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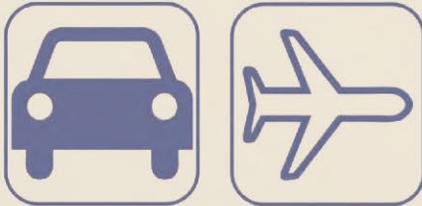
**www.awi.edu**

# EAGLE RIVER, WISCONSIN ATTRACTIONS

All distances are from the city center of Eagle River, WI

## Eagle River Vilas/Oneida Counties

- Eagle River is located within short driving distances from major Midwest cities and located just 30 minutes from Oneida County Airport in Rhinelander, Wisconsin.



### Driving Distances:

CITY	MILEAGE	CITY	MILEAGE
Ashland, WI	116	Kenosha, WI	280
Beloit, WI	279	La Crosse, WI	230
Chicago, IL	331	Madison, WI	230
Chippewa Falls, WI	160	Milwaukee, WI	242
Dubuque, IA	299	Oshkosh, WI	161
Duluth, MN	188	St. Louis, MO	595
Eau Claire, WI	171	St. Paul, MN	238
Fond du Lac, WI	181	Wausau, WI	83
Indianapolis, IN	514		

## Hunting/Fishing/Outdoor Activities

- More than 1,000 lakes known for trophy muskies, walleye, bass or panfish. They are also great for boating, kayaking and canoeing
- Beautiful trout streams for fly fishing
- 500 miles of groomed snowmobile trails
- 240,000 acres of public land used for hiking, biking, cross-country skiing and snowshoeing



## Eagle River, Wisconsin Vilas County

Located in the heart of Wisconsin's "Northwoods," Eagle River, in Vilas County, is home to the famous Eagle River Chain of 28 Lakes. The more than 1,300 crystal clear lakes are known for their trophy-sized fish, and lend themselves to excellent boating and waterskiing.

The region is home to world renowned snowmobile trails that have made this area known as the "Snowmobile Capital of the World.®" Nestled amid the 650,000-acre Chequamegon-Nicolet National Forest, hunting opportunities abound, along with hiking, biking, skiing and snowshoeing.

The surrounding area also offers unique shopping, rustic or contemporary lodging, and excellent dining establishments. Vilas County is sure to fit your needs any time of the year.

**Opportunities are only minutes away from the AWI campus!**

## MISSION STATEMENT

Our mission, at Advanced Welding Institute, is to properly train students to become structural and pipe welders to meet the current demand of the industry.

## EDUCATIONAL PHILOSOPHY

AWI is committed to helping students develop marketable welding skills through quality training. Our curriculum is based on four proven strategies; lecture and discussion, demonstration, individual practice and systematic practical and written testing.

Each strategy is tailored to individual learning needs. AWI strives to give each student the personalized attention they need to excel, and focus on the developing skills that will enable each students to become certified at the highest industry standards.



## HISTORY

Advanced Welding Institute is a private for-profit postsecondary school and it is established as a Limited Liability Corporation. The school is owned by Richard Irick since the school began its operations. Furthermore, Mr. Irick is the president of Advanced Welding Institute, LLC.

Advanced Welding Institute opened its doors to welding students in August 2003. The concept of opening a welding school originated in 2001, as companies began asking our sister company, Vermont Nondestructive Testing (VTNDT), to perform welder certifications. As the demand for welder certifications and the need for weld training became more apparent, it was recognized how greatly the Northern New England community could benefit from an advanced post-secondary welding school.

In September 2012 Advanced Welding Institute of Eagle River was opened in response to the high demand for qualified welders in the Midwest region, as well as the rest of the nation. AWI has become a valuable resource to the welding community, contributing trained and certified welder to the field. As AWI continues to expand, we hope to remain a great resource for new welders, high schools, and contractors.



*Advanced Welding Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).  
ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency.*



**American Welding Society**

Advanced Welding Institute is an Accredited Test Facility for AWS Certified Welder Program

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\*For a full description of all AWI policies, contact the administrative office

# ACADEMIC YEAR CALENDAR

## SCHEDULE DAY CLASS

### Combination Structural and Pipe Welding Program

Classes start in September and March.  
Please inquire for additional openings.

### Structural Welding Program

Classes start in September and March.  
Please inquire for additional openings.

## HOLIDAY/VACATION SCHEDULE

### Thanksgiving Recess

Closed Thanksgiving Day  
Reopens the Following Monday

### Holiday Recess

Closed December 24th  
Reopens the first business day after  
New Year's Day

### Memorial Day

Closed

### Independence Day

Closed July 4th

### Labor Day

Closed

## CLASS HOURS

Daytime Classes: M - F 7:30am - 4:00pm

## FACILITY

Advanced Welding Institute is located near downtown Eagle River, Wisconsin. Our facility is equipped with 56 Welding Booths supplied with Miller and Lincoln Electric Welders. In addition to the welding booths, there are cutting stations, classroom, and a Learning Resource Center with reference materials. Students are provided new materials and metal prepared to specification for each class.

AWI is committed with its educational philosophy to ensure faculty and staff is readily available to give each student the individualized attention they deserve and strive for (Class size not to exceed 56 students.) The teacher-to-student ratio is 1 instructor to 17 students.

All Administrative and Faculty offices are located within the facility.



**AWI** ADVANCED WELDING INSTITUTE

**Located in Eagle River, Wisconsin**

Advanced Welding Institute is set amidst the beautiful Northwoods. Hunting, fishing and various attractions are only minutes away.

## ADMISSION REQUIREMENTS

All applicants must have a high school diploma or GED. Additionally, all applicants must submit the following documents: Application for Admission with a \$50.00 application fee, one letter of reference, and a short essay on why they would like to attend AWI. Applicants should be in good physical conditions due to the demands of the welding industry and with the ability to use both hands. It is recommended to have a recent eye exam prior to enrolling. English is the language of instruction. Advanced Welding Institute is an equal opportunity educator.

AWI does not discriminate on the basis of religion, race, ethnicity, color; national origin, sex, age, sexual orientation, veterans, or martial status.

## ADMISSION PROCEDURE

To apply for admission, applicants can go on our website and apply online or print out an application and mail it to AWI. Applicants may also go to our website to schedule a tour, or contact the school for an appointment to tour the facility and meet with an Admission Representative. Family and friends are always welcomed and encouraged to visit AWI with the applicant.

During the tour, a representative will be available to discuss admission requirements and to answer any questions pertaining to the program or about enrolling in a program AWI has to offer.

**To be considered for enrollment, an Application for Admission must be submitted with a \$50.00 application fee, high school evidence (transcript, diploma, or G.E.D), one letter of reference and a short essay on why they would like to attend AWI.**

Once the application is accepted and processed, enrollment forms will be mailed to applicant with instructions. All forms should be reviewed signed and returned to the office with a copy of applicant's high school transcript or G.E.D. certificate or indicated that transcripts will be mailed by a third party. Mail or drop off all documents to:

**Advanced Welding Institute  
555 Enterprise Way  
Eagle River, WI 54521**

The school will communicate conditional acceptance to those prospective students who are still attending high school when they initiate the admission process with the school. The prospective student must submit an application for admission, application fee of \$50, essay, letter of reference, and current high school transcript in order to receive conditional acceptance from the school. Also, the prospective student may sign the



enrollment agreement, but the school will not sign and accept the enrollment agreement until the school receives copy of high school diploma, official final transcript, or equivalency. Upon receipt of the high school or equivalent, the school sign and accept the enrollment agreement and the prospective student will be considered fully enrolled at the school.

Furthermore, the conditional acceptance will be applicable to any admission requirements that the prospective students haven't submitted to AWI and the school will not consider the applicant fully enrolled until he/she meets all admission requirements. All of this steps and processes must be completed prior the start of classes.

**An interview with the Financial Aid Office will be required for all applicants whether applying for Title IV or private funding.**

**The Registrar will ensure that the student has properly filled out the enrollment agreement and that the student or parent has signed the same. Subsequently, the Registrar will bring the signed enrollment agreement to the Director/President or designated school official.**

**In the event that there are no vacancies in the mailed to the applicant informing them of their status and available options. Current options available are as follows:**

- Applicant will be placed on a waiting list
- Applicant will be placed in the next available class
- Applicants entire deposit will be refunded (Refer to page 8).

## TRANSFER OF CREDITS

Advanced Welding Institute does not accept transfer of credits.

## ACADEMIC PROGRAMS

**Structural Welding Program:** consists of accelerated courses that train students to industry standards using American Welding Society (AWS) codes.

**Combination Structural and Pipe Welding Program:** consists of accelerated courses that trains students to industry standards using AWS, American Society of Mechanical Engineers and American Petroleum Institute codes.

**PROFESSIONAL DEVELOPMENT COURSES:** are tailored to individual and company needs. Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding, Flux-Core Arc Welding, Oxy-Fuel Welding/Brazing and Cutting are current professional development courses offered at AWI. For more information please contact our Admissions Office. The professional development courses are non-ACCSC accredited.

## FULL-TIME PROGRAM

### Structural Welding Program

**Program Objective:** Structural Welding Program is designed to train students how to perform welding of plates in all positions. Upon graduation, students will be able to obtain entry level positions in construction of bridges, fabrication of structural components and other job shop applications.

*Students are required but not limited to one (1) qualification in each SMAW, GMAW, FCAW, and GTAW to pass the program*

**90% of 600.0 clock hours must be completed to graduate. Programs are designed as a clock hour program, a clock hour is defined as a 60-minute span of time, with no less than 50 minutes of actual class instruction.**

Tuition:	\$ 18,000.00
Materials Fee:	\$ 4,000.00*
Total Cost:	\$ 22,000.00

\* Materials fee includes: workbook series, metal (new), testing and certification (up to three attempts at passing). Additional attempts after the third attempt to pass result in an additional charge of \$275.00 per attempt. Price may change due to fluctuation of steel prices

### Program Courses #: STRUC-01

This program runs 15 weeks for day classes.  
(Detailed course descriptions can be found on pages 5-6)

<b>WTB-1</b>	Welding Technology and Blueprint Reading 2 weeks = 80.0 clock hours Didactic = 80.0 hours; Laboratory = 0.0 hours
<b>OAW-2</b>	Oxyacetylene Welding and Cutting 1 week = 40.0 clock hours Didactic = 3.0 hours; Laboratory = 37.0 hours
<b>SMAW-3</b>	Shielded Metal Arc Welding – Part I 3 weeks = 120.0 clock hours Didactic = 4.0 hours; Laboratory = 116.0 hours
<b>SMAW-4</b>	Shielded Metal Arc Welding – Part II 3 weeks = 120.0 clock hours Didactic = 2.0 hours; Laboratory = 118.0 hours
<b>GMAW-12</b>	Gas Metal Arc Welding – Part I ** 1.5 weeks = 60.0 clock hours Didactic = 4.5 hours; Laboratory = 55.5 hours
<b>GMAW-13</b>	Gas Metal Arc Welding – Part II ** 1.5 weeks = 60.0 clock hours Didactic = 2.0 hours; Laboratory = 58.0 hours
<b>GTAW-11</b>	Gas Tungsten Arc Welding 3 weeks = 120.0 clock hours Didactic = 4.0 hours; Laboratory = 116.0 hours
** FCAW – 15 Flux Core Arc Welding theory will be discussed and applied during GMAW courses.	



## FULL-TIME PROGRAM

### Combination Structural and Pipe Welding:

**Program Objective:** The Combination Structural and Pipe Welding Program is for the welding training of plates and pipe in all positions. Upon graduation. Students will be able to obtain entry level positions in construction of bridges, fabrication of structural components, heating plants, pipe line welding and other job shop applications.

*Students are required but not limited to one (1) qualification in each process (SMAW, GMAW, FCAW, GTAW) as well as one (1) pipe qualification using and process.*

**90% of 960.0 clock hours must be completed to graduate. Programs are designed as a clock hour program, a clock hour is defined as a 60-minute span of time, with no less than 50 minutes of actual class instruction.**

Tuition:	\$ 21,000.00
Materials Fee:	\$ 4,000.00*
Total Cost:	\$ 25,000.00

\*Materials fee includes: workbook series, metal (new), testing and certification (up to three attempts at passing). Additional attempts after the third attempt to pass result in an additional charge of \$275.00 per attempt. Price may change due to fluctuation of steel prices.



### Program Courses #: COMBO-01

This program runs 24 weeks for day classes.

(Detailed course descriptions can be found on pages 5-6)

<b>WTB-1</b>	Welding Technology and Blueprint Reading 2 weeks = 80.0 clock hours Didactic = 80.0 hours; Laboratory = 0.0 hours
<b>OAW-2</b>	Oxyacetylene Welding and Cutting 1 week = 40.0 clock hours Didactic = 3.0 hours; Laboratory = 37.0 hours
<b>SMAW-3</b>	Shielded Metal Arc Welding – Part I 3 weeks = 120.0 clock hours Didactic = 4.0 hours; Laboratory = 116.0 hours
<b>SMAW-4</b>	Shielded Metal Arc Welding – Part II 3 weeks = 120.0 clock hours Didactic = 2.0 hours; Laboratory = 118.0 hours
<b>GMAW-12</b>	Gas Metal Arc Welding – Part I* 1.5 weeks = 60.0 clock hours Didactic = 4.5 hours; Laboratory = 55.5 hours
<b>GMAW-13</b>	Gas Metal Arc Welding – Part II* 1.5 weeks = 60.0 clock hours Didactic = 2.0 hours; Laboratory = 58.0 hours
<b>GTAW-11</b>	Gas Tungsten Arc Welding 3 weeks = 120.0 clock hours Didactic = 4.0 hours; Laboratory = 116.0 hours
<b>SMAW-7</b>	Shielded Metal Arc Welding Pipe* 2G, 5G & 6G Positions Uphill 7 weeks = 280.0 clock hours Didactic = 7.0 hours; Laboratory = 273.0 hours
<b>GTAW-10</b>	Gas Tungsten Arc Welding Pipe* 6" diameter schedule 40 2 weeks = 80.0 clock hours Didactic = 2.0 hours; Laboratory = 78.0 hours

\*Students may also have the opportunity with Pipe Welding Downhill, Stainless Steel Pipe and Stainless-Steel Dairy Tubing.

\*\*FCAW – 15 Flux Core Arc Welding theory will be discussed and applied during GMAW courses.



## FULL-TIME PROGRAM COURSE DESCRIPTIONS

### **Welding Technology and Blueprint Reading Course No. WTB-1**

*Course Content:* This course presents information on a welding safety, welding terms and definitions, weld defects and discontinuities, weld processes, and symbols for welding according to AWS A2.4. It also presents orthographic views and engineering drawing lines.

### **Oxyacetylene Welding and Cutting Course No. OAW-2**

*Course Content:* This course provides understanding of oxyacetylene cutting and plasma cutting as well as safety practices. Skill is developed in the areas of flame cutting mild steel plate. Related information is included on weld quality and applications of fuel gases that is used in other courses.

### **Shielded Metal Arc Welding – Part I Course No. SMAW-3**

*Course Content:* This course provides the student with a thorough technical understanding of shielded metal arc welding, welding safety, shielded metal arc welding power sources, electrode classifications and selection. It also provides training to develop the skills necessary to make quality shielded metal arc welds in all positions. Mild steel from 3/16" to 3/8" plate will be used to perform single and multi-pass welds with low hydrogen and iron powder electrodes with DC welding current.

**Achievable Certifications:** SMAW all positions, 1/8" – 3/4", per DO1.1 - 2015

### **Shielded Metal Arc Welding – Part II Course No. SMAW-4**

*Course Content:* This course provides training to develop skills necessary to produce quality multi-pass groove welds on 3/8" plate with backing in all positions, along with 1" plate in all positions with backing. In addition, welding related information is included about procedure and welder qualification and destructive and nondestructive testing methods.

**Achievable Certifications:** SMAW all positions, 1/8" - unlimited thickness, per AWS D1.1 - 2015

### **Gas Metal Arc Welding – Part I Course No. GMAW-12**

*Course Content:* This course is designed to provide the student with a thorough technical understanding of welding safety, gas metal arc welding, equipment adjustments, metal transfer and shielding gases. It also provides training to develop the skill necessary to make quality gas metal arc welds in all positions on mild steel from 1/8" sheet metal to 3/8" plate, single and multiple pass using short circuit transfer. The course also illustrates problems associated with welding situations and provides corrective information.

**Achievable Certifications:** GMAW all positions, 10ga. - 18ga. - 1/8" - 3/4", per DO1.1-2015

### **Gas Metal Arc Welding – Part II Course No. GMAW-13**

*Course Content:* This course provides training on pulse transfer other than the short-circuiting which is covered in the Gas Metal Arc Welding – Part I course. The pulse transfer provides for high deposition rate for all position welding. This course also includes GMAW aluminum.

**Achievable Certifications:** FCAW all positions, unlimited thickness, AWS D1.1-2015

Continued →

## Gas Tungsten Arc Welding – Basic Course No. GTAW-11

*Course Content:* This course provides the student with a thorough technical understanding of Gas Tungsten Arc Welding. characteristics and welding safety. It provides training to develop the skill necessary to make quality gas tungsten arc welds on 16 and 11 gauge mild steel, .060" and .062" gauge stainless steel and .125" aluminum using both direct and alternating current. In addition, material is presented on the weld characteristics of carbon steel, stainless steel and aluminum. Information on pulsed current is included to prepare the student for more detailed applications of pulsed current used in gas tungsten arc welding pipe.

**Achievable Certifications:** GTAW, 1/2T-2T, all positions, limited thickness, per AWS D9.1:2012

## Shielded Metal Arc Welding/Pipe – Part I Pipe, 2G, 5G & 6G Position Uphill Course No. SMAW-7

*Course Content:* This course provides the student with a thorough understanding of pipe welding, weld quality, uphill pipe procedures, preheating and inter-pass heat treatments. The student will develop the welding skills necessary in producing quality multi-pass welds on 6" diameter schedule 40 mild steel pipe in the 6G position using E6010 and E7018 electrodes.

**Achievable Certifications:** SMAW, all positions, limited thickness, per ASME Sec. 9

## Gas Tungsten Arc Welding/Pipe – Part I

*Course Content:* This course provides the student with a thorough technical understanding of gas tungsten arc welding preparation for welding pipe. It develops the skills necessary to produce quality groove welds on 6" schedule 40 steel pipe in the 2G, 5G & 6G positions.

**Achievable Certifications:** GTAW, all positions, limited thickness, per ASME Sec. 9



## CAREER OPPORTUNITIES

Possible Career Opportunities for Graduates of Structural and Combination program may differ but the following are possible options.

- Machine shops for weld repair
- Structural steel shops manufacturing I beams and structural components
- Construction industry erecting building and welding building components
- Sheet metal industry performing Gas Tungsten Arc Welding
- General fabrication
- Ornamental work
- General industry weld repair
- Dairy and pharmaceutical industry w/small diameter tubing
- Low temp/pressure in industry with small diameter (under 6") pipe
- High temp/pressure in HVAC plants with small and large diameter pipe
- Petroleum and natural gas industry performing pipe line welding
- Steam Line Installation and boiler tube welding

## STUDENT SERVICES

A complete list of student services as well as community resources is available in the Student Services and Community Resources binders located in the Learning Resource Center and in the administrative offices. In addition, a complete listing is included in the student handbook that is provided to each student on the first day of class.

### Academic Advising

Faculty and staff are readily available, with or without an appointment, to advise students in their academic progress. In the event that a student should need additional assistance for matters that are beyond academic or training issues, a list of referrals for outside counseling will be provided to the student.

### Tutoring Services

Members of the faculty team are available, by appointment only, to provide one-on-one tutoring for students who are in need of additional assistance to meet their educational goals. Appointments are to be made by the student with an instructor for time available before or after normal class hours. The duration of the individualized tutoring will be decided by the instructor at his/her discretion.

### Career Services:

Advanced Welding Institute works with contractors and employers in an attempt to place students upon graduation. Companies with job openings are invited to make an appointment with the school to conduct interviews or to present their job opportunities to the students.

Advanced Welding Institute believes in preparing their students for their careers after graduation. Faculty and staff are available to assist in the following areas:

- Resume Development
- Company Research
- Networking
- Cover Letters
- Interview Skills

Even though AWI has been successful in placing graduates who seek employment, **AWI does not guarantee job placement or wage/benefits.** Any student who wishes to take advantage of available career services are encouraged to make an appointment with faculty or the administrative staff.

### Housing:

There is student housing available through East Hill Properties LLC. The 13-unit housing facility is located at 4288 S. Maple Road, Phelps, WI 54554. Phelps is about 12 miles north of the school. The features of this housing unit are 13 rooms, a large kitchen and dining room along with a large covered porch and patio in the backyard. This housing option is available on a first-come, first-served basis.

In addition, we work with local area businesses to provide short-term housing for the duration of the program. AWI will provide the additional housing list upon request. Please contact the school

### Financial Aid Assistance

Please refer to page 8 for financial aid services available.

### Learning Resource Center (LRC):

The nature of Advanced Welding Institute's welding program is technical and resources outside of the curriculum are made available in the LRC. Faculty instructs students in navigating technical specifications and interpreting the material. Structural and pipe acceptance criteria for weld certifications are reviewed in reference with general industry utilizing resources in the LRC.

A computer with internet access is also available as well as career development resources such as resume writing. Faculty will assign students allotted time to search for job opportunities on the school's computer when requested.

### Community Resources

Advanced Welding Institute has compiled a complete listing of services available in the community such as childcare, transportation, drug and alcohol counseling, mental health, medical, food pantries, meal kitchens and emergency economic issues such a loss of housing and utility services.

A complete listing of student services and community resources is available in the Learning Resource Center, main office and provided in the student handbook.

### Transportation:

AWI is located within a short walking distance to downtown Eagle River. Taxi services are available through private sources.

### Childcare:

AWI does not provide childcare services. A listing of Wisconsin childcare referral services is available in the Student Services and Community Resources binder.

# FINANCIAL AID

## Available to those who qualify.

For applicants/students interested in obtaining Federal Student Aid, please complete the following steps:

- Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- When you apply for your FAFSA please make sure (and a parent, if applicable) obtain an FSA ID. This is how you electronically sign your application.
- Advanced Welding institute school code for the **FAFSA is 041469**. This will allow the financial aid office to determine your eligibility for loans and grants upon receipt of your application.
- GI Bill® For those who qualify that are members of Active Duty, National Guard, Selective Service, and their families. GI Bill Benefits will assist you to cover the payment of education for AWI's Full Time Programs. For more information about eligibility for the education benefits, you can contact the Veterans Administration at the phone number 1-888-442-4551.

## Scholarships and Grants

- The American Welding Society has District Scholarships available which can be found at [www.aws.org](http://www.aws.org) or the financial aid office at Advanced Welding Institute.
- The Department of Labor, in the past has allocated funding to award Workforce Innovation and Opportunity Act (WIOA) grants, for those who qualify for economic hardship.
- Contact AWI for a list of scholarships and grants offered through the school and/or third-party organizations.

## Payment Schedule

Upon acceptance to Advance Welding Institute, a \$250 deposit must be submitted to reserve a welding booth. The deposit will be credited toward the total tuition charges. The students who does not meet the payments will be suspended from the school and will be allowed to resume the program upon payment of the due balances. If the student graduates and owes money/payments, the school will not release the Certificate of Completions, certifications earned, and official transcript to the student, until he/she fully fulfill the payment obligations.

Any student using Ch.33 Post 9/11 GI Bill or Ch.31 VR&E benefits, even if the VA has not yet paid tuition and fees, the School **will not** impose to those students the following actions: prevents enrolling, assesses a late penalty fee, requires securing alternative or additional funding, or denies students who have paid. However, the school **will require** to such students the following requirements: produce the VA's Certificate of Eligibility by the first day of class, provide written request to be certified, provide additional information needed to properly certify their enrollment, and the student's payment for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.



## Combination Structural and Pipe Welding Program

- First installment in the amount of **\$10,375** is due 30 days before the start date.
- Final installment in the amount of **\$10,375** is due twelve (12) weeks after the program begins.
- Materials Fee is **\$4,000** and due on the first day of classes.
- Total tuition **\$25,000**. (reflects paid deposit of **\$250**)

## Structural Welding Program

- First installment in the amount of **\$8,875** is due 30 days before the start date.
- Final installment in the amount of **\$8,875** is due eight (8) weeks after the program begins.
- Materials Fee is **\$4,000** and due on the first day of classes.
- Total tuition **\$22,000**. (reflects paid deposit of **\$250**)

## Professional Development Courses

Balance of course and materials fee is due on the first day of class unless arrangements have been made through Financial Aid office.

## Payment Methods

Advanced Welding Institute acceptable methods of payments are cash, checks, money orders, loans, grants and/or scholarships. Purchase orders are accepted with prior approval from the Financial Aid Office.

## Cancellation and Refund Policy

### Federal Student Aid and Institutional Refund Policy

- You may terminate your enrollment at any time.
- You are entitled to a full refund of tuition and fees paid if you cancel your enrollment within three (3) business days after signing the enrollment agreement.
- In the event that a student did not have the opportunity to tour the school before the commencement of classes, the student will have the opportunity to cancel their enrollment within three (3) business days after the program begins without penalty and with a full refund of all tuition and fees paid.
- If an applicant accepted by the school does not attend to the first day of classes of the enrolled program, the school will consider the student as no show and the school will refund all tuition and fees paid.
- If an applicant is rejected for enrollment by the school, the school will refund all tuition and fees paid by the applicant.
- In the event that the school cancels a program subsequent to a student's enrollment, the school will refund all tuition and fees paid by the student.
- Refunds for cancellations will be issued by check within ten (10) days of cancellation.

### Refund Policy

If you withdraw from the program, for any reason which makes it impractical to complete the program, the following pro rate refund will be calculated based on student's period of enrollment\* using the last day of documented attendance:

**Four (4) days after you and the school sign the enrollment agreement up to the first day of classes: 100% refund of all tuition and fees.**

**After the commencement of classes and have completed less than 60% of the enrolled program: refund of tuition and fees will be calculated for the portion of the program not completed.**

**Completed more than 60% of the enrolled program: no refund of tuition or fees will be returned.**

**Material fee is refunded based upon the amount of material consumed at time of withdrawal.**

**Refunds for withdrawal will be issued by check within thirty (30) calendar days after the effective date of withdrawal/termination.**

*\*The percentage of the enrollment period completed is based on the number of scheduled clock hours completed in the period as of the last date of attendance divided by the total number of clock hours in the entire program's enrollment period.*

### Third Party Agencies

In cases of third party agencies, refunds will be issued in accordance with each agency's refund policy. If no policy exists, the school will calculate the refund of tuition and fees based on its Institutional Refund Policy with the scheduled hours of the program's period of enrollment. Refund information for third party funding agencies is available through the schools Financial Aid office in accordance with each agency's policies and procedures.

**GI Bill® Refund Policy:** In the event an eligible person receiving GI Bill educational benefits fails to enter the course, withdraws or is discontinued therefrom at any time prior to completion, such individual shall be entitled to a refund of tuition, fees and other charges for a portion of the course not to exceed the approximate pro rate portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length.



# ACADEMIC POLICIES

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232 g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." For further information regarding FERPA, please contact AWI's financial aid office.

## Curriculum

The curriculum Advanced Welding Institute follows is based on the standard teaching methods used throughout trade schools for optimal learning.

AWI reserves the right to change without notice the program curriculum due to technological advances in the industry.

## Teaching and Training Methods

The teaching and training methods used at Advanced Welding Institute focus on building the weld skills of each student to their highest potential. An emphasis is put on demonstrations for students to learn proper technique before they begin in their welding booths, along with supervised individual practice from the instructor so each student is able to learn new skills and the proper coaching. Students are tested with practical and written tests on key concepts and skills needed for the welding field. Welding testing is a key factor in each skill course, to ensure that students are able to master the standards.

Throughout the course, students have the ability to achieve multiple certification per process. Students must maintain a minimum of one certification per process.

## Grades and Progress Standards

The evaluation criteria for Satisfactory Academic Progress is to be measured at the end of each course within the program as follows:

- AWI uses a 100% grade scale on quizzes/tests.
- Achieve a minimum average of 70% on written quiz scores on a 100% scale.
- Attain one (1) certification in each process (if applicable)
- Students must maintain a satisfactory standing in order to advance to the next course within the program
- Maintain a minimum 90% attendance to determine that a student is maintaining a satisfactory pace of completion (Tardiness will affect this percentage). Missing fourteen (14) or more consecutive days without notifying the school will result in termination.

The evaluation periods for Satisfactory Academic Progress are the followings:

- Satisfactory Academic Progress will be evaluated after each course. The instructor will make available to student their respective academic progress at the end of each course.
- Satisfactory Academic Progress will be evaluated half-way through the program. The Mid-point Report is an academic progress report that will be generated when the students reaches the half way through the program. This report will contain the percentage for each course evaluation and the overall percentage. It will include all the achieved certifications until that point of time. For the Structural Welding program, the first progress report will be performed at the end of the first 300 hours and at program completion; for the Combination Structural and Pipe Welding program, the first progress report will be performed at the first 480 clock hours and at program completion. The first progress reports will be provided to the students during school hours and the final report will be mailed to student's address of record.

Students are required to fulfill each of the areas set forth under this Policy. Students who do not comply with one or more of the items of the evaluation criteria neither the evaluation periods from this policy will

be subject to be placed on Academic Warning.

**Advanced Welding Institute does not allow incompletes, repetition of courses within the program or remedial courses.**

**Students are required to complete Structural Welding or Combination Structural and Pipe Welding within 150% of the program length.**

**AWI keeps a thorough record of student's progress where grades and certifications achieved are recorded and become part of the student's permanent file.**

## Student Responsibility for Missed Course Work

Students will be required to make-up all written quizzes, booth training and certification testing as a result of an absence or tardiness. The student must make arrangements with a faculty member to ensure that all work missed is made up by the end of the current course. Failure to do so could result in dismissal from the program.

## Academic Warning

Students will be placed on academic warning as a consequence of not making satisfactory progress.

Warning status last for one (1) course or three (3) weeks whichever is longer in which the students who fail to make satisfactory progress after the warning period will be terminated from the program. Students with eligibility for financial aid assistance and who fail to make satisfactory progress after the warning period lose their aid eligibility and will be terminated from the program.

## Financial Aid Warning

Students will be placed on Financial Aid Warning as a consequence of not making satisfactory progress.

Warning status last for one (1) course or three (3) weeks whichever is longer in which the students who fail to make satisfactory progress after the warning period lose their aid eligibility and may be terminated from the program.

## Withdrawal Policy

Any students who wishes to withdraw from a program is required to notify the Director or Administrator either in writing or verbally.

A student is considered a "no show" by failing to attend classes for fourteen consecutive days without notifying school administration of the reason for absence. At this time, the student will be considered a withdrawal as of the last day of attendance and the refund policy will be in effect.

## Pace of Completion Policy (Attendance Policy)

AWI's attendance policy is established for the students to prepare themselves for future employment.

In order to graduate from one of the full-time programs, students are required to maintain a satisfactory pace of completion and to attend a minimum of 90% for their enrolled program.

Students will be considered tardy at 7:41 a.m. Lunch break is thirty (30) minutes in length and tardiness is not allowed when returning to class unless preapproved by a faculty member. (Tardiness is 5 or more minutes beyond start time.)

If a student falls below the required 90% attendance, he/she will be placed on Attendance Probation for thirty (30) days. If the student is absent, tardy, or leave early three (3) days during the probation period, will be terminated.

The probation period for excessive leave early, tardiness, and absences will be thirty (30) days. If the student continues to have up to three (3) days of tardiness within the thirty (30) day probation period will result in termination. If the student continues to have up to three (3) days of leaving early within the thirty (30) day probation period will result in termination. If a student is absent two (2) days within a thirty day period, the student will then be placed on probation and required to make up all work missed. Eight (8) tardy equals one (1) absent within a thirty (30) day period, students will be placed on attendance probation and be required to make up all work missed.

This policy is to ensure the student meets the 90% attendance requirement.

AWI maintains attendance records by computerized time clock. The students are enrolled in the time clock on the first day of classes. The method used to register attendance in the time clock is the student's fingerprint. The school reviews the students' attendance in a weekly basis, which allows the verification of the pace of completion and if they are following the requirements set forth in this policy.

## Leave of Absence Policy

Terms for approval by the Director for a Leave of Absence are, but not limited to, the following:

- Accident
- Death in Immediate Family
- Legal
- Medical Issues
- Military Duty
- Temporary Disability

Students may request in writing for a leave of absence, but cannot exceed sixty (60) days for students enrolled in Combination Structural and Pipe Welding and cannot exceed thirty (30) days for students enrolled in Structural Welding, whether taken

continuous or separate. In the case of an emergency, a representative for the student may call the institution and request a temporary Leave of Absence until the student is able to contact the institution.

If the student does not return to the school at the end of the requested time period, and/or fails to contact the school, the student will be terminated from the program, at which time the schools refund policy will be in effect.

## Terms for Dismissal

A student who is unable to satisfactorily achieve the knowledge and skills required by the occupation for which training is intended must be terminated per AWI and/or ACCSC requirements.

If at any time an instructor or student feels that additional time is needed to successfully complete a process and/or is having difficulty understanding the material, an instructor will be available to work with the student for additional training after school hours.

## Terms for Reinstatement

Students who have been dismissed for academic purposes may reapply (after 30 days) in writing stating how they expect to improve on previous progress. Applications for reinstatement will be reviewed by the faculty. Student may be asked to make an appointment with an instructor to demonstrate his/ her ability to weld. If reinstatement is accepted, student will be placed in the next available opening.

The Director has the authority to make the final decision. Reinstatement will not be granted to those who were dismissed due to violations under the school's Non-Academic Suspension and Termination Policies.

## Graduation Requirements

To receive a Certificate of Completion in the Structural Welding Program or the Combination Structural and Pipe Welding Program, each student must meet the following requirements:

- Attend at minimum 90% of the scheduled hours of the program
- Complete the program with minimum average of 70% on written quizzes
- Achieve a minimum of one (1) AWS or ASME certification in each weld process (if applicable)
- Complete the program within 1.5 times the normal program length

All certifications are kept on file and are surrendered to students upon graduation. If students misplace or lose a certification a fee may be placed on issuing replacement certifications.

# STUDENT CONDUCT AND EXPECTATIONS

## Honor Code

AWI students are expected to conduct themselves within the guidelines of the Honor Code and Standard of Conduct while part of the AWI community. Stealing, lying and cheating are not acceptable as a member of the AWI community.

## Equipment

The provided equipment is from Lincoln Electric and Miller. We provide welding machines, torch sets, saws and a plasma cutter. AWI uses all new materials and metal is prepped to specifications for each class.

Each student is required to bring personal equipment as well. Students are required to have:

- **Leather/Fire Resistant Jacket**
- **Heavy Welding Gloves**
- **Light Welding Glove**
- **High top work boots (steel toe recommended)**
- **Welding Helmet**
- **Welding cap/skull cap**
- **Noise protection**
- **Flashlight**
- **Infrared Heat Gun (350° and 500°)**
- **Burning Goggles or Face Shield**
- **Clear safety glasses with side shields**
- **Carbon Steel wire brushes (1)**
- **Stainless Steel wire brushes (2)**
- **Chipping Hammer**
- **10" mill file (half round-bastard cut)**
- **Soap Stone**
- **1" adjustable wrench**
- **6" side or diagonal cutting pliers**
- **Vice Grips**
- **Oxy-fuel friction lighter**
- **Screwdrivers (flat & Phillips head)**
- **Lockable tool box that can be carried or moved easily**
- **Fillet Gauges**



Students are required to come prepared the first day of class with all their personal equipment. AWI is not responsible for lost or stolen property.

## Harassment and Discrimination Policy

**Advanced Welding Institute believes each student should feel safe and strives to provide a harassment free environment.**

Advanced Welding Institute has a **Zero Tolerance Harassment and Discrimination Policy**. Any conduct based upon but not limited to a person's race, color, religion, gender, national origin, age, and disability will not be tolerated. Harassment may be verbal, non-verbal or physical. Examples of harassment include but are not limited to, racial or ethnic slurs, jokes or derogatory remarks, the use of threats, insults, or images based on a person's characteristic or physical aggression. Zero tolerance means immediate termination.

Students are asked to report any harassment or discrimination to their Instructor or Director. Any student, faculty or staff found to have been involved in discriminatory harassment will be subject to disciplinary action, up to and including immediate suspension or termination.

## Bullying/Harassment Policy

Definition: Bullying is a form of aggressive behavior which may manifest as abusive treatment, the use of force or coercion to affect others, particularly when habitual and involving an imbalance of power. It may involve verbal harassment, physical assault or coercion.

Bullying consists of three basic types of abuse – emotional, verbal, and physical. It typically involves subtle methods of coercion such as intimidation.

#### **Procedure:**

The student (target) must file a harassment complaint by notifying faculty or staff, either verbally or in writing.

Once a harassment complaint has been filed, the Director will either open an investigation, or act in accordance with the Zero Tolerance Policy, thereby terminating the student immediately.

The student(s) who have a complaint against him/her for bullying will be notified and instructed to refrain from communication or contact with the target. Depending of the severity of the complaint, the Director might instruct student(s) not to return to campus until investigation is complete.

Each case will be assessed on its own merits. Factors to be considered, but not limited to, the following:

- Intensity of harassment
- Means used to harass
- Where harassment occurred
- Length of harassment

Interviews will be conducted with faculty, staff and/or other students to gain information to assess validity of the complaint. The Director will resolve the complaint promptly and if harassment has been confirmed, punishment will be dealt swiftly, at the discretion of the Director.

Consequences, one or a combination of two or more, can be as follows:

- Reprimand
- Suspension
- Termination from program

**Neither party will have the right to be represented by a lawyer.**

If either party disagrees with the results, the party has the right to appeal the decision with the director. This policy may be amended at any time.

## **STANDARD OF CONDUCT POLICY**

Advanced Welding Institute has a Standard of Conduct Policy to ensure a balance-learning environment. **Respect for AWI, Faculty, Staff, Students, and above all oneself.** Behaviors that are inconsistent with this standard include but are not limited to, the following:

- No student shall threaten the health, safety or welfare of oneself or others including, not limited to, harassment through intimidating or verbal abuse
- All students shall comply with AWI's harassment and non-discrimination policies
- Exhibiting disruptive and/or disrespectful behavior on campus and/or disrupting the orderly and learning activities of others will not be tolerated
- All students, faculty, and staff shall be respectful of the surrounding businesses near AWI and will not cause undue noise or activity
- Falsifying academic records or giving false information to be entered on an academic record
- Failing to comply with school officials, or representatives

### **I. Comply and Respect Local, State and Federal Laws and Statutes:**

- Failing to comply with state and federal alcohol and drug policies and how these policies are reflected in the schools alcohol and drug policy,
- Possessing or using explosives, fireworks, weapons, firearms or ammunition and/or dangerous devices that could cause undue injury.

### **II. Respect the Physical Facilities of the School including, but not limited to, the following:**

- Misuse and/or modify any equipment,
- Create a safety and/or fire hazard by using safety or fire equipment in a way that was not intended for,

- Vandalizing school facilities, adjacent properties and the property of others
- Trespassing
- Theft or unauthorized acquisition, removal or use of property, including tools and supplies
- Misusing technology by accessing inappropriate or illegal material

## Copyright

Students will not reproduce, distribute, publicly display, perform, or to make derivative work without the permission of the copyrighted author. Copyrighted publications and software will be used as a reference and not as the student's intellectual property. When the school's administration receives complaints about copyrights and software infringement, the President or Designated Official will make a thorough examination and investigation to determine if the allegations are true or false. Students who commit copyright and software infringement will be subject of disciplinary actions such as Warning Letters, suspension, or termination.

## Non-Academic Suspension

Students are required to abide by the rules set forth by AVI and shall be suspended for unsatisfactory conduct to his/her, peers, AWI faculty and staff and/or AWI property. Reasons for suspension are as follows:

- Infractions of the school's Tobacco, Alcohol and other Drug Policies
- Harassment of any kind including sexual harassment
- Discrimination based on race, color, religion, gender, national origin, disability or age

Students will be advised by the Director before suspension by the school. If needed, an independent outside source will be used to counsel the student if deemed appropriate by the Director.

Maximum allowed suspensions shall be two (2) with the duration of the first suspension to be one (1) day not including the day of the offense. The duration of the second offense shall be three (3) days not including the day of the offense. The student will have a probationary period of ten (10) days of scheduled class time upon return to AWI after the second suspension.

## Termination

If repeated behavior continues during probationary period, termination will follow immediately.

Immediate termination may also occur if at any time the safety of the staff or students is in question. This decision is at the discretion of the Director.

## Complaint Policy and Procedure

Student concerns or complaints should first be brought to a faculty member. If the student feels that the concern or complaint was not resolved to his/her satisfaction, the student should make an appointment with the Director to address any issue that needs to be resolved.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If the 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 Blvd/Suite 302  
Arlington, VA 22201  
(703) 247-4212  
www.accsc.org

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

## Emergencies and Unexpected Events

The school must notify the staff, faculty, and student community, of any loss, damages, or endangers safety when occurs an emergency caused by nature-related circumstances, accidents, or property-damaging events. The types of events are, but not limited to the followings:

- Fire
- Flooding
- Heavy storms (rain, snow, wind gusts)
- Earthquake
- Explosions
- Body Injuries
- Cyber Threats

When any of these events occurs and requires external and immediate interventions, the school will contact the emergency departments of the city/town. In addition, when there are the damages caused by the emergency or unexpected event, the school will contact a third party who will remediate the damages to the facility or equipment. If any emergency or unexpected event occurs during school's regular hours, the students will be notified immediately and the staff/faculty would follow the emergency protocol, contact local authorities, and proceed to evacuate students when there is an imminent threat to the school's community. The school takes action and follows its emergency preparedness plan when the unexpected events occur at the school's facilities or near the school. There are incidents and emergencies that could occur near the school that can potentially affect the students, staff, and faculty, under these circumstances the school will take all necessary actions to maintain the safety of its community.

Students, staff, and faculty will be notified of all the details of the event in person, phone, and AWI's social media and website. The school will post any updates of the event and when the school will resume operations.

The student community, parents, staff, faculty, and any interested person/organization can obtain a copy of the school's emergency preparedness plan by request to the school's managers or any other authorized representative.

## FREQUENTLY ASKED QUESTIONS

- **Does AWI accept financial aid?**

Yes

- **Is AWI an accredited school?**

Yes, AWI is accreted by Accrediting Commissions of Career Schools and Colleges (ACCSC). ACCSC is listed by the Department of Education as a national accrediting agency.

- **Is AWI an AWS accredited test facility?**

Yes, AWI is an accredited weld test facility for (AWS) American Welding Society.

- **Does AWI provide housing?**

There is a 13-unit housing available through East Hill Properties LLC. The 13-room facility is located 12 miles from Eagle River.

- **What are class sizes?**

The largest class size is 56 students. AWI chooses to keep class sizes small to ensure all students receive the individualized attention they need to reach their highest potential.

- **Does AWI include welding certifications in the full-time programs?**

Yes, our full-time programs include certifications. All certifications earned during your full-time program will be surrendered to you at the time of graduation and is included in tuition.

## GRADUATION AND EMPLOYMENT

For more information about our graduation and employment rates, please visit our website at:

[www.awi.edu](http://www.awi.edu)



MAIN SCHOOL:  
2 Green Tree Drive, Suite 3  
South Burlington, VT 05403

BRANCH:  
555 Enterprise Way  
Eagle River, WI 54521



WISCONSIN  
1848



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**American Welding Society**