make satisfactory progress by either poor academics or poor attendance and that benefit payments may be affected. Payment of VA benefits is made at the discretion and jurisdiction of the Department of Veteran Affairs.

### **MAKE-UP WORK**

Make-up work is permitted and encouraged for the purposes of receiving VA Educational Assistance Allowance. Students should make up those absences because they already received benefits for them.

## **SECTION IV SCHOOL POLICIES AND PROCEDURES**

### **ATTENDANCE REQUIREMENTS**

Attendance is essential to benefit from lecture and laboratory instruction. A student should maintain as close to 100% attendance as possible. Each program/course requires the student be present at least 85% of the total prescribed time in order to meet graduation requirements. Excellent attendance contributes to good grades.

Employers are particularly interested in both a graduate's attendance and technical ability.

### **ABSENCES**

Students are expected to attend all scheduled classes on time, prepared and ready to participate in cooperative learning. Our attendance policy is being driven by industry and is expected by industry for the future employment of our students. The Instructor records all absences and tardiness during roll call. Any time missed is considered an absence. Absences include personal illness, illness in family, death in family and legal matters. You are expected to be present for all classes.

### **LATENESS**

Any student not physically present at the start of his/her scheduled class will be considered late. Excessive lateness will not be tolerated. Cases of excessive tardiness may be referred to the Director; after initial counseling, disciplinary action may be taken.

### **MAKE-UP WORK**

A limited amount of make-up time is included when calculating each student's ending date. This make-up time is designed to allow for legitimate absences and/or unscheduled school closings. At the discretion of administration, make-up time will be available Monday through Friday during normal class hours for morning, afternoon, and evening sessions. The student must make arrangements with the Instructor and Front Office to ensure that all time is made up before the end of the month. Every student will be scheduled for at least the total number of hours described on the student's enrollment agreement.

### **LEAVE OF ABSENCE**

A leave of absence is granted only to students who wish to temporarily interrupt their training for personal reasons. A request for a leave must be made in advance in writing, or time away from the school will be considered an absence. Students **MUST** meet with the financial aid office regarding all financial aid implications.

- If unforeseen circumstances prevent the student from providing a written request within three (3) calendar days, the institution may use its discretion to grant the student's request if the student provides the written documentation validating the unforeseen circumstances by the last day of the school's attendance policy.
- Generally, only one leave of absence may be granted to a student. However, more than one leave of absence may be granted for limited, well documented cases due to unforeseen circumstances that are listed below.
  - One additional leave of absence, if it does not exceed 29 calendar days and the school determines that it is necessary due to unforeseen circumstances; this type of leave of absence would have to be subsequent to the granting of the single leave of absence, which is granted at the school's discretion.

- Subsequent leaves of absence if the school documents that are granted for jury duty, military reasons or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA) (Public Law 103.3), enacted February 5, 1993.
- A request for a subsequent leave must be made in advance in writing, or time away from the school will be considered an absence.

Failure to return from an approved leave of absence will result in withdrawal from the school, may have an impact on Financial Aid, loan repayment and exhaustion of the loan grace period for the total days the student was on the LOA. Students in a LOA status may not receive further financial aid disbursements until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

**TERMINATION OF A STUDENT**

Any student whose absence interferes with his/her progress or causes them to fall below minimum graduation and/or grade requirements may be dropped from the roll. A student who is absent five consecutive days may be subject to automatic termination.

Welder Training and Testing Institute reserves the right to terminate any student at any time because of poor performance, excessive absences, undesirable conduct, or failure to make payment of tuition, fees, and/or any other charges. A student who is terminated will be notified in writing by the school. Written notification will include the last hour and date of recorded attendance. This is the date of official termination.

Upon termination, the student must immediately remove their personal items from the school campus. The school cannot assume responsibility for student property on or off premises at any time.

Readmission under any circumstances will only be considered after a student submits such a request in writing to the School Education Director.

Each case will be individually evaluated in a fair manner with the final decision determined by the School Director.

**LAST DATE OF ATTENDANCE**

When a student withdraws or is dismissed from Welder Training and Testing Institute, his or her official date of separation from the school is determined to be the last date of attendance (LDA), that is, the last date on which he or she attended a class. The LDA is used in calculating applicable refunds, and may determine the extent of the student's financial obligation to Welder Training and Testing Institute.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

Eligibility for title IV financial assistance requires that the student maintains satisfactory progress in accordance with the school's written "Satisfactory Academic Progress Statement" as defined below.

The following satisfactory academic progress standards apply to all students:

1. Student's cumulative grade point average (GPA) at the end of each quarter of each course must meet the **minimum requirement** as follows:

- at completion of first quarter..... 1.0 GPA*
- at completion of second quarter..... 1.5 GPA*
- at completion of third quarter..... 2.0 GPA*
- at completion of fourth quarter..... 2.0 GPA*

2. Student's time-frame for completing the course must be within the maximum time frame for each eligible course which allows for approximately 15% absences.

3. Students are required to complete a minimum of 85% of the clock hours available **per month** for the course they have enrolled **according to their status** as full-time or part-time.

Leave of Absence: Each student may be granted one leave of absence if approved by the School Director. A leave of absence is not considered into the number of clock hours so it does not adversely affect the 85% attendance requirements for satisfactory progress or graduation.

4. Any student who withdraws may re-enroll at a future date by a written request to the Education Director explaining his/her reason for re-enrollment. The School Director, Financial Aid Administrator, and the School Coordinator will review the request. Should the student be accepted, then he/she will be given credit for hours already completed. Due to the nature of vocational training at Welder Training and Testing Institute, the school does not offer Incompletes, repetitions, or non-credit remedial courses.

5. If the student is making unsatisfactory progress due to the fact that he/she has failed to meet any or all of these requirements, the student will be given an Academic Warning and must submit an appeal with an academic plan to the School Review Board. A student may be terminated at any time if the Academic Review Board Committee does not believe the student will be successful in upholding the Academic Plan. If unsatisfactory progress continues for a second month and the student has not met their goals stated in their Academic Plan, the student will be placed on Academic Probation. If unsatisfactory attendance and/or progress continue beyond probation period, the student will be terminated with written notification from the school.

6. While on Academic Probation, you will not be eligible to receive any Financial Aid or Living Expense.

7. In order for a student to receive Federal Financial Aid Funds, he/she must be making satisfactory progress toward a diploma, or be on an Academic Plan as described above. A student that fails to make academic progress toward their diploma may be required to return funds, and should be familiar with the policies & procedures of third party agencies.

## **REFUND POLICY**

In the event a veteran or eligible person fails to enter the course, withdraws, or is discontinued any time prior to completion, the amount charged to the veterans for tuition, fees and other charges for a portion of the course shall not exceed the approximate prorated portion of the total charges for tuition, fee and other charges that the length of the completed portion bears to its total length.

## **SAFETY POLICY**

Welder Training and Testing Institute is committed to maintaining a safe and healthy environment for all students. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to an Instructor and/or Director. Management accepts responsibility for providing a safe working environment and both students and employees are expected to take responsibility for performing work in accordance with safe standards and practices. Safety and health will only be achieved through teamwork. Everyone must join together in promoting safety, health, and taking every reasonable measure to assure safe working conditions at Welder Training and Testing Institute, which includes all students ensuring they do their part by wearing protective equipment. Again, as part of the proactive safety program here at Welder Training and Testing Institute, remember to report any safety issues/concerns you may have and/or identify immediately to the Instructor and/or Director.

## **SAFETY REGULATIONS**

The following rules and regulations will be strictly enforced during your training. Any infraction may result in disciplinary action. Repeated breaking of these rules may result in being permanently expelled. This information is also included in the new student enrollment packet.

- Safety Glasses - are to be worn at **all times**.
- Eye Protection - Face shield must be worn whenever using a grinder. Goggles are to be worn when using an acetylene torch, when you are oxy-fuel welding, and whenever you are directed by your Instructor.

- Protective clothing is very important. Wear heavy duty clothing, preferably wool or cotton because wool is not as easily ignited. High all-leather boots with steel toes are also recommended.
- Jewelry may not be worn on the shop floor. Jewelry includes rings, earrings, bracelets, necklaces. If it is questionable as to whether an item is to be considered jewelry, the judgment of the Instructor will prevail.
- Familiarize yourself with the locations of the fire extinguishers. In case of fire, pull out the ring, squeeze the handle, and point hose at base of flames. The Altronics Security Systems alarm will sound automatically and students must evacuate the building.
- **Never** point the acetylene torch at anyone or leave a torch lit unattended. When you are finished burning or welding make sure that the torch is shut off and placed back on the holder.
- Do not throw your electrode holder around. This could result in a short circuit. If you notice a flaw in any of the hoses or leads or your machine is functioning improperly, **stop immediately** and notify the Instructor.
- Always be conscious of the people around you. **Never** strike an arc near a person who is not protected by a helmet, this could result in a serious eye injury.
- Only operate electric saws, lathes, and automatic cutting torches when an Instructor is directly supervising.
- Cleanliness is very important. Always make sure your area is swept and clean, and help take care of the restrooms.
- Pick up tools and material from the floor. Someone might trip and get hurt. **DO NOT** throw your rod stubs on the floor.
- Be Cautious! **Never** pick up any piece of metal bare handed. It may be HOT!

## **EVACUATION/EMERGENCY EXIT POLICY**

Emergency events that threaten the welfare, safety, or health may be dealt with in such a way as to minimize the likelihood of injury or loss of life. Exit doors are clearly marked and emergency pathways are posted in interior rooms throughout the school. It should be noted that all buildings are equipped with fire extinguishers, emergency lighting, and lighted EXIT signs, as required by law. Upon audible and/or visible emergency notification, e.g. smoke alarm, all students, faculty, staff, and visitors must proceed immediately to the nearest emergency exit and follow the instruction of emergency monitors. When exiting your classroom or welding station, take only wallets, or handbags; all doors should be closed not locked. When descending stairs, use the handrail and stay on the right-hand side to allow passage on the left side for emergency personnel. Proceed cautiously to the designated relocation area unless instructed otherwise. (The following are designated areas for relocation: the closer of the Main parking lot or Rear parking lot.) Do not panic. Once you reach your designated relocation area, remain there for further instructions or the "All Clear" command is given. No one should under any circumstance return to the buildings unless directed by school officials.

## **FIRE SAFETY/EXTINGUISHER LOCATION MAP**

Every student is responsible for recognizing potential fire dangers and taking an active role in preventing fires. Students are required to observe all OSHA safety requirements and regulations. Flammable materials are to be stored in covered metal containers. Students must not block any fire doors, fire exits, fire extinguishers, windows, or doorways. Review the fire escape routes posted in each work area.

## **STUDENT CODE OF CONDUCT**

This policy applies to all students attending Welder Training and Testing Institute. Our students are being prepared for a workplace environment, and for this reason they are expected to conduct themselves in a professional and responsible manner. Visitors, guests, and employers frequently spend time on our campus and students' behavior is a reflection on the school.

Students are expected to demonstrate the following:

1. Observe all safety rules.
2. A desire to learn and develop their skills
3. Preparation for class
4. Attendance and punctuality for each class
5. Classroom participation
6. A courteous, respectful, and non-judgmental attitude towards staff and other students



7. The desire to take responsibility for their own values, attitudes, interpersonal relationships, and academic performance.

Students are expected to refrain from the following:

1. A student shall not disregard or refuse to obey directions or instructions given by school personnel during any period of time when the student is properly under the authority of school personnel.
2. A student shall not by use of violence, force, coercion, threat, harassment, unnecessary noise or talking or other behavior deemed undesirable, cause disruption or obstruction to the educational process.
3. Welder Training and Testing Institute is a smoke-free, vape-free, tobacco-free campus
4. Theft
5. Possession or consumption of weapons or any item which can be construed as a weapon or destructive device.
6. Possession or consumption of alcohol, illegal drugs, or counterfeit controlled substances
7. Inappropriate dress
8. Frightening, degrading, lewd, or disgraceful acts or language (profanity)
9. Harassment of any type
10. Cheating on any quizzes, tests, or other assessments
11. Falsification of any documents used in the enrollment or financial aid processes.

Violation of the Student Code of Conduct will result in temporary removal, written reprimand, and/or dismissal from the program.

## **DRESS CODE**

Appropriate personal hygiene is expected at all times.

Students will not wear shorts, spandex type clothing, or miniskirts. Lower garments are to be worn at waist level at all times. Clothing shall be in good repair with no cuffs, tears, frayed ends or uncovered pockets.

Upper body articles of clothing should cover the body from shoulders to waist; shirts exposing the midriff at any time will not be acceptable. The armholes should not expose more than the underarm area. (Tank tops and spaghetti straps are not allowed). Clothing that bears statements, slogans, images, or insignia that are indecent, obscene, profane, lewd, or vulgar is not permitted.

Clothing that bears statements, slogans, images, or insignia that harass, threaten, intimidate, de-mean, discriminate or suggests violence, and that creates a reasonable risk of substantial interference of the educational process, is not permitted. Clothing that bears statements, slogans, images or insignia advertising, promoting, or depicting alcoholic beverages, tobacco products, or illegal drugs, and that creates a reasonable risk of substantial interference of the educational process, is not permitted.

It is not recommended to wear rings, watches, etc. during training. Metal is conductive and may result in burns or electrical shock. Piercings, for these reasons are not permitted.

Heavy chains, studded bracelets, dog collars, and other articles which may be judged to be potentially harmful to the students and/or could be used as a weapon will not be permitted.

Students must wear shoes to school that are safe and appropriate.

Hair shall be cut to a length that your protective equipment provides the degree of safety required or other provisions shall be made to protect hair.

## **NO SMOKING POLICY**

WTTI is a smoke free facility. The designated smoking area is inside the pavilion located in the main parking lot. Smoking or chewing tobacco inside the school is prohibited. Butane lighters are also prohibited inside the school.

## **CELL PHONES**

Cell phone usage is prohibited during class and shop time and in the computer lab. Students may use cell phones during break time.

## **INTERNET USAGE POLICY**

Internet access is a honor, not a right. If a student violates any of the acceptable use conditions outlined below, he/she will be terminated and future access will be denied. Some violations may also constitute a criminal offense and result in legal action. Welder Training and Testing Institute reserves the right to block any sites that are not educationally oriented.

The following uses of school-proved internet access is not permitted:

- To violate any federal, state, or local statute.
- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material
- To transmit obscene, abusive, sexually explicit or threatening language.
- To access another individual's material, information, or files.

## **SOCIAL MEDIA POLICY**

Social media includes, but is not limited to, blogs, podcasts, discussion forums, video sharing, and social networks such as Instagram, Twitter, Snapchat, and Facebook. Students shall not post any material that is obscene, defamatory, profane, slanderous, threatening, harassing, abusive, inappropriate, confidential, or embarrassing to Welder Training and Testing Institute, its students, faculty and staff, visitors, or vendors. Students who engage in inappropriate social media will be subject to disciplinary actions up to, and including termination and legal recourse.

## **CAMPUS PARKING POLICY**

Students must obey all traffic laws, and operate their vehicles in a safe manner at all times while on Welder Training and Testing Institute's property. Operating vehicles in an unsafe manner may result in the revocation of parking privileges and /or possible criminal complaints. Campus speed limit is 5 miles per hour in all parking areas

All motor vehicles must be parked within ONE marked stall (within the marked lines). All motorcycles, mopeds, motorized bicycles and scooters must park in areas designated for motorcycles

Spaces for handicapped drivers are available in all campus lots. Vehicles using these spaces must display a valid DMV placard or temporary permit.

Overnight parking is prohibited unless previously authorized by Welder Training and Testing Institute personnel.

## **COPY RIGHT POLICY**

Any unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities. The Higher Education Opportunity Act (HEOA) was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended (the HEA). The HEOA requires educational institutions to implement plans of action in order to deter and combat unauthorized distribution of copyrighted materials. Institutions are to also create policies directly targeting Peer-to-Peer (P2P) file sharing which include disciplinary actions.

Institutions that are required to adhere to the PPA (Program Participation Agreement) must certify to the U.S. Department of Education that policies have been created and are in place to deter copyright violation. The PPA governs institution participation in Title IV and violations of the PPA may result in administrative actions by the Department of Education, including limitation, suspension, or termination of participation in Title IV.

The punishment for such violations shall be as follows:

- First Offense: oral warning
- Second Offense: possible termination

If the student does not believe that he or she has committed the alleged violations, he or she may request an administrative hearing on the matter with the School Director. The student must request a hearing within 5 days of being notified of the violations. The hearing will be held before the committee.

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

A grievance shall be defined as a dispute or complaint arising between the student and the school. A grievance shall be processed, and disposed of, by the parties involved in the dispute agreeing to meet together. If the grievance has not been resolved to the satisfaction of the student, then the student may select two people to represent his/her position. The student, his/her two representatives, a school representative, and the School Director shall then meet to discuss the grievance. The School Director will chair the meeting.

If the grievance has not been resolved after a thirty (30) day period, then the matter will be referred to arbitration by either party. Written notification of the initiation of an arbitration process will be required of the party who calls for arbitration and written notification will be addressed to the President of the school. The President will serve as the arbitrator and the decision by the President shall be final, conclusive, and binding upon both parties. Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. 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 considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. 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 and Colleges (ACCSC)

2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
Call or visit online: (703)-247-4212, [www.accsc.org](http://www.accsc.org)

A copy of the Commission's Complaint Form is available at the school and maybe obtained by contacting Michael Wiswesser, Director.

## **SECTION V STUDENT SERVICES**

### **ADVISEMENT**

Students must receive academic, attendance, and/or financial aid advising from the school, as the school deems necessary in its discretion. A student with an academic or personal problem is urged to consult the School Administrator. Friendly help is available to students at all times from personnel who are genuinely interested in the progress of each individual.

Academic advising is designed to provide necessary tools and information to all students, allowing them to take responsibility for: developing educational and career plans compatible with their goals; meeting institutional requirements; and preparing for a life of change, challenge, and individual fulfillment.

### **PLACEMENT ASSISTANCE**

The objective of Welder Training and Testing Institute is to see its graduates working in their chosen field. Excellent relationships have been established with many major employers, both locally and across the country. Employment assistance is offered to all graduates who want to avail themselves to this service. Prior to graduation, a conscientious effort is made to match each student's capabilities with the most appropriate jobs available.

The staff has a strong interest in seeing each student gainfully employed after graduation. The school cannot, and does not, promise or guarantee employment to any student or graduate. The final responsibility for securing employment lies with the graduate.

Welder Training and Testing Institute 's PLACEMENT ASSISTANCE INCLUDES:

- Performing an "initial interview" during the student's first week of school to gather pertinent data for future placement.
- Visiting Theory Class and discussing industry's needs with students, including a general question and answer session.
- Assist in the preparation of resumes at the student's request.
- Interviewing each student during their last quarter of school and performing an "exit interview" to gather final data for placement after graduation.
- Furnishing names of prospective employers.
- Assist in arranging interviews for graduates.

### **HOUSING ASSISTANCE**

The school does not maintain dormitories. Students are responsible for securing their own housing. Upon request, the School Administrator can assist students who are seeking accommodations, including a list of rentals that are local to the school.

### **TRANSCRIPTS**

A transcript is an official documented record of the educational work of a student. The transcript lists grades received, enrollment date range, and school status of the student. Official transcripts are issued by the School Coordinator. Additional transcript requests may be made for the following reasons: submission to other institutions of higher education for the purpose of transfer of credits, and certification to an employer summarizing a student's enrollment and academic progress. Students/graduates must submit a request in writing to the Coordinator. The student/graduate may submit a letter of request that includes the following information: student's name, last four digits of their Social Security number, purpose of the transcript request, the name and address of the recipient, the student's signature, and the date.

Welder Training and Testing Institute cannot release transcripts on file from other institutions.

## **CONSTITUTION AND CITIZENSHIP DAY – SEPTEMBER 17TH**

Institutions must comply with the “Consolidated Appropriations Act, 2005.” The law states that “each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution.” The law requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

The National Archives has a Web site with a scan of the U.S. Constitution available online at:  
[http://www.archives.gov/national\\_archives\\_experience/charters/constitution.html](http://www.archives.gov/national_archives_experience/charters/constitution.html)

Please refer to the Student Bulletin Board for information on Constitution Day activities on/around September 17th.

## **VOTER REGISTRATION**

Schools must make a good faith effort to distribute voter registration forms to their students. Students are notified where they may obtain copies of the form.

Pennsylvania Voter Registration forms are available online at:  
[https://www.pavoterservices.state.pa.us/documents/voterapplication\\_english.pdf](https://www.pavoterservices.state.pa.us/documents/voterapplication_english.pdf)

Forms are available on the U.S. Election Assistance Commission's website at:  
[https://www.eac.gov/assets/1/Documents/Federal%20Voter%20Registration\\_1209\\_en9242012.pdf](https://www.eac.gov/assets/1/Documents/Federal%20Voter%20Registration_1209_en9242012.pdf)

## **FAMILY EDUCATIONAL RECORDS AND PRIVACY ACT (FERPA)**

Welder Training and Testing Institute's philosophy regarding student information is that students are adults and we generally will not share their academic and/or financial records (apart from directory information) with third parties, including parents without student consent. At the same time, we will share a student's education records where the student has given consent and in other cases permitted by federal law. The Family Education Rights and Privacy Act of 1974 (FERPA) protects the privacy of student education records and generally limits access to the information contained in those records by third parties. FERPA provides for situations in which the School may, at its discretion, and sometimes must, disclose information without a student's consent. For example, we may disclose education records to a parent without student consent if the student is listed as a financial dependent on the parent's federal tax submission (financial aid applicants) when we determine that such disclosure is merited.

You may choose to grant Welder Training and Testing Institute the right to disclose records to certain individuals in accordance with FERPA by filling out and signing a consent form.

You have the right to revoke the permissions granted here at any time by submitting your written revocation to the office maintaining this consent form. Such revocation will not affect disclosures made by the school relying on your consent prior to receipt of such notice of revocation.

## **SECTION VI STUDENT FINANCIAL AID INFORMATION**

Our Financial Aid Department helps to find ways to afford a quality education. Statistics show that persons who receive training beyond high school make one of the best investments that can be made in terms of lifetime income. The first step is to explore the education offered at Welder Training and Testing Institute.

Basic general questions about financial aid can be answered during the required personal interview. More specific or technical questions require a scheduled appointment with our Financial Aid Administrator.

When all of the requested documentation has been completed and processed, the Institute will determine the amount of assistance available to the student.

Need is determined by an assessment of the student's/spouse's/parent's income and assets. The Expected Family Contribution (EFC) is determined through the Federal Needs Analysis System. Welder Training and Testing Institute then utilizes the following Department of Education formula to determine loan eligibility:

Cost of Attendance – Expected Family Contribution = Need

The Office of Student Financial Aid provides financial assistance to students who, without such help, would be unable to attend Welder Training and Testing Institute. The Office of Student Financial Aid processes financial aid applications, determines eligibility for, and awards need-based financial assistance in compliance with federal regulations and institutional policies. Need-based financial assistance consists of grants, scholarships, and loans.

Financial aid is available to eligible students through federal grants, state and local scholarships, and student loans. The financial aid programs utilized at Welder Training and Testing Institute exist to help students finance their educational preparation for employment in welding. Welder Training and Testing Institute provides financial aid through the programs outlined in this handbook and offers access to federally-funded student aid programs to eligible students regardless of race, national or ethnic origin, age, sex, handicap, or denominational affiliation.

### **FINANCIAL AID ELIGIBILITY REQUIREMENTS**

Basic eligibility requirements for federal student aid are that applicants must:

- Be a U.S. citizen or eligible non-citizen
- Demonstrate financial need for certain programs
- Have a HS Diploma/Transcript or GED
- Not be in default on a federal student loan or owe a repayment on a federal grant
- Maintain Satisfactory Academic Progress
- Be registered with Selective Service, if required
- Have a valid Social Security Number
- Be working towards a degree, diploma, or certificate in an eligible program

### **FUNDS DISBURSEMENT**

All financial aid funds are disbursed by the Front Office and students are given receipts for all monies applied to their tuition account. Normally, one-half of each financial aid award is disbursed after 30 days of the student's training and the second half after successful completion of half the program. Refunds will be distributed after each disbursement and only if a credit balance exists after all fees and tuition have been paid on account until the next distribution.

Any funds that are reimbursed to the student or parent for living expenses will be disbursed Friday of each week at the end of the students scheduled session; the student **MUST** be present during their scheduled session to receive their living expense check. Any funds posted after checks are run for the week will be disbursed the following week. The student must maintain satisfactory progress.

Welder Training and Testing Institute participates in a number of financial aid programs. These programs include grants, loans, scholarships, and specialized funding. Funds originate from the federal government, various state governments, local governments, and other sources. Students at our institution have received funding from many programs; the most common are listed below:

Federal Programs:

- Direct Loan (Repayment Required)
- Federal Pell Grant - (No Repayment Required)
- Federal Supplemental Educational Opportunity Grant- (No Repayment Required)
- Federal PLUS Loan - (Repayment Required)
- Chaffee
- PA -TIP
- Veterans Benefits - (No Repayment Required)

State Programs:

- Trade Assistance Act Benefits - (TAA) (No Repayment Required)
- Office of Vocational Rehabilitation - (OVR) (No Repayment Required)

Institutional and Other Programs:

- Tuition Payment Plan - (Repayment Required)
- Workforce Investment Act - (No Repayment Required)
- Career Link (No Repayment Required)

## **FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS**

A student with a conviction under any federal or state law for any drug offense during a period of enrollment for which the student is receiving Title IV, HEA program funds that involves the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance. Students wishing to regain eligibility must request in writing and provide documentation of the correction of the drug offense i.e. time served, successful completion of rehabilitation or counseling program. The appeal for re-enrollment and reinstatement of eligibility for financial aid must meet the provision of HEA Sec. 484(r)(2); (20 U.S.C. 1091)(r)(2)). Details of this provision may be obtained in the Financial Aid Office.

## **NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)**

The National Student Loan Data System, or NSLDS, is the U.S. Department of Education's central database for federal student financial aid records. The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for federal student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of Ed programs.

## **HOW CURRENT IS THIS INFORMATION?**

Grant information is reported to NSLDS daily. New loans are reported to NSLDS within 30 days of receipt of funds. If a student has been making payments on a prior loan, the outstanding principal balance listed by NSLDS may be as much as 120 days old. A student can contact the loan servicer for more up-to-date balance information. Visit [www.NSLDS.ed.gov](http://www.NSLDS.ed.gov) for information regarding federal student loans, including your servicer(s).

To ensure that NSLDS records remain accurate, the Financial Aid Office confirms the status of a student in NSLDS when a change in enrollment status takes place. This is done using the Registrar's Student Status Report. The NSLDS site summarizes federal financial aid disbursed to a student. Details of student loan information are contained in the published catalog and or may be obtained in the Student Financial Aid

Department. Disclosures about the NSLDS and entrance counseling are also available in the Student Financial Aid Department.

To print your financial aid history:

- Open [www.nsls.ed.gov](http://www.nsls.ed.gov)
- Click on Financial Aid Review
- Click Accept
- Enter your personal information. *YOU WILL NEED YOUR FAFSA PIN.*
- Click Submit
- Print

## **GRANTS**

Grants are money awards that do not have to be repaid and are given to students based specifically on financial need.

The Federal Pell Grant Program provides federal grants to students who demonstrate calculated financial need.

### **PELL GRANT**

Pell Grants are awards to help students who need money to pay for their education or training after high school. Any undergraduate student may apply who does not already have a Bachelor's degree. He/she must have a high school diploma, G.E.D, or equivalent. The Pell Grant Program is the largest Federal Student Aid Program. A Pell Grant is not a loan, so you do not have to pay it back.

For the 2017-2018 award year (July 1, 2017 to June 30, 2018), the maximum Federal Pell Grant award is \$5920.00. The amount of the grant that you actually receive depends on several conditions, including: the length of the course, whether you are a full or part-time student, and finally the cost of the education at your school.

Your Grant will be credited to your individual account. Welder Training and Testing Institute will tell you in writing how and when you will be paid and how much your award will be. Pell Grants are paid at least twice within your school time at Welder Training and Testing Institute.

You can apply for a Federal Pell Grant by filling out the Free Application For Federal Student Aid (FAFSA), which can be filled out at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### **SEOG (SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT)**

An SEOG Grant is an award that helps you to pay for your education or training after high school. Any undergraduate student may apply who does not already have a Bachelor's degree. He/she must be enrolled in an eligible program at an approved institution. He/she must have a high school diploma, G.E.D., or equivalent.

SEOG Grants are based on several circumstances including: your individual need, the availability of SEOG funds at your school, and the amount of other aid you are receiving.

Your Grant will be credited to your individual account. Welder Training and Testing Institute will tell you in writing how and when you will be paid and how much your award will be. The average award amount varies and is dependent upon the amount of funds the school receives from the Department of Education. SEOG grants over \$500 must be disbursed in two payments. One in the beginning of the course and one after you have completed ½ the hours in your course.

A financial aid application is available at the Front Office. SEOG awards are paid on a first come, first serve basis. Therefore, it is important to apply as early as possible.



## **FEDERAL DIRECT STAFFORD LOANS**

Federal Direct Stafford Loans are available to students who complete a FAFSA for the academic year and are attending school at least half time. The U.S. Department of Education is the lender, and students receive the loan money through the school. Eligible students may receive Direct Subsidized Stafford Loan, a Direct Unsubsidized Stafford Loan, or both for the same academic year, as well as a Direct Plus loan.

## **FEDERAL DIRECT SUBSIDIZED LOAN**

The Federal Direct Subsidized Stafford loan is awarded to undergraduate students who demonstrate financial need. Any undergraduate student may apply who does not already have a Bachelor's degree. He/she must be enrolled in an eligible program at an approved institution. He/she must have a high school diploma or G.E.D. The school must determine whether you are eligible for a Pell Grant before you can receive a subsidized Stafford Loan. Because the U.S. Department of Education subsidizes the interest, borrowers are not charged interest while they are enrolled in school at least halftime and during grace and deferment periods. The interest rate for a subsidized Stafford Loan is a variable rate that shall not exceed 8.50 percent. The interest rate is adjusted on July 1<sup>st</sup> of each year.

Welder Training and Testing Institute is a first year program, and as such, you may borrow up to \$3500 for the 900 hr. course and up to \$2397 for the 740 hr. course in 2017-2018. Additional loan money can be borrowed under the unsubsidized loan program. If the lender agrees to make the loan and the Guarantee Agency and Welder Training and Testing Institute approves it, the lender will send the funds electronically. The funds will be credited directly to the student's account.

The law requires that a student must have a need for the amount borrowed under this program. A student's need is determined by the Federal Needs Analysis System in order to determine loan eligibility. Need is the difference between your cost of education and the amount you and your family can afford to pay as determined by a standard formula and any other aid you are receiving.

Loan repayments begin 6 months after you graduate, leave school, or drop below half-time status. The lender generally must allow you at least 5 years to repay the loan and may allow up to 10 years. The amount of your payment depends on the size of your debt. You should ask your lender what your monthly payments would be before you take out the loan.

If you do not pay back your loan, you may go into default status. This is the failure to repay a student loan according to the terms agreed to when you signed a promissory note. If you default on a student loan, it may affect your future credit rating and you will not be able to receive additional Federal Aid if you decide to return to school. Also, you may be liable for expenses incurred in collecting the loan. Finally, the Internal Revenue Service may withhold your income tax return so that your loan will be repaid.

There is a charge for taking a Stafford Loan, which will be deducted from the loan check. The money is used to help reduce the Federal Government's cost of subsidizing these low interest loans. The Guarantee Agency in your state may also charge you an insurance premium of up to 3% if the loan principle. This premium is deducted directly from the loan check.

## **FEDERAL DIRECT UNSUBSIDIZED LOAN**

If a student does not qualify for the fully subsidized Stafford Loan, then the student may borrow the difference in an unsubsidized Stafford loan. The Federal Direct Unsubsidized loan is awarded to students regardless of financial need. In addition, if a student is independent, or their Parent Plus Loan has been denied, then the student may borrow up to an additional \$6,000 in unsubsidized Stafford Loans. The maximum amount a first time borrower can borrow is \$5500.

A dependent student can also borrow an additional unsubsidized loan of \$2,000 (this is exclusive of dependent students whose parents are not eligible to borrow a plus loan).

The unsubsidized Stafford Loan is very similar to the Subsidized Stafford Loan; it has the same interest rate, except that the borrower must pay the interest on this loan. Borrowers are responsible for paying the interest

that accrues during any period. Interest payments should be made, if possible, as the interest is added to the unpaid principal amount of the loan. A 3% guaranty fee may be deducted from the loan check. Borrowers can contact the Direct Loan Serving Center directly to ask about interest payments. The interest rate of the Federal Direct Unsubsidized Stafford Loan first disbursed between July 1, 2017 and June 30, 2018.

The Unsubsidized Stafford Loan is offered to those students who do not qualify for a Stafford Loan because the student's need is 0. Need is the difference between cost of education and the amount you and your family can afford to pay as determined by a standard formula and any other aid you are receiving. Money will be electronically transferred into the students account.

If the student has filed for a Subsidized Stafford Loan, then there is no need to file another application for an Unsubsidized Stafford Loan; it is automatically offered to the student when the student is ineligible for a Subsidized Stafford Loan according to the Federal Needs Analysis System.

A student has a 6-month grace period after graduation, withdrawal, or termination of enrollment, to begin repaying on the principal. However, payments of interest begin while the student is enrolled in school. Interest payments are to be paid quarterly while the student is enrolled in school and also during the grace period after you graduate, leave school, or drop below half-time status.

\*\*\*Stafford Loans may be, under certain very specific conditions, postponed for repayment or cancelled. Please contact Welder Training and Testing Institute, the lender, or the Guarantee Agency for more information pertaining to these requirements.\*\*\*

## **STAFFORD LOAN LIMITS**

Stafford loan eligibility depends upon a student's year in school. Borrowers can visit the Department of Education Stafford loan website, to determine their annual and aggregate loan limits for Stafford loans.

## **FEDERAL DIRECT PLUS LOAN**

The Federal Direct PLUS Loan is a loan offered to parents of dependent undergraduate children who are enrolled at least halftime. The PLUS Loan is a variable interest loan that provides additional funds for educational expenses. PLUS Loans are for parent to borrow for a son/daughter who is enrolled in a post-secondary educational program in lieu of their Family Contribution. Parents must have a good credit rating and be financially able to repay the loan. The PLUS Loan funds are electronically deposited into the students account.

The parent borrower is responsible for the interest that accrues immediately upon the PLUS Loan disbursement. Interest may be paid quarterly while the borrower is enrolled at least halftime. The parent borrower may also elect to defer all interest payments until completion of the student's degree program. If this option is chosen, interest will be capitalized and added to the principal at the time of repayment. The interest rate for PLUS loans first disbursed on or after July 1, 2017, is a fixed 7.90%.

The PLUS Loan enables parents to borrow up to the cost of attendance for the school for the child who is enrolled as a dependant student and is attending at least half time. Total financial aid may not exceed the student's cost of education. These amounts are in addition to the Stafford limits.

The PLUS Loan application is also available [www.studentloans.gov](http://www.studentloans.gov). These loans are subject to bank approval. Approval is based on the borrower's ability to repay and past credit history.

The Guarantee Agency in your state may charge you an insurance premium of up to 3% of the loan principal. The premium must be deducted directly from the loan check. There is no origination fee for these loans.

Repayment for the PLUS Loan is required to begin 60 days from disbursement.

\*\*\*PLUS Loans may be, under certain very specific conditions, postponed for repayment or cancelled. Please contact Welder Training and Testing Institute, the lender, or the State Guarantee Agency for more information pertaining to these requirements.\*\*\*

## **ENTRANCE AND EXIT COUNSELING**

Entrance Counseling and Exit Counseling are especially important for students and are required for those taking out Federal Student Loans. More information can be obtained by National Student Loan Data System website. [www.NSLDS.gov](http://www.NSLDS.gov)

### **Complete Entrance Counseling:**

The goal of entrance counseling is to help you understand what it means to take out a federal student loan. During the entrance counseling, you will learn about what Direct Loan is and how the loan process works, managing your education expenses, other financial resources to consider to help pay for your education and your rights and responsibilities as a borrower.

You must complete entrance counseling before your school can make the first disbursement of your loan.

Department of Education website. [www.studentloans.ed.gov](http://www.studentloans.ed.gov)

### **Complete Exit Counseling:**

Federal Regulations require student borrowers of a Subsidized, Unsubsidized or PLUS Loan(s) under the Direct Loan Program to participate in exit counseling whenever they leave school. Exit counseling provides important information to prepare you to repay your federal student loan(s).

Department of Education website. [www.studentloans.ed.gov](http://www.studentloans.ed.gov)

## **DEFINING THE INDEPENDENT STUDENT STATUS**

For financial aid purposes, an independent student is one who can answer, "Yes" to one of the following statements:

1. Where you born before January 1, 1993?
2. At the beginning of the 2017-2018 school year, will you be working on a master's or doctorate program?
3. As of today, are you married? (Answer "yes" if you are separated but not divorced.)
4. Do you have children who receive more than half of the support from you?
5. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2018?
6. Are both of your parents deceased, or are you or were you (until age 18) a ward/dependent of the court?
7. Are you a veteran of the U.S. Armed Forces?

## **DEPENDENCY OVERRIDE**

A dependency override may occur when a student has an unusual circumstance. Dependency Overrides are done on a case-by-case evaluation. If you think you may qualify for a dependency override more information can be obtained from the Financial Aid Office. Proper documentation must be submitted before an evaluation will be conducted.

Conditions that do NOT qualify as "unusual circumstances" either individually or in combination:

Parents refuse to contribute, Parents are unwilling to provide information, Parents do not claim the student as an income tax dependent, and/or Student demonstrates total self-sufficiency.

## **PROFESSIONAL JUDGMENT**

Welder Training and Testing Institute may exercise professional judgment on a case-by-case evaluation. If a student would like to be re-evaluated for their financial aid eligibility due to a special circumstance, they must provide the appropriate documentation for their situation. This would be determined after sitting down with a Financial Aid Administrator. If you have new or additional information regarding your family's financial circumstances, you should submit it in writing along with supporting documentation. For example, if loss of

employment occurs, a letter from the employer would be helpful along with the last paycheck stub. Further information can be obtained from the Financial Aid Office.

## **VERIFICATION OF STUDENT'S APPLICATIONS FOR FINANCIAL AID**

Either the Federal Central Processing System (CPS) or the School can select applications for verification. After filling your FAFSA Application, it is sent to the CPS, which will determine your Estimated Family Contribution (EFC).

If an asterisk (\*) appears next to the EFC, this means that the CPS selected your application for verification. You should expect that the School will need you to provide the Financial Aid Office with copies of certain financial documents. You will also be required to fill out a Verification Worksheet and attach the appropriate tax returns or acceptable alternative documents. If a student's application is selected for verification, the student must complete the verification process by applicable deadline or forfeit Federal Student Aid (FSA) eligibility. The School maintains the authority to withhold disbursement of any FSA Funds until the student completes the required verification.

Items that require verification with documentation are:

1. Household size
2. Number in college
3. Adjusted Gross Income (AGI)
4. U.S. Taxes paid
5. Certain types of untaxed income and benefits such as: Social Security Benefits, Child Support, IRA/Keogh Deductions, Foreign Income Exclusions, Earned Income Credit, Interest on Tax-free Bonds

If the verification process shows that all of the student's information is correct, and there are no outstanding issues or conflicting information, the student will be awarded aid and disbursed aid for which he/she is eligible. If the verification process revealed errors or inconsistencies, the student may have to make corrections or update information.

Errors can occur if the student submits the wrong information or because the information changed since originally reported. In general, the school must have correct data before it can pay the student. In some cases, this means that the student must submit corrections for reprocessing, electronically.

A Financial Aid Applicant must complete the process within deadlines published in the *Federal Register*. As of this writing, the deadline notice for 2017-2018 has not been published; however, we expect the deadline to be the following:

- FAFSA Applications will be accepted until May 1, 2018.
- For students who are selected for verification, the School must have verification documents and a valid output document no later than 120 days after the last day of enrollment.

The verification process is complete when a student has submitted and/or corrected any errors or has shown that the information originally submitted is correct.

## **CRITERIA FOR DETERMINING THE AMOUNT OF AWARD:**

As mentioned earlier, financial aid is awarded to bridge the gap or add to the amount you and your family are reasonably able to contribute towards your educational expenses. The Federal Government refers to this procedure as "need analysis" and each year approves an objective formula to consider each family's financial strength.

In order to perform this evaluation, it is necessary to request the size of your family, the number of persons attending post-secondary educational institutions, and any unusual circumstances or expenses, which you face. From this independent, objective, nationally recognized method of analysis, a family contribution is calculated.

Financial need of the student is determined by subtracting the family contribution from the estimated costs you will face. Below is the formula used to determine financial aid:

Student Budget – Family Contribution = Financial Need (Maximum Aid Eligibility)

## **STUDENT’S RIGHTS & RESPONSIBILITIES FOR RECEIVING FINANCIAL AID**

Before applying for financial aid, students should assess all of the costs of attending the school. As a recipient of Federal aid, you have certain rights you should exercise and certain responsibilities you must meet. Knowing what they are will place you in a better position to make knowledgeable decisions about your educational goals and how best to achieve these goals.

### ***Student’s Rights:***

- The names and organizations which accredit and authorize the school to operate
- You have the right to know what financial aid programs are available at your school.
- You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
- You have the right to know how financial aid will be distributed, how decisions on the distribution are made, and the basis for these decisions.
- You have a right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
- You have the right to know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need.
- You have the right to know how much of your financial needs, as determined by the institution, has been met.
- You have the right to request an explanation of the various programs in your student aid package.
- You have the right to know your school’s refund policy.
- You have the right to know what portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the pay back procedures, the length of time you have to repay the loan, and when repayment is to begin.
- You have the right to know how the school determines whether you are making satisfactory progress, and what happens if you are not.

### ***Student’s Responsibilities:***

- You must complete all application forms accurately and submit them on time to the right place. Errors can delay, and in some cases prevent you from receiving aid.
- You must provide correct information. In most instances, misreporting information on financial aid applications forms is a violation of law and may be considered a criminal offense, which would result in indictment under the U.S. Criminal Code.
- Notify your school of any information that has changed since you applied.

- You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
- You must accept responsibility for all agreements that you sign, including the enrollment agreement contract.
- You must be aware of and comply with the deadlines for application or re-application for aid.
- Accept/Decline subsequent disbursements of loan funds
- All schools must provide information to prospective students about the school's programs and performance expectations (detailed in Welder Training and Testing Institute school catalog). You should consider this information carefully before deciding to attend.

## HELPFUL DEFINITIONS

### Student Budget

The student's budget is designed to include all normal expenses, which a student may incur while enrolled in school. Factors included in the determination of a student's budget are tuition and fees, books and supplies, personal expenses, home maintenance and transportation. These factors are placed under the category of "living expenses" in the actual student budgets for the various courses at Welder Training and Testing Institute.

### Family Contribution

The expected family contribution towards education is derived from the interaction of family income, assets, the size of the family and any unusual circumstances. A student's parents bear primary responsibility for his education. Therefore, it is the parents' ability to pay, and not their willingness, which is examined. The only time that this responsibility is shifted from the parents is when the student is, in fact, a legitimate separate unit as defined by the Federal Government. A dependent student's family contribution consists of a contribution from his/her parents (as explained above), as well as a percentage of his/her own assets and benefits. An independent student's family contribution is a percentage of his/her own assets and benefits.

*Family Contribution = Parental Contribution + Student Contribution*

### Financial Need

The amount of money, which is required to meet the difference between the student's budget and the family contribution. The Department of Education uses the Federal Needs Analysis System to determine the amount of assistance that is available to a student. Need is determined by a standard formula that is revised and approved every year by congress to evaluate the student's/spouse's/parents' income and assets as reported in your application for financial aid. The formula produces a number called Expected Family Contribution (EFC). This formula is to determine your Aid Index.

### Loan Repayment Options

The Department of Education offers various different repayment options to students and parents for each loan. There are several repayment plans: standard, extended, graduated, income-based and income contingent. How much you pay and how long you take to repay your loans will vary depending on the repayment plan you choose/qualify for. Consolidation loans also have varying repayment plans. Use the links below to determine your repayment amounts under each of the different plans.

Department of Education Repayment Plans <https://studentaid.ed.gov/sa/repay-loans>

Department of Education repayment calculators <https://studentloans.gov/myDirectLoan/index.action>

## **STANDARD REFUND & FINANCIAL AID TITLE IV REFUND POLICY**

A full explanation of Welder Training and Testing Institute's refund policy can be found on page one (1) of the enrollment agreement contract, as well as, in the school catalog in the Section titled "School Policies & Student Guidelines."

## **FINANCIAL AID TITLE IV DISTRIBUTION OF OVERPAYMENT AND OVERAWARDS POLICY**

An Overaward is created when a student's aid package (detailed in his/her award letter) incorrectly indicates that he/she will receive an amount, which exceeds a student's need. This can happen if the student receives any financial aid not originally expected or if aid changes due to a recalculation based on incorrect information or verification. Since funds have not been disbursed yet, the School can typically correct this Overaward. If an award changes due to recalculations based on verification information submitted by a student, then he/she will be notified in writing and will be asked to sign a new, revised financial award letter. If the error reduces aid, then it is the student's responsibility to pay the adjusted balance owed the School once the Overaward is applied.

An overpayment occurs when the student actually receives funds than he/she was not eligible to receive. The school will try to reduce or eliminate the overpayment/Overaward; however, the student is liable to repay any funds that the student has received in error.

## **CREDIT BALANCES**

A credit balance occurs whenever your school credits Federal Student Aid (FSA) program funds to a student's account and the total amount of those FSA funds exceeds the student's allowable charges.

The school will disburse any FSA funds directly to the student within 14 days unless the student has requested in writing that the credit balance remain in their account for future charges, equipment, and testing.

## **STUDENT BUDGET & LOAN REPAYMENT SCHEDULES**

This information is available as handouts from the Financial Aid Office.

## **PRIVATE SCHOLARSHIPS**

For information pertaining to private scholarships, students are advised to contact their high school guidance counselors, in addition to local clubs, religious organizations, the public library, or the Financial Aid Administrator.

## SECTION VII CONSUMER INFORMATION

### Graduation and Employment Rates by Program of Study

ACCSC 2016-2017 reporting year

Combination Welding (Full Time- 7 months)

Program Start Date

	06/15	07/15	08/15	09/15	10/15	11/15	12/15	01/16	02/16	03/16	04/16	05/16	Total
Starts	0	0	0	0	0	0	0	0	0	0	0	1	1
Students Available for Graduation	0	0	0	0	0	0	0	0	0	0	0	1	1
Graduates	0	0	0	0	0	0	0	0	0	0	0	1	1
<b>Graduation Rate</b>	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	100%
Graduates – Available Employment	0	0	0	0	0	0	0	0	0	0	0	0	0
Graduates- Employed in Field	0	0	0	0	0	0	0	0	0	0	0	1	0
<b>Employment Rate</b>	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	100%

Combination Welding (Part Time- 14 months)

Program Start Date

	07/14	08/14	09/14	10/14	11/14	12/14	01/15	02/15	03/15	04/15	05/15	06/15	Total
Starts	1	0	1	1	0	0	1	0	0	0	0	0	4
Students Available for Graduation	1	0	1	1	0	0	1	0	0	0	0	0	4
Graduates	1	0	1	0	0	0	1	0	0	0	0	0	3
<b>Graduation Rate</b>	100%	0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	75%
Graduates – Available Employment	1	0	1	0	0	0	1	0	0	0	0	0	3
Graduates- Employed in Field	1	0	1	0	0	0	1	0	0	0	0	0	3
<b>Employment Rate</b>	100%	0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	100%

Welder Fitter (Full Time- 8 months)

Program Start Date

	04/15	05/15	06/15	07/15	08/15	09/15	10/15	11/15	12/15	01/16	02/16	03/16	Total
Starts	3	1	2	2	1	5	4	5	2	1	7	3	36
Students Available for Graduation	3	1	2	2	1	5	4	5	2	1	7	3	36
Graduates	3	1	2	1	1	5	4	4	2	0	6	2	31
<b>Graduation Rate</b>	100%	100%	100%	50%	100%	100%	100%	80%	100%	0%	86%	67%	86%
Graduates – Available Employment	3	1	2	1	1	5	4	4	2	0	6	2	31
Graduates- Employed in Field	3	1	2	1	1	5	4	4	2	0	4	2	29
<b>Employment Rate</b>	100%	100%	100%	100%	100%	100%	100%	100%	100%	0%	67%	100%	94%



	01/14	02/14	03/14	04/14	05/14	06/14	07/14	08/14	09/14	10/14	11/14	12/14	Total
Starts	2	1	1	0	1	2	2	1	3	1	1	2	17
Students Available for Graduation	2	1	1	0	1	2	2	1	3	1	1	2	17
Graduates	1	1	1	0	1	1	1	1	3	1	1	1	13
<b>Graduation Rate</b>	50%	100%	100%	0%	100%	50%	50%	100%	100%	100%	100%	50%	76%
Graduates – Available Employment	1	1	1	0	1	1	1	1	3	1	1	1	13
Graduates- Employed in Field	1	0	1	0	1	1	1	1	1	1	1	1	10
<b>Employment Rate</b>	100%	0%	100%	0%	100%	100%	100%	100%	33%	100%	100%	100%	77%

\*The reporting period used to complete the ACCSC Graduation and Employment Chart is determined by taking the program’s normal length of completion (including vacations and holidays rounded to the nearest whole number) in months multiplied by 150 percent and adding three (3) months for employment. From the Report Date of July 2016, ACCSC counts back the number of months (program length in months x 150% + 3 months) to establish the Ending Date of a reporting period. From the Ending Date, ACCSC counts back an additional twelve (12) months to determine the Beginning Date of the reporting period.

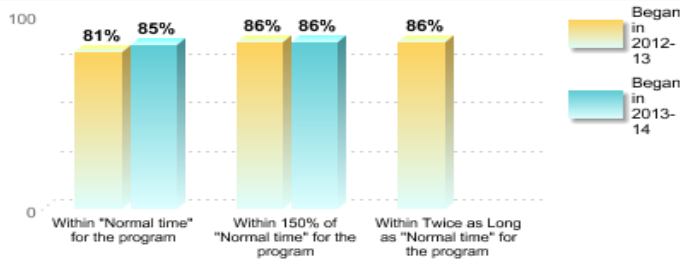
**GRADUATION, TRANSFER-OUT AND RETENTION RATES**

College Information as reported to the U.S. Department of Education may be accessed at the [College Navigator](http://nces.ed.gov/COLLEGENAVIGATOR/) site at <http://nces.ed.gov/COLLEGENAVIGATOR/>. The site has a large amount of statistical information about expenses, financial aid, enrollment, admissions, retention rates and much more. The site allows consumers to compare information from different colleges.

**GRADUATION RATES BY TIME TO COMPLETION**

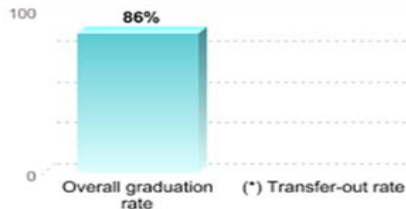
Graduation rates can be measured over different lengths of time. "Normal time" is the typical amount of time it takes full-time students to complete their program. For example, the "normal" amount of time for many associate's degree programs is 2 years. Not all students complete within the normal time, so graduation rates are measured by other lengths of time as well, including "150% of normal time" (e.g., 3 years for a 2-year program) and "200% of normal time," or twice as long as the normal time (e.g., 4 years for a 2-year program).

**GRADUATION RATES FOR STUDENTS WHO BEGAN THEIR PROGRAM IN 2012-13 OR 2013-14, BY TIME TO COMPLETION**



Percentage of Full-time, First-time Students Who Graduated in the Specified Amount of Time

**OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN 2012-13**



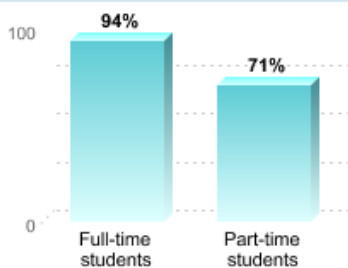
Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program

▪ (\*) Not all institutions report transfer-out rates.

### FIRST-TO-SECOND YEAR RETENTION RATES

Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall.

#### RETENTION RATES FOR FIRST-TIME STUDENTS



Percentage of Students Who Began Their Studies in Fall 2015 and Returned in Fall 2016

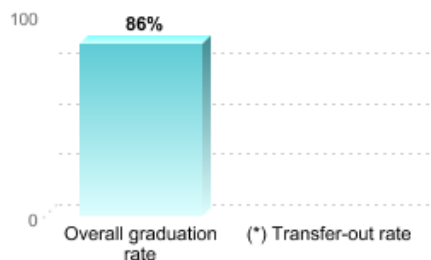
### OVERALL GRADUATION RATE AND TRANSFER-OUT RATE

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as **full-time, first-time degree- or certificate-seeking students** to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled.

Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

#### OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN 2013-14



Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program

- (\*) Not all institutions report transfer-out rates.

### THREE-YEAR OFFICIAL COHORT DEFAULT RATES

FISCAL YEAR	2013	2012	2011
Default rate	24.1%	16.0%	21.1%
Number in default	14	8	11
Number in repayment	58	50	52

- For further information on default rates please visit the [Cohort Default Rate Home Page](#). This school's six-digit OPE ID is 011622.

### AID PROGRAMS

- Federal Direct Loan (Direct Loan)

**SECTION VIII  
CAMPUS SECURITY ANNUAL REPORT**

# **Campus Security Annual Report**

In accordance with the Cleary Act – 34 CFR 668.46

## **Welder Training and Testing Institute**



**729 E. Highland Street  
Allentown, PA 18109  
October 1, 2017**

Management of the school will monitor the effectiveness of the policies included on an annual basis and make any necessary revisions at that time.

## **Purpose**

Welder Training and Testing Institute is dedicated to providing a safe environment for students, faculty, staff, and visitors. Part of that dedication involves providing information through our Annual Security Report (ASR) in accordance with the requirements outlined by *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act") and the *Higher Education Opportunity Act* ("HEOA"),

Numerous federal and state laws have been adopted dealing with student and employee safety. *The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* requires that specific policies, procedures, and information be provided to ensure the health and safety of persons concerned with campus life. The Annual Security Report (ASR) serves to inform Welder Training and Testing Institute's employees, students, prospective students, and prospective employees of the existence and enforcement of the safety and security policies.

Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus.

## **Notification of Annual Security Reporting**

The crime statistics are prepared by compiling the incident reports throughout the year and crime statistics within the geographic area, if successfully obtained from the local law enforcement agency. Welder Training and Testing Institute confirms that all incidents have been reported in accurately, in a timely manner, and that the school has made a good faith effort to collect relevant crime statistics from the local law enforcement agency. Since Welder Training and Testing Institute does not recognize, operate, nor sponsor any off-campus student organizations, Welder Training and Testing Institute does not monitor or record through local law enforcement agencies any crimes occurring at off-campus locations of any student organization.

Each year, a notice is posted on our student announcement board to all enrolled students and current employees that provides the website location to access the newly released report. Prospective students may access the report via the Welder Training and Testing Institute.com website or if preferred, a paper copy from the receptionist in the Front Office.

## **Equal Educational Opportunity**

Welder Training and Testing Institute declares and affirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in the provision of educational services to the public. The school will make all decisions regarding hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, color, creed, or religion, sex, national origin, age, disability, genetic information or other factors, which cannot lawfully be the basis for an employment decision.

Welder Training and Testing Institute reaffirms its policy of administering all of its educational programs and related supporting services and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, creed or religion, sex, national origin, age, disability or other characteristics which cannot lawfully be the basis for provision of such services.

Welder Training and Testing Institute adheres to the provisions of the following federal laws, in each case as they have been amended to date: (a) the Higher Education Act of 1965, (b) Section 504 of the Rehabilitation Act of 1973 and (c) the Family Educational Rights and Privacy Act of 1974. Inquiries concerning the application of these laws and their implementing regulations may be referred to the Director.

Applicants with disabilities should discuss individual needs with the admissions office prior to enrollment so that reasonable accommodations can be made, where appropriate.

## **Campus Law Enforcement**

### **Welder Training and Testing Institute does not employ campus police or security personnel of any kind.**

Though Welder Training and Testing Institute does not employ a campus police force or a private security company, administrative personnel or Campus Security Officials (CSO) are available during our normal business hours to assist you should the need arise. Designated CSO's include the School Director, Educational Director, School Administrator, and School Coordinator. Welder Training and Testing Institute personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at Welder Training and Testing Institute. Criminal incidents are referred to Allentown Police Department who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report crimes to campus personnel and the appropriate police agency. Welder Training and Testing Institute employees do not have the authority to arrest anyone.

## **Campus Security Officials**

The following individuals are designated as **Campus Security Officials (CSO)** at Welder Training and Testing Institute:

Director, Title IX Coordinator – Mike Wiswesser	(610) 437-9720 ext. 211
Educational Director – Patrick Dorris	(610) 437-9720 ext. 210
School Administrator– Jason Deiter	(610) 437-9720 ext. 214
School Coordinator – Emily Hoover	(610) 437-9720 ext. 220
Lead Instructor – Troy Heiser	(610) 437-9720 ext. 213

## **Off-campus contact numbers**

Emergency	911
Police Department (non-emergency)	(610) 437-7753
Fire Department (non-emergency)	(610) 437-7765

## **Reporting Crimes and Other Emergencies**

Welder Training and Testing Institute encourages anyone who is the victim or witness to any crime or emergency to promptly report the incident. For emergencies involving a crime in progress, a medical emergency, and/or fire, dial 911 immediately. All criminal activity and/or emergencies, including sexual assault, should be reported to the Director and/or Campus Security Officials. Depending on the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The School Director, in coordination with Campus Security Officials, report all crimes and emergencies to the appropriate police agencies, maintain a record of such crimes, and coordinate with local police agencies in obtaining relevant crime statistics for inclusion in the Annual Security Report. All reports will be investigated.

When reporting criminal activity or suspected activity to law enforcement and to CSO's, campus members should collect the following information:

- Description of what occurred
- Where it occurred
- When it occurred
- Any weapons involved
- Details regarding the suspect's appearance
- Details regarding where the suspect was last seen
- Other pertinent information.

The campus does not officially recognize any student organizations with off-campus locations and has no policies regarding the monitoring of such organizations.

The campus does not employ pastoral counselors or professional counselors.

## **Crime Prevention Measures**

While Welder Training and Testing Institute is crime free, it remains in the best interest of all to abide by reasonable security precautions. As in any public place, one should always keep an eye on personal belongings.

We encourage you to be aware of your surroundings and avoid taking unnecessary risks by following these practical personal protection measures:

- Mark personal items you bring on campus; including welding equipment, textbooks, calculators
- Report lost or stolen ID/access cards to the Front Office
- Lock your doors and keep valuables out of sight; leave items of high monetary value at home.
- Report all thefts, regardless of value.
- Be alert to and aware of your surroundings.
- If you do not recognize a person, or suspect suspicious activities/behavior, report to campus personnel.
- Be aware of the closest outside exit in the event of an emergency evacuation.
- Dial 9-1-1 anytime you feel unsafe or threatened.

## **Lost and Found**

The School does provide for a Lost and Found in the Front Office. If something of value is lost on school property, i.e. textbooks or other personal property, it should be reported to campus personnel. If you find something of value on the property, please bring the item (s) to the Front Office for safekeeping.

Welder Training and Testing Institute is not responsible for lost or stolen property.

## **Building Access**

All campus facilities are for the use of current students and employees only. All students and employees are required to carry his/her school-issued Identification Card at all times when on campus and to produce it when requested by a school official.

The campus has operating hours that range from 8:00 a.m. to 9:00 p.m., and all buildings are secured nightly prior to closing. Along with monitoring common areas of campus, cameras monitor access points on all buildings. Campus buildings are maintained by their respective building managers and are unlocked and locked daily by authorized personnel only. Security lighting around campus provides consistent illumination throughout the campus area.

Visitors, including prospective employees and students, vendors and others who visit Welder Training and Testing Institute facility must enter the building at the designated visitor entry door, sign a log upon entry and departure, and be issued to wear a temporary visitor badge while on the premises which must be returned when departing.

Currently enrolled students are required to enter and exit Welder Training and Testing Institute building(s) through designated student entrances using their school-issued Identification Card. Student and employees are not to allow others, including fellow students or faculty access to the facilities using another's identification card. Each student and employee should use their own assigned identification card to gain access.

A Receptionist oversees the lobby entrance during operating hours. No visitor or guest may tour Welder Training and Testing Institute without being accompanied by a Welder Training and Testing Institute employee. No visitor or guest may attend a class without prior permission from the Instructor or the Director.

During non-business hours and holidays, access to the facilities is by authorized personnel only.

## **FIRE AND EMERGENCY DRILLS**

Welder Training and Testing Institute will on occasion conduct fire and other emergency response in order to familiarize students and employees with fire and emergency procedures. Students are expected to recognize the need for fire and emergency drills and cooperate fully.

## **FIRE AND EMERGENCY RESPONSE**

Any staff discovering fire or smoke will activate the fire alarm, and report the fire to the School Director, or call 911 if conditions require. In case of a fire and/or other emergency, students, prospective students, employees, and prospective employees must follow the directions of Welder Training and Testing Institute officials.

Fire alarm stations are located throughout each campus building and can be activated in the event of a fire. All exits are clearly marked and students, prospective students, employees, and prospective employees will immediately evacuate the building using prescribed routes or alternate routes to the assembly areas.

The School Director will designate staff to obtain student roll from instructors and identify any missing students. No one may re-enter building(s) until it is declared safe by the fire department.

School team member responsibilities:

- Take the class roster and first-aid kit and any other supplies and lead students as quickly and quietly as possible out of the building to the designated assembly area.
- Confirm all students and personnel are out of the classroom, break room, bathrooms and shop; close the classroom, break room, bathroom and shop doors, and turn out the lights upon exiting.
- Take attendance at the assembly area. Report any missing students or staff members and/or any injuries to the School Director or the emergency response personnel at the scene.
- Keep students together and wait for further instructions.
- Remain in safe area until the "All Clear" signal has been issued.

## **EVACUATION**

Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder) and staff, students, and visitors can safely reach the evacuation location without danger. Preparation for building evacuation before an evacuation is necessary and requires becoming familiar with the location of all fire alarms, fire extinguishers, and emergency exits at the location.

The School Director will call or designate a CSO to immediately call public safety (911) (police, fire and emergency responders) to give notice the school has been evacuated. The School Director will communicate the need to evacuate the building to the occupants by activating the fire alarm or by verbal announcement. During an evacuation, exiting the building should be done quickly and safely. Congregate at a location that is a safe distance from the campus facility and await further instruction from Welder Training and Testing Institute personnel or local law enforcement.

School team member responsibilities:

- Instruct students and visitors to exit the building using the designated emergency exit routes or as directed by the School Director.
- Use a secondary route if the primary route is blocked or hazardous.
- Help those needing special assistance.
- Do not lock classroom, break room, and shop doors when leaving, close doors and turn off lights.
- Do not stop for student or staff belongings.
- Take class roster, phone lists, first-aid kit, and other emergency supplies with you. Check the bathrooms, hallways, and common areas for visitors, staff, or students while exiting.

- Go to designated evacuation assembly area (minimum of 50 feet from building is required in fire evacuation and 300 feet from building for bomb threat, chemical spill inside building, or other directed evacuations).
- When outside the building, check for injuries.
- Account for all students. Immediately report any missing or injured students to the Director or the emergency response personnel at the scene.
- Wait for additional instructions.

Upon request, Welder Training and Testing Institute staff in the Administration Department can provide a map of the campus facilities and identify emergency exits.

### **Timely Warnings / Emergency Information**

In the event of an emergency, or when a serious criminal incident arises, either on or off campus, that, in the judgment of the School Director suggests an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the most effective and efficient means available and may include means such as phone, e-mail, text, school buzzer, announcements or memos read in class, postings on the student announcement board, social networks and posted on Welder Training and Testing Institute’s website (Welder Training and Testing Institute.com). Anyone with information warranting a timely warning should immediately report the circumstances to the School Director.

Welder Training and Testing Institute recognizes the importance of providing information as soon as possible. Welder Training and Testing Institute will issue the timely warning alert as soon as applicable information is available, even if all information is not yet acquired. Timely warnings will be issued whenever the following criteria are met; (1) a Clery crime is committed on campus or on public property surrounding the campus; (2) the crime has been reported to a CSO or police; and (3) there is an ongoing threat to the physical safety of other members of the campus community because of this crime. If a non-Clery crime is committed and there is an ongoing threat to the campus community, the Director may issue a timely warning. Once a timely warning has been issued, updates will be provided as additional information becomes available through the aforementioned methods of communication.

The alert will include the following:

- Crime that triggered the warning
- What students and staff should do to protect themselves
- Any significant details unless providing the information would compromise law enforcement efforts
- How to contact the school with additional information

The following procedures are recommended:

- Identify students and staff that may need assistance in evacuating the premises.
- Identify the type of emergency, if possible, which will determine the evacuation process and the order of evacuation.
- Identify the location of the emergency. It is essential that students and staff avoid evacuating into the area involved in the emergency.
- Students and staff should proceed to designated meeting areas. Instructors should immediately take attendance to ensure everyone has evacuated the building and is accounted for.
- Instructors should immediately report any absence(s) of students not at the meeting point to the Director or emergency personnel at the scene
- Students should not be permitted to leave the meeting area without notifying their instructor of their intention to leave the premises.
- Reentry of the facility is not permitted unless approved by the Director after consultation with emergency personnel at the scene.



Warnings may be withheld if issuing one would compromise efforts to contain the emergency. Anyone with information warranting a timely warning should report the circumstances to the School Director by phone or in person.

Welder Training and Testing Institute may conclude upon review that a timely warning is not appropriate because the crime in question does not pose a serious or ongoing threat.

### **Alcohol and Drug Free Campus**

Welder Training and Testing Institute has been designated "Drug Free." Welder Training and Testing Institute states in the school catalog that alcohol and drugs will not be permitted and/or used in the school. Persons under the influence of alcohol or drugs are subject to immediate disciplinary action. All employees and students are forbidden to use, possess, transfer, or sell illegal drugs on campus premises. Regardless of one's age, alcohol may not be possessed or consumed on Welder Training and Testing Institute property. Violators will be subject to disciplinary action, including immediate discharge for employees and expulsion for students. Possession, use, manufacture, and distribution of illegal drugs are prohibited. Distribution and abuse of prescription medications are also prohibited, as well as driving under the influence of a drug that impairs driving. Welder Training and Testing Institute prohibits possession or use of drug paraphernalia.

Violators are subject to School disciplinary action, criminal prosecution, fine, and imprisonment. Alleged violations of the Institute's alcohol and drug policies may be reported by any member of the campus community. It is also a violation under Welder Training and Testing Institute's Drug Free School and Workplace Statement for anyone to consume or possess alcohol in any area of campus.

Students with alcohol- or drug-related problems may be referred to or seek assistance from the School Administrator.

### **Facts About Drugs**

#### **Alcohol**

May provide a feeling of confidence and being in control. Those likely to be addicted may have an enzyme deficiency that allows them a high rate of consumption without drunkenness, encouraging a belief that since one doesn't get obviously drunk, no harm is done. The tolerance is only on the surface. Liver, brain, heart, and stomach destruction goes on even without apparent symptoms. Over time, beer, wine, and wine coolers, as well as hard alcohol, often cause dependency and may be fatal.

#### **Marijuana**

Use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research shows that knowledge retention may be lower when information is given while the person is 'high.' Motivation and cognition are altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. The tar in marijuana smoke is a highly irritating carcinogenic. Long-term use may develop psychological dependence.

#### **Cocaine**

Chronic use can cause ulceration of the mucous membrane in the nose. Cocaine can produce psychological dependency, a feeling that the user cannot function without the drug.

Crack or free-base rock, a concentrated form of cocaine, is extremely potent. Its effects are felt within ten seconds of administration. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, and insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

## **Amphetamines and Other Stimulants**

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decrease appetite. In addition, users may perspire, experience headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

## **Narcotics (Including: Heroin, Methadone, Morphine, Opium, and Codeine)**

Tolerance to narcotics develops rapidly and dependence is likely. The use of unsterilized syringes may result in transmission of diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants.

An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death.

## **Depressants**

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in tolerance to the drug, leading the user to increase the quantity consumed.

Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can increase the effects of the drugs, thereby multiplying the risks.

When regular users stop taking depressant drugs, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

## **Hallucinogens**

Chronic users of PCP report persistent memory problems and speech difficulties. Mood disorders (depression, anxiety, and violent behavior) also occur. In later stages, chronic users often exhibit paranoid and violent behavior and experience hallucinations. Large doses of PCP may produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain.

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dizziness, weakness, tremor, nausea, and drowsiness.

Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after the use has ceased.

## **Designer Drugs**

Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be hundreds of times stronger than the drugs that they are designed to imitate.

## **Date Rape Drugs**

Also referred to as a predator drug, is any drug that is an incapacitating agent which, when administered to another person, incapacitates the person and renders them vulnerable to a drug facilitated sexual assault (DFSA), including rape. The most common types of DFSA are those in which a victim consumes a recreational drug such as alcohol administered underhandedly. The most common form of DFSA is alcohol related, with the victim in most cases consuming the alcohol voluntarily. Other date rape drugs include rohypnol, ketamine, and gamma-hydroxybutyrate (GHB).

## Drug and Alcohol Hotlines

Addiction Recovery Centers Allentown	610-255-7445
Alcohol Drug Abuse Rehab Allentown	484-652-8085
Alcohol Treatment Center 24 Hour Helpline	610-435-4450
Alcoholics Anonymous in the Lehigh Valley	610-882-0558
Lehigh County Drug & Alcohol Services	610-782-3555
Pennsylvania Department of Drug and Alcohol Program	800-662-4357
Al-Anon- World Service Office (Information Hotline)	800-344-2666
Al-Anon- World Service Office (Family Group Hotline)	757-563-1600
Center for Humanistic Change	610-443-1595
Confront	610-433-0148
Council on Alcohol and Drug Abuse Prevention and Treatment (CADA)	610-437-0801
Narcotics Anonymous	610-439-1998
New Directions Treatment Services	610-758-8011
Substance Abuse Helpline	610-709-6713
Substance Abuse and Mental Health Services Administration	800-273-4357
Treatment Services – National Hotline	610-628-0554
National Suicide Prevention Lifeline	800-273-8255
Poison Control Center	800-222-1222
Veterans Crisis Line	800-273-8255

## Sex Crimes Prevention Act

Student Right to Know Act states that schools must notify students on where they can obtain information in regards to sex offenders who must register with the state. This information can be obtained by logging on to the Pennsylvania State Police Website at <http://www.psp.pa.gov/Pages/default.aspx>. You can email the state police and they will send you the information you request electronically.

Information is also available at the following website locations:

US Department of Justice

<https://www.justice.gov/actioncenter/locate-prison-inmate-or-sex-offender>

Megan's Law

<https://www.pameganslaw.state.pa.us/>

## VIOLENCE AGAINST WOMEN ACT

The Violence Against Women's Act (VAWA) was reauthorized on March 7, 2013 and requires institutions of higher education to 1) increase transparency about the scope of sexual violence by reporting crime statistics, 2) guarantee victims' rights, 3) standardize proceedings to investigate such reported incidents, and 4) provide educational programming.

## Title IX Compliance

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal Financial Assistance. In compliance with the U.S. Department of Education statute, Title IX of the Education Amendments of 1972, Welder Training and Testing Institute, does not exclude from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance, on the basis of sex.

Welder Training and Testing Institute's Title IX Coordinator is responsible for the school's overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community. Questions regarding the application of Title IX and the schools' compliance with it should be directed to the Title IX Coordinator, whose contact information is available below.

**Michael Wiswesser**

**Title IX Coordinator**

(610) 437-9720 ext. 211

[mike@Welder Training and Testing Institute.com](mailto:mike@Welder Training and Testing Institute.com)

When the school receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination the Title IX Coordinator is notified. If the victim wishes to access local community agencies and/or law enforcement for support, the school will assist the victim in making these contacts. The Title IX Coordinator will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations and other assistance as may be appropriate.

When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair, and impartial process to be initiated, commencing with an investigation that may lead to the burden of sanctions. The Coordinator is ultimately responsible to assure in all cases that the behavior is brought to an end, the school acts to prevent its recurrence and the effects on the victim and the community are resolved. The Coordinator is also responsible to assure that training is conducted annually. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation, and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process to protect the safety of victims and to promote accountability for those who commit offenses.

The investigation and records of the resolution conducted by the school are maintained confidentially. Information is shared internally between administrators who need to know. Privacy of the records specific to the investigation are maintained in accordance with state law and the federal FERPA statute. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of victims or information that could easily lead to a victim's identification. Additionally, the school maintains privacy in relation to any accommodations or protective measures afforded to a victim.

### **Policies and Procedures for Addressing Sexual Misconduct and Gender Discrimination**

Welder Training and Testing Institute's Sexual Misconduct Policy governs sexual misconduct involving students that occurs on any school property with any school-sponsored program. This Policy applies to all students, employees, and third parties conducting business with the school, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion, or other protected status. The school encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately. Welder Training and Testing Institute will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

Welder Training and Testing Institute is committed to providing a working and educational environment for all students, and staff that is free from sex discrimination, including sexual misconduct. For offenses including sexual misconduct or other gender based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct and stalking, sanctions range from warnings through expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse will result in either expulsion, or termination of employment.

Welder Training and Testing Institute will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, correct, and if necessary, to discipline behavior that violates this policy.

Sexual misconduct crisis and counseling options are available locally and nationally through a number of agencies.

The School Title IX Coordinator will work with all students affected by sexual misconduct to ensure their safety and support their wellbeing. This assistance may include providing accommodations to support or protect a student after an incident of sexual misconduct and while an investigation or disciplinary proceeding is pending. Such accommodations may include the ability to alter class schedules, withdraw from, /retake a class without penalty, and access academic support (e.g., tutoring). Welder Training and Testing Institute may be able to

provide additional interim measures to victims while an investigation is pending, such as no contact orders and changing the alleged perpetrator's class schedule.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party is entitled to the same opportunities for a support person or advisor of their choice throughout the process. Once complete, the parties will be informed, in writing, of the outcome, including the finding, and the sanctions (if any). Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the school's appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

## **Hearing Procedures**

The rationale of a Hearing is to offer a forum for the complainant and the accused to present their case regarding the alleged violation of the Student Code of Conduct. The School Director serves as the Hearing Authority and will ultimately determine whether the alleged violation is proven.

The School Director or designee will begin the hearing by explaining the accused's rights and will pledge that fairness will be observed throughout the Hearing. Attendees of the hearing are limited to the School Director or designee, the complainant and the accused.

The complainant will be given the opportunity to state the main detail of the violation, providing evidence accompanied with statements by witnesses. After the complainant ends his/her presentation, the accused will have the opportunity to state his/her case. The School Director or designee may question both the complainant and accused.

After all evidence and testimony has been presented, the School Director will determine whether or not the allegation is necessary. If the accused is found not to be in violation, the case will be dismissed and the Code of Conduct Violation Form will be documented accordingly and the student will be provided with a copy.

If the accused is found to be in violation of the Student Code of Conduct, the School Director will dismiss the complainant and the accused, indicating that notification of the sanction will be conveyed to the student at a specified date and time in the office of the School Director.

As the Hearing Authority, the School Director or designee will consider the following when determining the sanction to be imposed:

- Statements from witnesses and evidence presented during the hearing
- Seriousness of the violation;
- Prior disciplinary record of the student;
- Academic/Attendance record

Upon reaching a decision, the School Director meets with the student at the set date and time to discuss the sanction and consequences of any repeat violation. The student is required to sign the Student Code of Conduct form and is provided a copy. At the same time, the student is notified of the outcome of the hearing, a copy of the updated Conduct Violation Form will be provided to the complainant. The School Director returns the hard copy of the Code of Conduct Violation Form to the student file.

## **Appeals**

The accused and/or complainant have the right to request an appeal by notifying the School Director of his/her intent to do so within three business days after delivery of the written notification of the sanction. Appeals may be filed for the following reasons:

- Unacceptable sanction; or
- New evidence that was not available at the time of the hearing has become available and is found to be significant enough to change the outcome of the hearing.

The Appeal Board should be comprised of the School Director, Director of Education, and three other members of the administrative staff of the institution. In the event that the complainant is a member of the Appeal Board, that individual will excuse him/herself from the decision-making process. The Appeal Board either meets in a closed session, within a reasonable period of time, and grants or denies the appeal by a majority vote. In the event that there is a tie, due to absence of a member of the Appeal Board, the School Director will determine the outcome. In the event that the School Director was the complainant, the Director of Education will determine the outcome. If the appeal is granted, the sanction may be changed.

The individual filing the appeal will be notified in writing, utilizing the Code of Conduct Violation Form, of the decision of the Appeal Board within a reasonable period of time. The notification will be emailed and/or sent through the U.S. Postal Service. A hard copy of the form will be placed in the student file.

## **Sanctions**

Enrollment into the institution signifies the student's agreement to comply with the Student Code of Conduct. Failure to comply with the Code of Conduct will result in appropriate disciplinary sanctions.

Disciplinary sanctions are described below.

### **Verbal Warning**

A verbal warning is an official conversation held between the School Director or the Director of Education, and the student, making the student aware of an occurrence of unacceptable behavior that is in violation of the Student Code of Conduct. A notation will be entered into Student Trak but documentation does not become part of the student's permanent record. Any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

### **Written Reprimand**

A reprimand is an official written notification of unacceptable behavior that is in violation of the Student Code of Conduct. The reprimand will be entered into Student Trak and will become a permanent document in the student's file. The student will be asked to sign the document and will be provided a copy of the reprimand. Any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

### **Disciplinary Probation**

Disciplinary probation is an interim status, enforced for a designated period of time within a term prohibiting the student from being present without permission on the campus. Disciplinary probation requires completion of a Code of Conduct Violation Form by an instructor and an approval by the School Director. Disciplinary probation may be used in those limited instances where a student is asked to leave a class for the duration of the day until an Interview is performed. The Interview should be scheduled within two business days of the incident. A copy of the form should be mailed and/or emailed to the student, indicating when he/she may return to class. The Disciplinary Probation Form becomes a permanent part of the student file and should be notated in Student Trak. The student must meet with the School Director to sign the form prior to returning to class. Any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

### **Suspension**

Suspension is the loss of privileges of enrollment at the institution for a designated period of time and prohibits the student from being present without permission on the property of the campus. Regardless of whether or not the student is subsequently allowed to return to school to complete the program of study, the student is responsible for payment of tuition and fees and/or repayment of financial aid. The student shall be notified of the suspension in writing. The student is entitled to an opportunity to appeal the suspension. The notification of suspension becomes a permanent part of the student record and must be notated in Student Trak. Any further misconduct may result in more serious disciplinary sanctions.

## Expulsion

Expulsion is the permanent loss of privilege of enrollment at the institution and prohibits the student from being present without permission on the campus or on any property associated with the campus. The student will be unable to complete his/her program of study with the institution. The student is responsible for payment of tuition and fees and/or repayment of financial aid. The student is entitled to an opportunity to appeal the expulsion. The notification of expulsion becomes a permanent part of the student record and must be notated in Student Trak. In the event that a student appeal results in retraction of the expulsion, any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

## Re-enrollment after Suspension

Students who have been suspended from the institution must petition to return to school. Students who have been suspended must contact the School Director for permission to return to the campus. The Petition is submitted to the School Director but must be unanimously approved by the Appeal Board. Re-enrollment may be granted but any repeat instance of violation of the Student Code of Conduct will be grounds for permanent dismissal from the institution.

## Programs designed to Inform Students and Employees about Campus Security Procedures

The common foundation of all awareness and prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

The Sexual Violence Education Video is designed to educate and prevent domestic violence, dating violence, and sexual assault, and stalking. The video is introduced on the students and employee on their first day during orientation. Throughout the year, ongoing awareness and prevention videos are presented to students and employees.

In addition to videos, pamphlets are available in the resource center to students and employees.

## Bystander Intervention

Active bystanders take the initiative to help someone who may be targeted for a sexual assault. They do this in ways that are intended to avoid verbal or physical conflict. Active bystanders also take the initiative to help friends, who are not thinking clearly, from becoming offenders of crime. Intervention does not mean that you directly intervene to stop a crime in progress; rather, these steps are “early intervention” – before a crime begins to occur. There are three important components to consider before taking action that we refer to as the ABCs:

- **Assess for safety.** Ensure that all parties are safe, and assess whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
- **Be with others.** If safe to intervene, you are likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends who know you.
- **Care for the victim.** Ask if the victim of the unwanted sexual advance, attention, or behavior is okay. Does he or she need medical care? Does he or she want to talk to a Sexual Assault Response Coordinator (SARC) to see about reporting the matter? Ask if someone he or she trusts can help him or her get safely home.

## Records Disclosure

Disciplinary proceedings conducted by Welder Training and Testing Institute are subject to the Family Educational Records and Privacy Act (FERPA), a federal law governing the privacy of student information. The Family Education Rights and Privacy Act of 1974 (FERPA) protects the privacy of student education records and generally limits access to the information contained in those records by third parties. FERPA provides for situations in which the School may, at its discretion, and sometimes must, disclose information without a Student's consent.

You may choose to grant Welder Training and Testing Institute the right to disclose records to certain individuals in accordance with FERPA by filling out and signing a consent form.

You have the right to revoke the permissions granted here at any time by submitting your written revocation to the office maintaining the consent form. Such revocation will not affect disclosures made by the School relying on your consent prior to receipt of such notice of revocation.

Any information gathered in the course of an investigation may be subpoenaed by law enforcement authorities as part of a corresponding investigation into the same conduct, or required to be produced through other obligatory legal process.

Additional information about FERPA can be found on Welder Training and Testing Institute's website at <http://welderinstitute.com/>.

### **Resources for Counseling, Mental Health and Other Services for Victims of Sex Offenses**

If you are the victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact the Campus Director or other staff member if you are on campus or call 911 if you are off campus.
2. Consider securing immediate professional support (e.g.: counseling, victim advocacy, medical services, etc.) to assist you in the crisis.
3. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable. Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. If you have physical injuries, photograph or have them photographed, with a date stamp on the photo. Record the names of any witnesses, and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation.
4. Contact the Campus Director if you need assistance with school-related concerns, such as no-contact orders or other protective measures. The Campus Director will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The school is able to offer reasonable academic accommodations, transportation accommodations, escorts, no contact orders, counseling services access and other supports and resources as needed by a victim. Victims of sex offenses are encouraged to utilize the following off-campus based resources for counseling, mental health, and other services. The institution does not offer any on-campus based counseling or mental health services.

#### **Organization Website Phone Number**

Crime Victims' Council of the L.V.	<a href="http://www.cvclv.org">www.cvclv.org</a>	610-437-6611
HIV/AIDS	<a href="http://www.hiv.gov">www.hiv.gov</a>	See website
Love is Respect	<a href="http://www.loveisrespect.org">www.loveisrespect.org</a>	1 (866) 331-9474
Men's Health	<a href="http://www.cdc.gov/features/menshealthatcdc/index.html">www.cdc.gov/features/menshealthatcdc/index.html</a>	1 (800) 232-4636
National Child Abuse Hotline	<a href="http://www.acf.hhs.gov">www.acf.hhs.gov</a>	1 (800) 422-4453
National Domestic Violence	<a href="http://www.ncdsv.org">www.ncdsv.org</a>	1(800)799-SAFE
National Sexual Assault	<a href="http://www.rainn.org">www.rainn.org</a>	1 (800) 656-HOPE
Not Alone	<a href="http://www.changingourcampus.org/about-us/not-alone/">www.changingourcampus.org/about-us/not-alone/</a>	1 (800) 656-4673
Women's Health	<a href="http://www.womenshealth.gov">www.womenshealth.gov</a>	1 (800) 994-9662



## **An Awareness of Hate Crimes**

In response to a growing concern about hate crimes, Congress passed the Hate Crime Statistic Act of 1990. The law states that a criminal offense committed against a person or property that is motivated, in whole or part, by the offender's bias against a race, religion, ethnic/national origin, gender, disability, or sexual orientation group is a hate crime. Welder Training and Testing Institute encourages the reporting of any suspected form of bias or hate crime. Welder Training and Testing Institute's responsibility is to encourage intercultural experiences and diversity and to protect the rights of all individuals. Should you become a victim of a hate crime, notify a Campus Security Official.

## **Campus Security Act Definitions**

The following is a list of definitions of criminal offenses schools are mandated to report on:

**Criminal Offenses** – *Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.*

- **Criminal Homicide** – *These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Manslaughter by Negligence.*
  - **Criminal Homicide – Murder and Non-negligent Manslaughter** – *The willful (non-negligent) killing of one human being by another.*
  - **Criminal Homicide – Manslaughter by Negligence** – *The killing of another person through gross negligence.*
- **Sexual Assault (Sexual Offenses)** – *Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. The offense that meets the definition of Rape, Fondling, Incest, or Statutory Rape as used in the FBI's UCR program.*
  - **Rape** – *Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ or another person, without the consent of the victim. This offense includes the rape of both males and females.*
  - **Fondling** - *The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.*
  - **Incest** – *Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*
  - **Statutory Rape** – *Sexual intercourse with a person who is under the statutory age of consent.*
- **Robbery** – *The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.*
- **Aggravated Assault** – *An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.*
- **Burglary** – *The unlawful entry of a structure to commit a felony or a theft.*
- **Motor Vehicle Theft** – *The theft or attempted theft of a motor vehicle.*
- **Arson** – *Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.*

**Hate Crimes** – Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias. A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

- **Race** – *A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.*
- **Religion** – *A performed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.*
- **Sexual Orientation** – *A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.*
- **Gender** - *A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.*
- **Gender Identity** – *A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.*
- **Ethnicity** – *A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.*
- **National Origin** – *A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.*
- **Disability** – *A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.*
- **Larceny Theft** – *The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. **Constructive possession** is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.*
- **Simple Assault** – *An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.*
- **Intimidation** – *To unlawfully place another person in reasonable fear of bodily harm with threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.*
- **Destruction/Damage/Vandalism of Property** – *To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.*

**VAWA Offenses (Violence Against Women Act)** – Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for *Clery Act* reporting purposes).

- **Dating Violence** – *Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.*
  - *Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.*
  - *Dating violence does not include acts covered under the definition of domestic violence.*
- **Domestic Violence** - *A felony or misdemeanor crime of violence committed-*
  - *By a current or former spouse or intimate partner of the victim;*
  - *By a person with whom the victim shares a child in common;*
  - *By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;*
  - *By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;*
  - *By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.*
- **Stalking** – *Engaging in a course of conduct directed at a specific person that would cause a reasonable person to-*
  - *Fear for the person’s safety or the safety of others; or*
  - *Suffer substantial emotional distress-*

For purposes of this definition-

- **Course of conduct** – *Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.*
- **Reasonable person** – *A reasonable person under similar circumstances and with similar identities to the victim.*
- **Substantial emotional distress** – *Significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.*

**Arrests and Referrals for Disciplinary Action for Weapons** – Weapons: Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations.

- **Arrest** – For *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons.*
- **Referred for Disciplinary action** – *The referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*
- **Weapons: Carrying, Possessing, Etc.** – *The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.*
- **Drug Abuse Violations** – *The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or*

*importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale use, growing, manufacturing and making of narcotic drugs.*

- **Liquor Law Violations** – *The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.*

**Unfounded Crimes** – a crime is considered unfounded for *Clery Act* purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

## Crime Statistics

The most recent crime data that has been reported to the U.S. Department of Education for the three most recent reporting years may be found at <http://ope.ed.gov/Security/> and on our website at [www.Welder Training and Testing Institute.edu](http://www.WelderTrainingandTestingInstitute.edu).

A copy of this report is included here.

### Criminal Offenses - On campus

Criminal Offense	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0
k. Arson	0	0	0

On-campus Student Housing Facilities and Noncampus- Not Applicable

### Criminal Offenses – Public Property

Criminal Offense	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0
k. Arson	0	0	0

On-campus Student Housing Facilities and Noncampus- Not Applicable

### 2016 Hate Crimes – On Campus

Criminal Offense	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0
m. Larceny- theft	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0

On-campus Student Housing Facilities and Noncampus- Not Applicable

**2016 Hate Crimes – Public Property**

Criminal Offense	Race	Religion	Sexual orientation	Gender	Disability	Gender Identity	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0
m. Larceny- theft	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0

On-campus Student Housing Facilities and Noncampus- Not Applicable

**2015 Hate Crimes – On Campus**

Criminal Offense	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0
m. Larceny- theft	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0

On-campus Student Housing Facilities and Noncampus- Not Applicable

**2015 Hate Crimes – Public Property**

Criminal Offense	Race	Religion	Sexual orientation	Gender	Disability	Gender Identity	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0
m. Larceny- theft	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0

On-campus Student Housing Facilities and Noncampus- Not Applicable

**2014 Hate Crimes – On Campus**

Criminal Offense	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0
m. Larceny- theft	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0

On-campus Student Housing Facilities and Noncampus- Not Applicable

**2014 Hate Crimes – Public Property**

Criminal Offense	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0
m. Larceny- theft	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0

On-campus Student Housing Facilities and Noncampus- Not Applicable

**VAWA Offenses - On campus**

Crime	2014	2015	2016
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

On-campus Student Housing Facilities and Noncampus- Not Applicable

**VAWA Offenses – Public Property**

Crime	2014	2015	2016
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

On-campus Student Housing Facilities and Noncampus- Not Applicable

**Arrests - On campus**

Crime	2014	2015	2016
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

On-campus Student Housing Facilities and Noncampus- Not Applicable

**Arrests – Public Property**

Crime	2014	2015	2016
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

On-campus Student Housing Facilities and Noncampus- Not Applicable

**Disciplinary Actions - On campus**

Crime	2014	2015	2016
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

On-campus Student Housing Facilities and Noncampus- Not Applicable

**Disciplinary Actions – Public Property**

Crime	2014	2015	2016
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

On-campus Student Housing Facilities and Noncampus- Not Applicable

**Unfounded Crimes – On campus, Public Property**

	2014	2015	2016
a. Total unfounded crimes	0	0	0

On-campus Student Housing Facilities and Noncampus- Not Applicable

**On Campus**

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the are identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other vendor).

**Public Property**

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Noncampus Buildings or Property**

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

Any building or property owned or controlled by an institution that issued in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.



## **SECTION IX DISCLAIMER**

### **DISCLAIMER**

While every effort has been made to make this consumer handbook as accurate as possible and reflective of current interpretations, neither Welder Training and Testing Institute nor the author assumes any liability for errors or omissions. If after reading this document and the Welder Training and Testing Institute school catalog, there are any questions concerning the school, its programs, and Title IV funds, those questions may be directed to the Welder Training and Testing Institute Administration Office at 610-437-9720. Welder Training and Testing Institute will make every effort to assure an adequate answer.