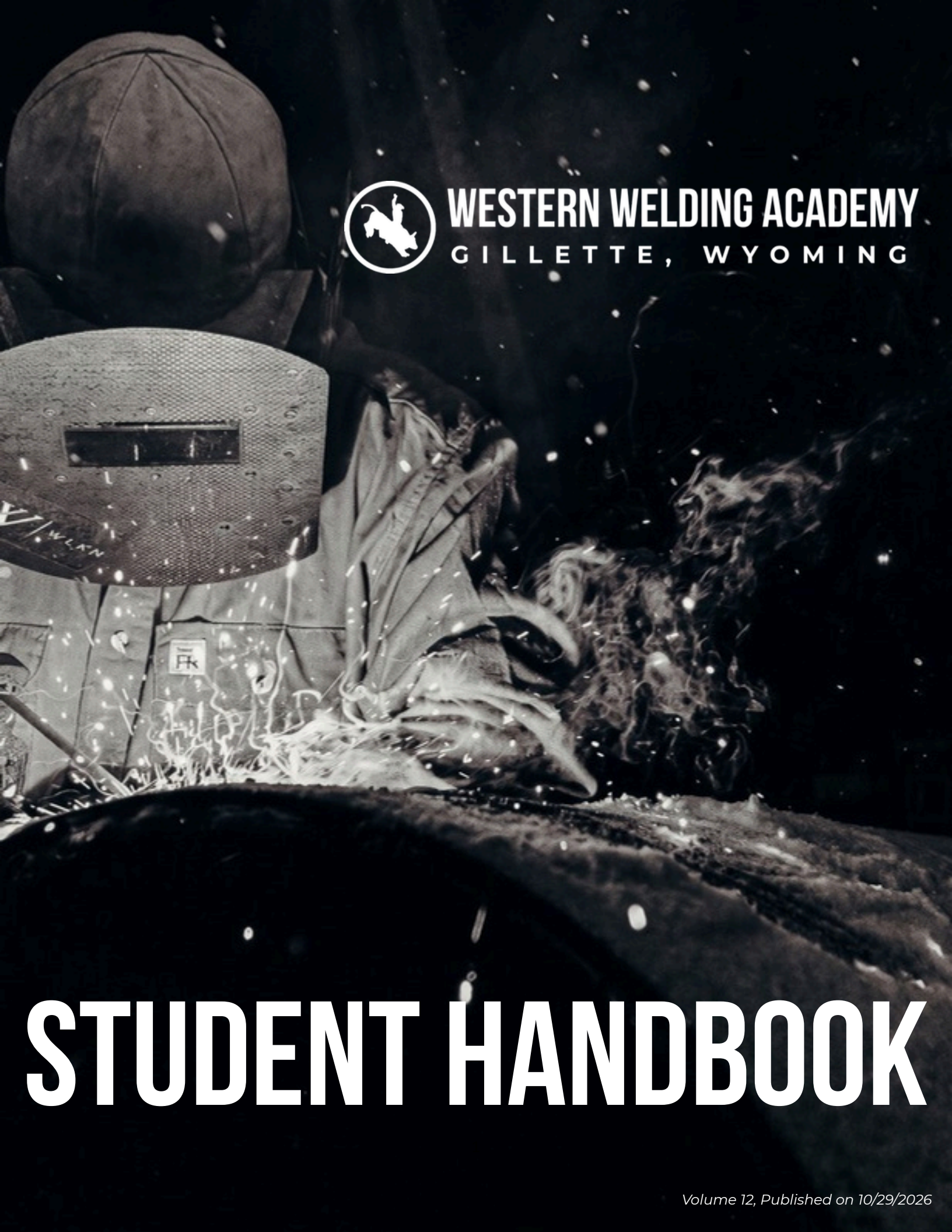

WESTERN WELDING ACADEMY

GILLETTE, WYOMING

STUDENT HANDBOOK

Volume 12, Published on 10/29/2026

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MISSION STATEMENT

Western Welding Academy is on a mission to build a better generation of blue-collar craftsmen. We are forging the next generation of skilled welders through an unwavering commitment to work ethic, accountability, and integrity. By focusing on student outcomes, we provide industry-leading education and hands-on training in a real-world environment, preparing our students to meet and exceed the demands of the welding industry.

At Western Welding Academy, we believe wholeheartedly in our mission because we understand the fundamental role blue-collar tradespeople play in the fabric of America. This country was built on the backs of skilled workers—men and women who put in the hard labor that made our roads, bridges, buildings, and industries possible. Blue-collar men and women are the backbone of our economic system, vital to every sector from manufacturing to infrastructure. However, for too long, our nation has focused predominantly on white-collar jobs and the push to send every young person to college, leaving skilled trades underappreciated and underrepresented. Today, we are facing a monumental shift. A worldwide demographic collapse is causing industry and manufacturing to return to American soil, and yet, we lack the skilled labor force needed to meet the immense demand. Even before this shift, there was a substantial need for skilled tradespeople, but now, with global supply chains crumbling and reshoring becoming a necessity, the demand for welders and other skilled workers is skyrocketing. At Western Welding Academy, we see this as our mission, to equip the next generation with the skills they need to thrive, to build strong careers, and to restore the backbone of America's industrial strength. We are committed to filling this gap, one welder at a time, because we believe that the future of our country depends on the hands of those willing to build it.

ENROLLMENT

Enrollment Information

Students interested in attending Western Welding Academy must complete an enrollment application online at www.westernweldingacademy.com.

Important Notes Before Applying

- **Complete Applications Only:** All applications must be completed in full; partial submissions will not be accepted.
- **Preferred Start Date:** Pay close attention to the date you list as your preferred start date. While we do our best to honor this, we cannot guarantee availability.
- **Eligibility:** Western Welding Academy can only accept students who are United States citizens or individuals with legal U.S. documentation.

Recruitment and Incentive Compensation Policy

In compliance with 38 U.S.C. § 3696, Western Welding Academy does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid. This policy applies to all students and programs offered by the institution.

Enrollment Requirements

- Age Requirement: Students must be at least 17 ½ years old to be considered for enrollment in any course. Students under 18 years of age must have parental or guardian consent. All students must be 18 years old upon course completion.
- Vision Check: Before their start date, students are strongly encouraged to have their vision evaluated and corrected, if necessary.
- Physical Requirements: To ensure success, students must meet the following physical requirements:
  - Ability to stand for extended periods
  - Good eyesight
  - Ability to bend, stoop, and kneel
  - Ability to grasp objects with hands
  - Ability to lift 50 lbs.
  - Ability to maneuver into small spaces

Shopping Sheet / College Financing Plan

Western Welding Academy is in the process of obtaining VA approval and is working toward accepting GI Bill® education benefits to help veterans and eligible dependents fund their training.

Prior to enrollment, Western Welding Academy will provide each covered individual using VA education benefits with a personalized College Financing Plan (Shopping Sheet). This document will include: total program cost (tuition, fees, books, supplies, and other expenses); estimated cost of living; costs covered by VA benefits; available non-VA financial aid, scholarships, and loan options; estimated student loan debt upon graduation; graduation rates and job placement rates; whether the program accepts transfer of credit, including military credit; and additional licensing or certification requirements, if applicable.

The booth hold payment is applied toward tuition on the first day of attendance. Students using VA education benefits will not be required to pay the booth hold payment prior to their start date, as this amount is anticipated to be covered by the pending VA payment to the school on their behalf. Housing costs and the housing security deposit are not certifiable to VA and are the responsibility of the student.

VA Point of Contact

The designated VA point of contact for Western Welding Academy is the School Certifying Official (SCO), Dirk Anderson (dirk@applytoweld.com). The SCO provides academic counseling, financial counseling, disability counseling, and guidance on VA education benefits.

Equal Opportunity Statement

Western Welding Academy is an equal-opportunity institution committed to complying with all local, city, county, state, and federal regulations. Students are enrolled, trained, and promoted to prospective industry partners for future employment without discrimination. Enrollment is open to all individuals, and no distinction is made based on race, creed, color, sex, or national origin.

Western Welding Academy complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. No person will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, national origin, sex, disability, or age.

Transfer Credit / Prior Credit Policy

In accordance with VA regulations (38 C.F.R. § 21.4253), Western Welding Academy will evaluate all prior education and training, including military service, prior coursework, and industry certifications. Appropriate credit will be granted, the program will be shortened accordingly, and tuition will be adjusted proportionately. This evaluation will be documented in the student's file.

Required Tools List

WELDER 1-4

- 1/EA Amplified Tig Torch
- 1/EA 8' CABLE
- 1/EA HOOD
- 2/EA MASKING TAPE
- 1/EA WELDING JACKET
- 1/EA LARGE REGULAR BRUSH
- 1/EA LARGE S.S. BRUSH
- 1/EA PIPE FILE
- 1/EA LOCKING PLIERS
- 1/EA VISE GRIP C-CLAMP
- 1/EA LINEMANS PLIERS
- 1/EA 10" ADJUSTABLE WRENCH
- 1/EA 25' TAPE MEASURE
- 1/EA HAMMER
- 1/EA TORPEDO LEVEL
- 1/EA COMBINATION SQUARE
- 50/EA 2x4 CLEAR LENS
- 3/EA TIG GLOVES
- 2/EA STICK GLOVES
- 1/EA WEDGE
- 1/EA INSPECTION MIRROR
- 1/EA ELECTRODE HOLDER
- 1/EA MALE CONNECTOR
- 1/EA V-WAC GAUGE
- 1/EA 4-1/2" ANGLE GRINDER
- 8/EA 1/4" GRINDING WHEEL
- 15/EA 1/8" GRINDING WHEEL
- 25/EA CUT OFF WHEEL
- 5/EA 80 GRIT FLAP DISC
- 6/EA WIRE wheels

The tools listed above are current as of enrollment and subject to change.

Tuition Payment / Costs

- Tuition must be paid in full 30 days prior to the Start Date.
- If using non-VA financial aid, all required deposits must be paid 60 days prior to the Start Date.
- Tools and gear are mandatory for program completion and are charged equally to all students (VA and non-VA) regardless of payment method.
- Housing costs and the housing security deposit are not certifiable to VA and are the responsibility of the student.

Orientation Documents

- Orientation documents will be emailed to students upon verification of financial aid approval or confirmation of cash payment.
- These documents must be electronically signed and uploaded to the student's file before the student can begin classes.

Personal Protective Equipment (PPE)

- Western Welding Academy provides standard PPE items for each student to use during training. All tools and gear issued to students become the property of the student upon successful start of the program.
- Additional PPE may be purchased at the student's expense.
  Western Welding Academy does not provide or reimburse students for PPE purchased as personal preference items.

Credit Evaluation Policy for VA-Funded Students

This institution will inquire about each veteran or VA-benefit-eligible person's previous education and training and request transcripts from all prior institutions, including military training, traditional college coursework, and vocational programs. Previous transcripts will be evaluated, and appropriate credit granted. The student will be informed of the results, and the program will be shortened proportionately if applicable.

EXPERT PIPE WELDER COURSE

Duration: 24 weeks (960 hours)

Tuition: $28,300.00
Tools: $1,700.00
WL Housing: $5,800.00
WL Deposit: $500.00
Total Cost: $36,300.00

The **Expert Pipe Welder Course** is a comprehensive, six month training program designed for individuals interested in pursuing a pipe welding career. This program shapes and develops the next generation of pipe welders. Students will gain expertise in work ethics, job site safety, communication skills, and financial literacy, preparing them to become top-notch employees.

The course includes all skills taught in Phase 1, Phase 2, Phase 3, and Phase 4, along with additional advanced welding techniques, as outlined below:

General Welding Skills:

- **Joint Configuration**
- **Joint Preparation**
- **Reading of Welding Symbols**
- **Blueprint Reading**
- **Base Metal Pre-Heating**
- **Weld Repair**
- **Electrode Care and Management**
- **How to Read a Welding Procedure (WPS)**

Advanced Welding Techniques:

- **SMAW Downhill Welding**
- **GTAW Welding on Carbon Steel**
- **GTAW Welding on Stainless Steel**
- **GTAW Welding on Exotic Materials**
  - **2” to 20” Pipe in All Positions**
- **Confined Space Welding**
- **Welding From Heights**
- **Dual Operator Style Welding**

Students receive all the tools needed to complete their coursework, including a welding jacket and hood. Upon successfully passing the required welding tests, students will earn their 6G Certification from an AWS Certified Welding Instructor.

This program prepares students for certification to AWS specifications in accordance with ASME Section IX. Additional licensure, certification, or employment requirements may apply depending on state, local, or employer-specific regulations. Students are responsible for meeting these additional requirements if they seek employment in jurisdictions where they apply.

EXPERT PIPE WELDER COURSE

Phase Name	Clock Hours
PHASE 1 - STRUCTURAL WELDER	**100** 20 hrs classroom / 80 hrs shop
PHASE 2 - SMAW PIPE WELDER	**360** 72 hrs classroom / 288 hrs shop
PHASE 3 - GTAW PIPE WELDER	**301** 56 hrs classroom / 245 hrs shop
PHASE 4 - ADVANCED SMAW DOWNHILL & GTAW STAINLESS PIPE WELDING	**199** 20 hrs classroom / 179 hrs shop
TOTAL	960

For academic purposes, Western Welding Academy measures progress in phase hours rather than traditional credit hours. Each program is organized into distinct phases, and completion is tracked by the number of hours successfully completed within each phase.

For Veterans Affairs (VA) purposes, our programs are reported in clock hours, which directly reflect the number of instructional hours delivered. While Western Welding Academy does not use credit hours, the phase-hour and clock-hour structure ensures compliance with GI Bill® standards and provides a clear measure of student progress.

PHASE 1 - STRUCTURAL WELDER

Duration: 2.5 weeks (100 hours)

Pre-Requisite: None

This beginner-level course introduces students to the fundamentals of Shielded Metal Arc Welding (SMAW). Through hands-on training and expert instruction, students will gain essential skills and knowledge, including:

- Use and care of welding tools
- Welding and shop safety
- Introduction to Shielded Metal Arc Welding (SMAW)
- Proper electrode storage, sizing, and selection
- Understanding arc strikes, shielding gas, and hydrogen cracking
- Base metal grading and selection
- Amperage, voltage ranges, travel speeds, and heat inputs
- How to read and interpret Welding Procedure Specifications (WPS)
- Setting up a welding machine for the SMAW process
- Preparing base metals for welding
- Body positioning techniques for SMAW
- Measuring fillet welds, fit-up, and welding techniques
- Identifying weld defects and understanding acceptance criteria for AWS D1.1 structural steel code
- Introduction to V-groove welds, electrode selection, and industry applications
- Performing V-groove welding techniques in all positions
- Oxy-fuel torch setup and cutting techniques
- Destructive testing of V-groove welds, including industry methods and specimen preparation per applicable codes and standards

No prior experience is required—just come ready to learn the basics. Each student is provided with a DeWalt ToughSystem 2.0, which contains all the essential welding tools needed to complete the course. Upon successfully completing the program, students will earn certification to the AWS D1.1 structural steel code and receive a course completion certificate.

This program prepares students for certification to AWS specifications in accordance with ASME Section IX. Additional licensure, certification, or employment requirements may apply depending on state, local, or employer-specific regulations. Students are responsible for meeting these additional requirements if they seek employment in jurisdictions where they apply.

PHASE 2 - SMAW PIPE WELDER

Duration: 9 weeks (360 hours)

Pre-Requisite: Phase 1

This course focuses on developing advanced skills in Shielded Metal Arc Welding (SMAW) specifically for pipe applications. Students gain hands-on experience and learn the following skills:

- Use and care of pipe welding tools
- Introduction to pipe welding
- Proper electrode sizing and selection
- Understanding arc strikes, shielding gas, and hydrogen cracking
- Importance of preheating base material
- Pressure ratings, temperature reactions, and expansion/contraction of materials
- Amperage and voltage ranges, travel speed, and heat inputs
- Proper end prep and fit-up techniques for pipe welding
- Body positioning techniques for SMAW pipe welding
- Identifying weld defects and understanding acceptance criteria for AWS and ASME codes
- Introduction to open-root pipe welding, electrode selection, and industry applications
- SMAW pipe welding techniques for all positions
- Non-destructive testing techniques for the piping industry
- Weld defect identification and repair procedures in compliance with applicable piping codes
- SMAW weld repair techniques and common industry practices
- SMAW pipe rack welding techniques

Students gain hands-on experience welding pipe using SMAW on various pipe sizes, ranging from 6” to 2”, in both a welding booth and a pipe rack simulator. Upon successfully completing the course, students earn certification to AWS specifications in accordance with ASME Section IX and receive a course completion certificate.

This program prepares students for certification to AWS specifications in accordance with ASME Section IX. Additional licensure, certification, or employment requirements may apply depending on state, local, or employer-specific regulations. Students are responsible for meeting these additional requirements if they seek employment in jurisdictions where they apply.

PHASE 3 - GTAW PIPE WELDER

Duration: 7.5 weeks (301 hours)

Pre-Requisite: Phase 1 and Phase 2

This course teaches students Gas Tungsten Arc Welding (GTAW) on carbon steel plate and pipe, as well as combination welding techniques using GTAW and SMAW. Students gain hands-on experience and develop the following skills:

- Use and care of a TIG torch
- Tungsten preparation techniques
- Base metal preparation for GTAW welding
- Fillet welding techniques using the GTAW process
- Fit-up and preparation techniques for GTAW welding
- Performing GTAW/SMAW combo welds on carbon steel pipe in all positions
- GTAW weld repair techniques and industry best practices
- GTAW/SMAW combo pipe rack welding techniques
- Identifying weld defects and applying repair procedures per piping codes

This course focuses on Gas Tungsten Arc Welding (GTAW) and GTAW/SMAW combination welding techniques for pipe. Students gain hands-on experience welding pipe using SMAW on a range of sizes, from 6" to 2", in both a welding booth and a pipe rack simulator. Upon successful completion of the course, students earn certification to AWS specifications in accordance with ASME Section IX and receive a course completion certificate.

This program prepares students for certification to AWS specifications in accordance with ASME Section IX. Additional licensure, certification, or employment requirements may apply depending on state, local, or employer-specific regulations. Students are responsible for meeting these additional requirements if they seek employment in jurisdictions where they apply.

PHASE 4 - ADVANCED SMAW DOWNHILL & GTAW STAINLESS PIPE WELDING

Duration: 5 weeks (199 hours)

Pre-Requisite: Phases 1, 2, and 3

This course focuses on advanced techniques for GTAW and SMAW pipe welding, providing students with the skills needed to excel in challenging industry applications. Students learn the following:

- Effectively using inert gas to purge the inside of the pipe for welding
- Preparing stainless steel base metal for welding
- Proper fit-up techniques for stainless steel
- Welding stainless steel using advanced techniques
- GTAW weld repair techniques and common industry practices
- Pipe rack welding techniques
- Cutting and preparing large-diameter pipe for SMAW downhill welding
- 12” branch connection layout
- SMAW downhill welding techniques and industry practices

Students practice welding on a range of pipe sizes, from 16” to 2”, using GTAW and SMAW processes. Upon successful completion of the course, students are certified to AWS specifications in accordance with ASME Section IX and receive a course completion certificate.

This program prepares students for certification to AWS specifications in accordance with ASME Section IX. Additional licensure, certification, or employment requirements may apply depending on state, local, or employer-specific regulations. Students are responsible for meeting these additional requirements if they seek employment in jurisdictions where they apply.

PROFESSIONAL PIPE WELDER COURSE

Duration: approx 19 weeks (761 hours)

Tuition: $21,300.00
Tools: $1,700.00
WL Housing: $4,600.00
WL Deposit: $500.00
Total Cost: $28,100.00

Our **Professional Pipe Welder Course** gives you the hands-on skills and certifications needed to work in high-demand industries across the country and beyond. This program shapes and develops the next generation of pipe welders. Students will gain expertise in work ethics, job site safety, communication skills, and financial literacy, preparing them to become top-notch employees.

The course includes all skills taught in Phase 1, Phase 2, and Phase 3, as outlined below:

General Welding Skills:

- **Joint Configuration**
- **Joint Preparation**
- **Reading of Welding Symbols**
- **Blueprint Reading**
- **Base Metal Pre-Heating**
- **Weld Repair**
- **Electrode Care and Management**
- **How to Read a Welding Procedure (WPS)**

Advanced Welding Techniques:

- **GTAW Welding on Carbon Steel**
- **2” to 6” Pipe in All Positions**
- **Confined Space Welding**
- **Welding From Heights**

Students receive all the tools needed to complete their coursework, including a welding jacket and hood. Upon successfully passing the required welding tests, students will earn their Certification from an AWS Certified Welding Instructor.

This program prepares students for certification to AWS specifications in accordance with ASME Section IX. Additional licensure, certification, or employment requirements may apply depending on state, local, or employer-specific regulations. Students are responsible for meeting these additional requirements if they seek employment in jurisdictions where they apply.

PROFESSIONAL PIPE WELDER COURSE

Phase Name	Clock Hours
PHASE 1 - STRUCTURAL WELDER	**100** 20 hrs classroom / 80 hrs shop
PHASE 2 - SMAW PIPE WELDER	**360** 72 hrs classroom / 288 hrs shop
PHASE 3 - GTAW PIPE WELDER	**301** 56 hrs classroom / 245 hrs shop
TOTAL	761

For academic purposes, Western Welding Academy measures progress in phase hours rather than traditional credit hours. Each program is organized into distinct phases, and completion is tracked by the number of hours successfully completed within each phase.

For Veterans Affairs (VA) purposes, our programs are reported in clock hours, which directly reflect the number of instructional hours delivered. While Western Welding Academy does not use credit hours, the phase-hour and clock-hour structure ensures compliance with GI Bill® standards and provides a clear measure of student progress.

PHASE 1 - STRUCTURAL WELDER

Duration: 2.5 weeks (100 hours)

Pre-Requisite: None

This beginner-level course introduces students to the fundamentals of Shielded Metal Arc Welding (SMAW). Through hands-on training and expert instruction, students will gain essential skills and knowledge, including:

- Use and care of welding tools
- Welding and shop safety
- Introduction to Shielded Metal Arc Welding (SMAW)
- Proper electrode storage, sizing, and selection
- Understanding arc strikes, shielding gas, and hydrogen cracking
- Base metal grading and selection
- Amperage, voltage ranges, travel speeds, and heat inputs
- How to read and interpret Welding Procedure Specifications (WPS)
- Setting up a welding machine for the SMAW process
- Preparing base metals for welding
- Body positioning techniques for SMAW
- Measuring fillet welds, fit-up, and welding techniques
- Identifying weld defects and understanding acceptance criteria for AWS D1.1 structural steel code
- Introduction to V-groove welds, electrode selection, and industry applications
- Performing V-groove welding techniques in all positions
- Oxy-fuel torch setup and cutting techniques
- Destructive testing of V-groove welds, including industry methods and specimen preparation per applicable codes and standards

No prior experience is required—just come ready to learn the basics. Each student is provided with a DeWalt ToughSystem 2.0, which contains all the essential welding tools needed to complete the course. Upon successfully completing the program, students will earn certification to the AWS D1.1 structural steel code and receive a course completion certificate.

This program prepares students for certification to AWS specifications in accordance with ASME Section IX. Additional licensure, certification, or employment requirements may apply depending on state, local, or employer-specific regulations. Students are responsible for meeting these additional requirements if they seek employment in jurisdictions where they apply.

PHASE 2 - SMAW PIPE WELDER

Duration: 9 weeks (360 hours)

Pre-Requisite: Phase 1

This course focuses on developing advanced skills in Shielded Metal Arc Welding (SMAW) specifically for pipe applications. Students gain hands-on experience and learn the following skills:

- Use and care of pipe welding tools
- Introduction to pipe welding
- Proper electrode sizing and selection
- Understanding arc strikes, shielding gas, and hydrogen cracking
- Importance of preheating base material
- Pressure ratings, temperature reactions, and expansion/contraction of materials
- Amperage and voltage ranges, travel speed, and heat inputs
- Proper end prep and fit-up techniques for pipe welding
- Body positioning techniques for SMAW pipe welding
- Identifying weld defects and understanding acceptance criteria for AWS and ASME codes
- Introduction to open-root pipe welding, electrode selection, and industry applications
- SMAW pipe welding techniques for all positions
- Non-destructive testing techniques for the piping industry
- Weld defect identification and repair procedures in compliance with applicable piping codes
- SMAW weld repair techniques and common industry practices
- SMAW pipe rack welding techniques

Students gain hands-on experience welding pipe using SMAW on various pipe sizes, ranging from 6” to 2”, in both a welding booth and a pipe rack simulator. Upon successfully completing the course, students earn certification to AWS specifications in accordance with ASME Section IX and receive a course completion certificate.

This program prepares students for certification to AWS specifications in accordance with ASME Section IX. Additional licensure, certification, or employment requirements may apply depending on state, local, or employer-specific regulations. Students are responsible for meeting these additional requirements if they seek employment in jurisdictions where they apply.

PHASE 3 - GTAW PIPE WELDER

Duration: 7.5 weeks (301 hours)

Pre-Requisite: Phase 1 and Phase 2

This course teaches students Gas Tungsten Arc Welding (GTAW) on carbon steel plate and pipe, as well as combination welding techniques using GTAW and SMAW. Students gain hands-on experience and develop the following skills:

- Use and care of a TIG torch
- Tungsten preparation techniques
- Base metal preparation for GTAW welding
- Fillet welding techniques using the GTAW process
- Fit-up and preparation techniques for GTAW welding
- Performing GTAW/SMAW combo welds on carbon steel pipe in all positions
- GTAW weld repair techniques and industry best practices
- GTAW/SMAW combo pipe rack welding techniques
- Identifying weld defects and applying repair procedures per piping codes

This course focuses on Gas Tungsten Arc Welding (GTAW) and GTAW/SMAW combination welding techniques for pipe. Students gain hands-on experience welding pipe using SMAW on a range of sizes, from 6” to 2”, in both a welding booth and a pipe rack simulator. Upon successful completion of the course, students earn certification to AWS specifications in accordance with ASME Section IX and receive a course completion certificate.

This program prepares students for certification to AWS specifications in accordance with ASME Section IX. Additional licensure, certification, or employment requirements may apply depending on state, local, or employer-specific regulations. Students are responsible for meeting these additional requirements if they seek employment in jurisdictions where they apply.

FOUNDATIONAL PIPE WELDER COURSE

Duration: 11.5 weeks (460 hours)

Tuition: $12,450.00
Tools: $1,700.00
WL Housing: $2,900.00
WL Deposit: $500.00
Total Cost: $17,550.00

Our **Foundational Pipe Welder Course** gives you the hands-on skills and certifications needed to work in high-demand industries across the country. This program shapes and develops the next generation of pipe welders. Students will gain expertise in work ethics, job site safety, communication skills, and financial literacy, preparing them to become top-notch employees.

The course includes all skills taught in Phase 1 and Phase 2, as outlined below:

General Welding Skills:

- **Joint Configuration**
- **Joint Preparation**
- **Reading of Welding Symbols**
- **Blueprint Reading**
- **Base Metal Pre-Heating**
- **Weld Repair**
- **Electrode Care and Management**
- **How to Read a Welding Procedure (WPS)**

Students receive all the tools needed to complete their coursework, including a welding jacket and hood. Upon successfully passing the required welding tests, students will earn their Certification from an AWS Certified Welding Instructor.

This program prepares students for certification to AWS specifications in accordance with ASME Section IX. Additional licensure, certification, or employment requirements may apply depending on state, local, or employer-specific regulations. Students are responsible for meeting these additional requirements if they seek employment in jurisdictions where they apply.

FOUNDATIONAL PIPE WELDER COURSE

Phase Name	Clock Hours
PHASE 1 - STRUCTURAL WELDER	**100** 20 hrs classroom / 80 hrs shop
PHASE 2 - SMAW PIPE WELDER	**360** 72 hrs classroom / 288 hrs shop
TOTAL	460

For academic purposes, Western Welding Academy measures progress in phase hours rather than traditional credit hours. Each program is organized into distinct phases, and completion is tracked by the number of hours successfully completed within each phase.

For Veterans Affairs (VA) purposes, our programs are reported in clock hours, which directly reflect the number of instructional hours delivered. While Western Welding Academy does not use credit hours, the phase-hour and clock-hour structure ensures compliance with GI Bill® standards and provides a clear measure of student progress.

PHASE 1 - STRUCTURAL WELDER

Duration: 2.5 weeks (100 hours)

Pre-Requisite: None

This beginner-level course introduces students to the fundamentals of Shielded Metal Arc Welding (SMAW). Through hands-on training and expert instruction, students will gain essential skills and knowledge, including:

- Use and care of welding tools
- Welding and shop safety
- Introduction to Shielded Metal Arc Welding (SMAW)
- Proper electrode storage, sizing, and selection
- Understanding arc strikes, shielding gas, and hydrogen cracking
- Base metal grading and selection
- Amperage, voltage ranges, travel speeds, and heat inputs
- How to read and interpret Welding Procedure Specifications (WPS)
- Setting up a welding machine for the SMAW process
- Preparing base metals for welding
- Body positioning techniques for SMAW
- Measuring fillet welds, fit-up, and welding techniques
- Identifying weld defects and understanding acceptance criteria for AWS D1.1 structural steel code
- Introduction to V-groove welds, electrode selection, and industry applications
- Performing V-groove welding techniques in all positions
- Oxy-fuel torch setup and cutting techniques
- Destructive testing of V-groove welds, including industry methods and specimen preparation per applicable codes and standards

No prior experience is required—just come ready to learn the basics. Each student is provided with a DeWalt ToughSystem 2.0, which contains all the essential welding tools needed to complete the course. Upon successfully completing the program, students will earn certification to the AWS D1.1 structural steel code and receive a course completion certificate.

This program prepares students for certification to AWS specifications in accordance with ASME Section IX. Additional licensure, certification, or employment requirements may apply depending on state, local, or employer-specific regulations. Students are responsible for meeting these additional requirements if they seek employment in jurisdictions where they apply.

PHASE 2 - SMAW PIPE WELDER

Duration: 9 weeks (360 hours)

Pre-Requisite: Phase 1

This course focuses on developing advanced skills in Shielded Metal Arc Welding (SMAW) specifically for pipe applications. Students gain hands-on experience and learn the following skills:

- Use and care of pipe welding tools
- Introduction to pipe welding
- Proper electrode sizing and selection
- Understanding arc strikes, shielding gas, and hydrogen cracking
- Importance of preheating base material
- Pressure ratings, temperature reactions, and expansion/contraction of materials
- Amperage and voltage ranges, travel speed, and heat inputs
- Proper end prep and fit-up techniques for pipe welding
- Body positioning techniques for SMAW pipe welding
- Identifying weld defects and understanding acceptance criteria for AWS and ASME codes
- Introduction to open-root pipe welding, electrode selection, and industry applications
- SMAW pipe welding techniques for all positions
- Non-destructive testing techniques for the piping industry
- Weld defect identification and repair procedures in compliance with applicable piping codes
- SMAW weld repair techniques and common industry practices
- SMAW pipe rack welding techniques

Students gain hands-on experience welding pipe using SMAW on various pipe sizes, ranging from 6” to 2”, in both a welding booth and a pipe rack simulator. Upon successfully completing the course, students earn certification to AWS specifications in accordance with ASME Section IX and receive a course completion certificate.

This program prepares students for certification to AWS specifications in accordance with ASME Section IX. Additional licensure, certification, or employment requirements may apply depending on state, local, or employer-specific regulations. Students are responsible for meeting these additional requirements if they seek employment in jurisdictions where they apply.

ATTENDANCE POLICY

Attendance is mandatory for the duration of enrollment. Consistent and regular attendance is critical to developing the marketable skills required for success in the welding industry. Employers value promptness and reliability in their workforce, and Western Welding Academy emphasizes these qualities. Attendance is recorded daily, and students are evaluated weekly to ensure they remain on track to graduate from their course.

Western Welding Academy will promptly readmit without penalty any service member, including members of the National Guard and Reserve components, who must be absent due to military service obligations. This applies to those temporarily unavailable or who must suspend enrollment by reason of serving in the Armed Forces. Short absences for service-related duties will be accommodated, and reasonable efforts will be made to allow the student to complete missed assignments or training."

Military Service Absence Policy Western Welding Academy will promptly readmit without penalty any service member, including members of the National Guard and Reserve components, who must be absent due to military service obligations. This applies to those temporarily unavailable or who must suspend enrollment by reason of serving in the Armed Forces. Short absences for service-related duties will be accommodated, and reasonable efforts will be made to allow the student to complete missed assignments or training.

Excused absences are limited to serious illness or significant family events such as the birth or death of an immediate family member. For illnesses, students must provide a doctor's note upon returning to school. For a death in the family, a copy of the obituary will be required. All absences, whether excused or unexcused, are documented in the student's file.

Students who miss more than three days face consequences that escalate with each additional absence. After missing three days, students must meet with their lead instructor to discuss the loss of HAND STATUS. On the fourth day, the student is no longer considered a HAND. After five absences, another meeting with the lead instructor is required. On the sixth absence, students are placed on academic probation, and their eligibility to access the Western Welding Academy members-only page is determined by the campus president and lead instructor. Missing seven days results in termination.

Tardiness disrupts the learning environment and demonstrates a lack of respect for fellow students. Three tardies, whether excused or unexcused, are equivalent to one unexcused absence. Students arriving late for their shift or leaving early will have a tardy recorded in their file.

Leaves of absence are strongly discouraged, as they interrupt the continuity of training. Requests for a leave of absence must be submitted using the appropriate form and approved by the student's lead instructor. Only one leave of absence, whether for medical or personal reasons, will be granted within a 12-month period. Personal leaves cannot exceed 60 calendar days, and medical leaves are capped at 90 days. Students who fail to return on the agreed-upon date following a leave of absence will be terminated the next school day.

In accordance with Title 38 U.S.C. § 3679(e), any covered individual (a veteran, dependent, or other eligible person under Chapters 31 or 33) who provides a Certificate of Eligibility (COE) or a Statement of Benefits will be permitted to attend or participate in the course of education during the period beginning on the date the individual provides such proof and ending on the earlier of: (1) the date on which payment from VA is made to the institution, or (2) 90 days after the date the institution certified tuition and fees following the receipt of the COE. During this period, Western Welding Academy will not: 1) Prevent the student from attending or participating in training; 2) Assess late fees or penalties; 3) Require the student to borrow additional funds to cover tuition or fees; 4) Deny access to any facilities or services available to other students who have paid in full.

ACKNOWLEDGMENT

Students acknowledge that they have read and understand the Western Welding Academy Attendance Policy, including their responsibility to stay informed of any future amendments or modifications. They also understand that Western Welding Academy does not provide transportation services, and it is the student's responsibility to arrange their own transportation to and from class.
Additionally, students recognize that violations of the Attendance Policy may result in disciplinary action, up to and including termination or expulsion from the Academy. The Academy reserves the right to modify class shift assignments at any time without prior notice, and shift assignments are not guaranteed throughout the student's enrollment at the Academy.

DRESS CODE

Students are required to dress appropriately, adhering to the standards expected in the welding field (ASTM F2413-11). Safety glasses (Z87.1) must be worn at all times while in the shop area. Additional personal protective equipment (PPE), as directed by instructors, may include face shields and ear plugs during grinding, proper shaded lenses for welding and cutting, and long pants and sleeves to protect the skin from arc rays.

PROGRESS STANDARDS

All students are required to maintain passing grades throughout their time at Western Welding Academy. Academic performance becomes a part of the student's permanent record and serves as a key indicator to potential employers of the type of employee they are likely to hire.

Grading Breakdown

- Skilled Performance: 75%
- Attendance: 15%
- Written Exam: 10%

Grading Scale

- A: 90–100%
- B: 80–89%
- C: 70–79%
- D: 60–69%
- F: Below 60%

PROGRESS STANDARDS (CONTINUED)

Satisfactory Academic Progress (SAP) Policy: Western Welding Academy evaluates each student's academic performance and attendance to ensure satisfactory progress toward graduation.

Grading Scale and Minimum Standard:

- Skilled Performance: 75%
- Attendance: 15%
- Written Work: 10%

To remain in good academic standing, a student must maintain a minimum overall grade of 70% (2.0 GPA equivalent) and 90% attendance.

Evaluation Periods: Monthly progress reviews.
Academic Probation: Students below minimums are placed on 30-day probation with a corrective plan.
Termination: Failure to meet standards after probation results in termination.
Reentrance: Students may reapply after 30 days with instructor approval.

STUDENT CODE OF CONDUCT

Western Welding Academy fosters an environment where students demonstrate exemplary behavior toward peers, staff, faculty, and community members. As part of the Western Welding Academy community, students are expected to uphold and promote shared values while adhering to the policies outlined in this document. The Academy reserves the right to make changes to the Student Code of Conduct as necessary. Once posted online, changes take effect immediately, and students are encouraged to regularly review updated policies. The Academy administers the Code of Conduct without regard to race, gender, religion, color, national origin, disability, age, veteran status, sexual orientation, gender identity, or other protected statuses. Reasonable accommodations are provided for disabilities upon request, in compliance with state and federal law.

Prohibited Conduct

The following behaviors are strictly prohibited. Students violating these policies may face disciplinary action, including termination or expulsion:

1. Disorderly Conduct: Engaging in behavior that is disorderly, lewd, or indecent, or that disrupts the peace.

2. Disruption or Obstruction: Interfering with Academy activities, including teaching, research, emergency services (fire, police, etc.), or events. This also includes disruptions to Academy-sponsored or Academy-hosted activities.

3. Fire Safety Violations: The misuse or unauthorized use of firefighting equipment, fire sprinklers, fire extinguishers, or other safety devices is prohibited. This includes any behavior that creates a fire hazard or failure to evacuate during an active fire alarm.

4. Interfering with Bystander Intervention: Engaging in intentional actions such as interference, intimidation, threats, harassment, or retaliation against individuals who intervene to prevent or report potential harm, violence, or sexual misconduct.

5. Property Damage: Intentionally defacing, damaging, or destroying property.

6. Retaliation: Engaging in any adverse action against an individual who has acted in good faith by participating in an investigation or conduct process.

7. Unauthorized Entry: Entering or using any physical property, vehicle, equipment, building, or area without proper authorization. This includes the unauthorized possession or use of Academy keys, ID cards, computers, lock combinations, special access codes, or passwords.

8. Failure to Adhere to Academy Policies: Failing to comply with Academy policies, rules, regulations, or guidelines, including, but not limited to, the syllabus, classroom policies, and other established procedures.

9. Weapons: Possessing, using, or storing firearms, explosives (including firecrackers), weapons, ammunition, or dangerous chemicals on Western Welding Academy or Western Lodging grounds is strictly prohibited. Prohibited items include, but are not limited to, BB guns, paintball guns, knives longer than 3 inches, swords, crossbows, handguns, shotguns, and rifles. Any object perceived as a weapon or used with the intent to cause harm is also considered a weapon.

10. Attempts: Attempting to commit, or encouraging others to commit, any acts prohibited by this Code is strictly forbidden. Additionally, complicity in known or apparent violations of the Student Code of Conduct or the law is not permitted.

11. False Reporting: Deliberately making a false report of an emergency, crime, or violation of this Code is prohibited. The inability to prove the reported emergency or conduct does not automatically imply that the report was made with intentional falsehood.

12. False Representations: Intentionally providing false information to the Academy in any form, including submitting falsified documents, misrepresenting information, or withholding relevant details, is strictly prohibited. Misrepresentation during the admission or readmission process may result in disqualification from admission or continuation at Western Welding Academy.

13. False Identification: The use or possession of false identification, such as a fake ID, is strictly prohibited.

14. Failure to Disclose: Failing to provide written notification to the Vice President of Operations within two business days of any felony conviction, guilty plea, or deferred judgment occurring after admission to the Academy is prohibited. This also includes failing to fully disclose conduct-related information during the admissions process.

15. Forgery or Unauthorized Use: Forging, altering, or using any Academy documents, records, financial aid documents, computers, email accounts, telephones, identification, or property without proper authorization is strictly prohibited.

16. Interfering with the Conduct Process: Engaging in any actions that disrupt or undermine conduct procedures or outcomes is strictly prohibited. This includes, but is not limited to, forgery, falsification, or misrepresentation of information; knowingly filing a complaint without valid cause; harassment or intimidation of participants or Academy personnel before, during, or after proceedings; violating interim measures; and failing to comply with sanctions imposed by the Vice President of Operations or their designee.

17. Theft: Engaging in theft, attempted theft, or the unauthorized possession of property is strictly prohibited. Students are responsible for their personal property, and Western Welding Academy and Western Lodging are not liable for any lost, stolen, or damaged items.

18. Misuse or Theft of Computer Data, Equipment, Programs, Time, and/or Violation of Information Technology Policies:

Engaging in any of the following activities is strictly prohibited:

- **Unauthorized File Access:** Accessing files without authorization for purposes such as use, downloading, reading, transferring, or altering content.
- **Unauthorized Use of Credentials:** Using another individual's identification or password without permission.
- **Interference with Others' Work:** Using technology resources to disrupt or interfere with the work of other students, Academy employees, faculty members, or officials.
- **Cyberstalking or Illegal Activities:** Utilizing technology resources to cyberstalk, send obscene messages, or engage in other unlawful activities.
- **System Disruption:** Interfering with the normal operation of the Academy's computing systems.
- **Electronic Vandalism:** Attempting to modify system facilities or introducing destructive or disruptive programs, such as viruses or worms, into Academy computing resources, either on-site or through a connected network.
- **Unauthorized Use for Personal Profit or Unlawful Conduct:** Exploiting technology resources for personal gain, criminal activities, or unlawful conduct.
- **Software Piracy:** Unauthorized copying, reproduction, or file sharing of licensed software on Academy computing equipment.

19. Bullying: Engaging in repeated or severe aggressive behavior intended to intimidate, harm, control, or diminish another person, either mentally or physically. Such behavior is strictly prohibited and does not fall under the protections of the First Amendment.

20. Discrimination: Participating in behaviors or making decisions that lead to adverse consequences for an individual based on their Protected Class. This includes, but is not limited to, actions that result in denial of employment, promotion, or admission to an academic program. Such conduct is strictly prohibited.

21. Hostile Environment Harassment: Engaging in unwelcome conduct based on an individual's Protected Class that is severe or pervasive enough to alter the conditions of education or employment. Such behavior creates an environment that a reasonable person would perceive as intimidating, hostile, or offensive. Evaluating whether an environment is "hostile" requires consideration of all circumstances, including the frequency of the conduct, its severity, and whether it is threatening or humiliating. Petty slights, annoyances, or isolated incidents—unless extremely serious—do not constitute hostile environment harassment.

22. Threatening Behaviors:

- **Threat:** Any written, posted, graphic, or verbal conduct that creates a reasonable expectation of harm to the health or safety of a person or the risk of damage to property.
- **Intimidation:** Deliberate actions intended to cause a reasonable person to fear injury or harm.

23. Dating and Domestic Violence: Engaging in physically or verbally abusive behavior in any current or former relationship to gain or maintain power and control over an intimate partner is strictly prohibited. Dating and domestic violence can manifest in various forms, including physical, sexual, emotional, economic, psychological, or academic abuse, as well as threats of such actions. Examples include, but are not limited to:

- Physically abusing, threatening physical abuse, attempting to cause harm, or causing harm. This includes acts that unreasonably restrain the personal liberty of a partner or former partner.
- Placing a partner or former partner in reasonable fear of imminent physical harm.
- Forcing or coercing a partner or former partner into sexual activity through force, threats, or duress.
- Intentionally disrupting a partner or former partner's ability to meet academic obligations.

24. Hazing: Any intentional act or situation that causes embarrassment, harassment, or ridicule, or poses a risk of emotional, mental, or physical harm, committed for the purpose of gaining membership, affiliation, or continuation of membership in a group or team, regardless of an individual's willingness to participate. Apathy or indifference in the presence of hazing is also considered a violation of this policy.

25. Physical Violence: Engaging in any form of physical violence against another person is strictly prohibited. This includes, but is not limited to, fighting, assault, battery, using or threatening to use a knife, firearm, or other weapon, physical abuse, restraining or transporting someone against their will, or any behavior that threatens or endangers the safety of another individual.

26. Classroom Disruption: Engaging in behavior that a reasonable person would consider a significant disruption or repeated interference with the instructor's ability to teach or other students' ability to learn and benefit from the instruction.

27. Disruption or Obstruction: Engaging in behavior that disrupts or obstructs normal Academy-sponsored or Academy-hosted activities is strictly prohibited. This includes, but is not limited to, interfering with studying, teaching, research, Academy administration, emergency services (e.g., fire and police), or events and programs.

28. Adverse Impact: Engaging in conduct that has a substantial adverse impact on the Academy community, its members, or the pursuit of the Academy's objectives is prohibited, regardless of where such conduct occurs.

29. Electronics, Earbuds, Cell Phones, and Loud Music Players: The use of earbuds, cell phones, or loud music players is strictly prohibited during class and shop times. Cell phones may only be used during approved break periods and lunchtime. Violations of this policy may result in disciplinary action.

30. Drugs and Alcohol: The possession, solicitation, or use of drugs and alcohol is strictly prohibited on Western Welding Academy property, including Western Lodging. The only exception is prescription medication authorized by a physician and taken as directed. Students must inform Western Welding Academy of any medications that could affect the safety of fellow students and staff.

31. Failure to Comply: Failing to follow the directives of any Academy employee acting within the scope of their official duties or refusing to identify oneself when lawfully requested will result in disciplinary action.

32. Gambling: Illegal gambling for money or other items of value is strictly prohibited on all Western Welding Academy and Western Lodging grounds.

33. Reckless Endangerment: Recklessly endangering others, including illegal driving under the influence of alcohol and/or controlled substances, is strictly prohibited. Students are subject to random drug and breathalyzer testing in accordance with state standards. Refusal to comply with these tests will result in termination.

34. Violations of Law: Engaging in activities that violate federal, state, or local laws on Academy premises, at Academy functions, or off-campus in a manner that negatively impacts the Academy or its community members is prohibited.

35. Dress and Work Attire: Students are required to adhere to dress and work attire standards, including compliance with industry standards. Personal protective equipment (PPE) must be worn every day without exception.

36. Break Times: Students are permitted to take breaks only during designated times and in locations approved by Western Welding Academy.

37. Smoking: Smoking is strictly prohibited inside any Western Welding Academy buildings. Smoking is allowed only in designated areas approved by the Academy.

38. Safety Standards: Students are required to follow strict safety standards at all times. Noncompliance with these standards may result in disciplinary action, including expulsion.

39. Pets: Bringing pets onto Western Welding Academy grounds or Western Lodging properties is strictly prohibited.

40. Student Housing Requirement: All students attending Western Welding Academy are required to reside in student housing. Exemptions may be granted if a student meets at least one of the following criteria:

- The student is married or planning to marry and will be living with their spouse.
- The student has a current job that requires them to live more than 20 miles from campus (proof of employment required).
- The student is a current resident of Gillette, Wyoming, with proof of residency for more than six months.
- The student is a single parent with custody of a child who will be living with them while attending the Academy (documentation must be provided to the housing staff upon application).
- The student has a disability as defined under the Americans with Disabilities Act (appropriate documentation must be submitted to the housing staff upon application).

STUDENT CONDUCT PROCEDURES

A student may be dismissed for unsatisfactory conduct and will not be allowed to return to Academy premises. Western Welding Academy reserves the right to terminate a student for inappropriate behavior both on and off Academy property. If a student is arrested or charged with a crime while enrolled, the Academy may suspend their enrollment until the judicial process is fully resolved, whether through acquittal, conviction, or another legal outcome. During this suspension, the student will not be permitted on campus. The Academy retains sole discretion to administer disciplinary action, up to and including suspension or termination. Students have the right to appeal any disciplinary action imposed upon them. Appeals must be submitted in writing via email to info@applytoweld.com and should include the date, time, location of the incident, names of individuals involved (e.g., the accused, witnesses), and sufficient details to facilitate resolution. Complaints can also be made to the Campus President in person or by calling 307-284-5313.

1. Due Process and Fairness: Every individual, including students, has the right to due process and fairness in legal or disciplinary proceedings. The appeal process ensures that students can challenge decisions they believe were handled unjustly or involved errors.

2. Protection of Rights: Appeals act as a safeguard against potential injustices. If a student believes their rights have been violated or new evidence arises that could influence the outcome of their case, the right to appeal allows for a thorough and fair review.

3. Ensuring Accuracy: Mistakes can occur in any judicial or disciplinary process. The appeal process ensures that decisions are carefully reviewed for accuracy, preserving the integrity of the system and fostering trust in its outcomes.

4. Opportunity for Reconsideration: Appeals give students a chance to present new evidence or arguments that may not have been considered initially. This opportunity allows for a fresh evaluation, which can lead to a fairer and more equitable resolution.

5. Promoting Learning and Accountability: In educational institutions, a fair appeal process helps teach students accountability and the importance of following rules and regulations. It reinforces the idea that actions have consequences while providing a constructive learning experience.

6. Emphasis on Individual Rights: Recognizing the right to appeal reflects a commitment to upholding individual rights. It ensures that decisions impacting a student's academic career or personal life are made thoughtfully and in line with established policies and procedures.

7. Legal and Ethical Obligations: The appeal process aligns with legal and ethical standards by giving individuals the opportunity to challenge decisions they believe to be unjust or incorrect. It is not merely a procedural formality but a fundamental principle that upholds fairness, justice, and the protection of individual rights within any educational or legal system.

COURSE COMPLETION

Definition of a Graduate:

- A graduate is a student who has attended the entire course duration and achieved a minimum final grade of 70%.
- Alternatively, a graduate may also be a student who has completed all contracted courses in their entirety and chooses to leave before the official end date.

Upon successful completion of a course, the student will receive an official Certificate of Completion. This certificate includes:

- The student's name
- The school's name and address
- The course name
- The date of completion

The certificate is authenticated with the signature, title, and date of issuance by an authorized school official, along with the official school seal.

Western Welding Academy maintains documentation and copies of all course completion certificates. Students requiring an additional copy of their certificate may request one in person during regular business hours or by submitting a request via USPS mail.

Records and Transcript Retention:

Western Welding Academy maintains student academic records, transcripts, and other required educational records in accordance with all applicable federal, state, and regulatory requirements. Student transcripts and required records are securely retained for a minimum of three (3) years from the student's last date of attendance or completion, or longer if required by applicable law or regulatory authority.

Records are maintained to protect student confidentiality and are made available to authorized individuals or agencies upon request, in accordance with institutional policy and applicable privacy laws.

Brush-Up Eligibility Policy:

Graduates of Western Welding Academy are eligible to participate in brush-up sessions under the following conditions:

- Waiting Period: A minimum of 30 days must pass after the student's official graduation date before they may begin brush-ups.
- Training Limit: Brush-ups are limited to a maximum of 5 days within any 30-day period, unless additional days are specifically approved by the Campus President.

EMPLOYMENT ASSISTANCE

Western Welding Academy provides students with comprehensive employment training and coaching as part of its mission to develop high-quality welders and help them secure meaningful employment. We are dedicated to achieving tangible results, and graduates who possess a strong work ethic and are open to travel find no difficulty securing job opportunities.

Two weeks prior to graduation, students are invited to join the exclusive “Western Welding Academy Members Only” Facebook page. This platform features current employment opportunities shared directly with us by companies seeking skilled welders.

Western Welding Academy remains committed to supporting students in transitioning from training to successful careers in the welding industry.

HOLIDAY SCHEDULE

The Western Welding Academy campus will be closed on the following days:

- Spring Break: One week in March (Monday through Friday). Specific dates will vary.
- Easter Holiday: The Friday before and the Monday following Easter.
- Memorial Day
- Independence Day: July 4th. If this holiday falls on a weekend, it will be observed on the Friday before or the Monday after.
- Labor Day
- Thanksgiving Break: Thanksgiving Day and the Friday following Thanksgiving.
- Christmas and New Year’s Break: The two weeks surrounding Christmas and New Year’s Day, as determined by Western Welding Academy.

Please note: The holiday schedule is subject to change.

GRIEVANCE PROCEDURE

Most problems or complaints can be resolved through clear and open communication. Students are encouraged to schedule a meeting with school staff to address concerns. If the issue remains unresolved after the meeting, students may submit a formal written complaint to the administration.

The written complaint should include the following:

- A detailed description of the problem
- Approximate dates and timeline of events
- Names of individuals involved
- Copies of any relevant documentation or evidence
- Proof that the grievance policy was followed prior to submission
- The student's signature

Western Welding Academy's Administrator personally reviews and responds to all submitted grievances. If the grievance is not satisfactorily resolved, students may escalate their complaint to the Wyoming Department of Education at:
122 W. 25th St., Suite E200, Cheyenne, WY 82002

VA Education Benefit Complaints: Students using VA education benefits should first follow Western Welding Academy's grievance procedure. If a complaint related to VA education benefits remains unresolved, the student may contact the Wyoming State Approving Agency, Wyoming Military Department, 5410 Bishop Blvd., Cheyenne, WY 82009; phone: 307-777-8161; email: wymdstatebenefits@wyo.gov. Students using VA education benefits may also submit a complaint through VA's GI Bill® School Feedback Tool. This process does not limit any other rights or remedies available under school policy or state or federal law.

TERMINATION POLICY

Western Welding Academy is committed to maintaining high standards of student conduct, quality education, and a safe environment for advanced skilled training. The administration reserves the right to dismiss any student for serious incidents, repeated infractions, or violations, including but not limited to:

- Being in an intoxicated or drug-impaired state
- Possession of drugs or alcohol on school property
- Creating a safety hazard to themselves or others
- Disobedient or disrespectful behavior toward students, faculty, or staff
- Refusing to comply with a drug test
- Any other stated or determined infraction of conduct, both on and off Western Welding Academy property

If a student violates the allowable limits outlined in the Student Handbook or breaches any rules and regulations, they may be subject to termination. Grounds for termination include, but are not limited to:

- Violations of the attendance policy
- Inappropriate conduct or behavior
- Non-compliance with the dress code
- Failure to meet progress standards
- Breaches of the drug and alcohol policy
- Refusal or failure to comply with random drug testing

Western Welding Academy upholds these policies to ensure a respectful, productive, and safe environment for all students and staff.

WESTERN WELDING ACADEMY ENROLLMENT CONTRACT AND TERMINATION POLICY

Legal Age:

Western Welding Academy does not accept students who are under the legal age of 17 years and 6 months on their first day of class. By signing below, the student certifies that they meet this age requirement. Students are also required to provide legal proof of age prior to enrollment.

Cancellation and Refund Policy for Resident Training Programs:

- How Refunds Are Calculated: All refunds are calculated on the Total Program Cost: the tuition, housing, and tooling listed on the student's enrollment contract, not including the Refundable Housing Deposit. Refunds are not calculated on the amount paid to date. Western Welding Academy earns the portion of the Total Program Cost not shown as refundable in the refund table. If the student has paid more than that earned amount, Western Welding Academy refunds the difference. If the student has paid less, the student owes the difference.
- Booth Hold Payment: Non-refundable for students not using VA education benefits, and counted toward the amount Western Welding Academy earns.
- Booth Hold Payment - VA Students: The booth hold payment is applied toward tuition on the first day of attendance. Students using VA education benefits will not be required to pay the booth hold payment prior to their start date, as this amount is anticipated to be covered by the pending VA payment to the school on their behalf.
- Not Accepted, or Class Canceled: If the applicant is not accepted, or Western Welding Academy cancels a starting class, all money paid is refunded except the Booth Hold Payment.
- Refundable Housing Deposit ($500): The deposit is not part of the Total Program Cost. If the student cancels more than 60 days before the scheduled start date, the deposit is refunded in full. If the student cancels within 60 days of the start date, or does not show up on the first day of class, the deposit is non-refundable. Otherwise, the deposit is refunded at move-out, minus the cost of any damage, any unpaid account balance, and a $50 payment processing fee.

- Refund for Timely Cancellation: If the applicant cancels in writing within three business days (excluding Saturdays, Sundays, and holidays) after signing the contract or making an initial payment, and has not begun training, all money paid is refunded except the Booth Hold Payment.
- Registration Fee: If the applicant cancels after the third business day but before training begins, Western Welding Academy may keep a registration fee equal to 10% of the Total Program Cost.
- In accordance with VA regulations (38 C.F.R. § 21.4253), Western Welding Academy will evaluate all prior education and training, including military service, prior coursework, and industry certifications. Appropriate credit will be granted, the program will be shortened accordingly, and tuition will be adjusted proportionately. This evaluation will be documented in the student's file.
- Refunds to a student using VA education benefits who fails to enter, withdraws, or is discontinued from a course of enrollment at any time prior to completion of the course will follow pro-rata refund guidelines set forth in 38 CFR 21.4254(c)(13) & 21.4255. This pro-rata refund is calculated using the total charges for tuition and fees (less a charge not to exceed 10 percent) that the length of the completed portion of the course in instructional days or hours bears to the total length of the course in instructional days or hours.
- After Classes Begin: If training ends after the student begins classes, the refund is the percentage of the Total Program Cost shown in the refund table.
- Withdrawal or Termination: A student who withdraws or is terminated for violating a published Western Welding Academy policy is refunded only what the refund table provides on the official termination date. If the table shows 0% on that date, no refund is owed. The official termination date is the date Western Welding Academy receives a completed Student Drop Out Form, or the date the student is terminated. Any refund owed is paid within 30 calendar days of that date.

- Financed Students: If any part of the Total Program Cost was paid with a loan or financing, the refund is paid to the lender and applied to the loan balance first. Any remaining refund goes to the student. The student remains responsible for any loan balance after the refund.
- Scholarships: Western Welding Academy scholarships reduce the price the student pays but have no cash value and are never refunded. Refund percentages are applied to the Total Program Cost after any scholarship is subtracted.

Written Notice Received Before	Refund (% of total program cost)
5:00 PM on the 1st Friday after the scheduled start day (all programs)	85%
5:00 PM on the 5th Friday after the scheduled start day (Expert and Professional), or 5:00 PM on the day 2 weeks and 3 days after the scheduled start day (Foundational), and before passing the Stick Plate Cert Test	70%
After the 70% deadline, or after passing the Stick Plate Cert Test, whichever comes first	0%

A written notice from the student must be submitted to the Lead Instructor of their shift and approved by the Campus President prior to the refund dates to qualify for the full refund owed.

Refund Policy – VA Students Refunds for students using VA education benefits will follow pro-rata guidelines set forth in 38 CFR 21.4254(c)(13) and 38 CFR 21.4255. No more than 10% of tuition and fees may be withheld as an administrative fee. Refunds are issued within 40 days of withdrawal or termination. This policy supersedes the general refund schedule for VA-funded students.

HOURS OF OPERATION

Shift Schedule

- 1st Shift: 6:00 AM to 2:00 PM, Monday through Friday
- 2nd Shift: 2:30 PM to 10:30 PM, Monday through Friday

OFFICE HOURS

7:00 AM to 5:00 PM, Monday through Friday

NOTICE

Notice to Buyer

Do not sign this agreement without reading it thoroughly or if it contains any blank spaces. This is a legal document, and all pages of this agreement are binding. You are entitled to receive an exact copy of this agreement, the student handbook, and any other documents you are required to sign. Additionally, you will be required to sign a statement acknowledging receipt of these materials.

1098-T Notice

Western Welding Academy is not currently an eligible educational institution for purposes of IRS Form 1098-T reporting. Accordingly, Western Welding Academy does not issue IRS Form 1098-T. Students should consult a qualified tax professional regarding the tax treatment of tuition and related expenses.

Cancellation of Contract

If you have not yet started training, you may cancel this contract by submitting a written notice of cancellation to Western Welding Academy at the address listed on the contract. This notice must be submitted no later than midnight of the third business day (excluding Sundays and holidays) following the date you signed the contract. Alternatively, the written notice may be personally delivered to Western Welding Academy within that timeframe.

In the event of a dispute regarding the timely submission of the notice, the burden of proof rests on the sender.

Compliance

Western Welding Academy complies with all local, city, county, state, and federal regulations pertaining to said school.

Non-Discrimination Policy

Western Welding Academy admits students of any race, color, national origin, and ethnic origin to all rights, privileges, programs, and activities generally made available to students at the Academy. Western Welding Academy does not discriminate on the basis of sex, race, color, national origin, or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletic programs, school-administered programs, or employment practices.

GI Bill® Trademark Acknowledgement

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