PROGRAM CATALOG 2019
LIVING IN TROY, OHIO

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This catalog is presented as general information only. Failure to read this publication does not excuse the student from the requirements and regulations described herein. The Hobart Institute of Welding Technology reserves the right to alter or amend any item contained herein without notice. Effective January 1, 2019. Revised as of 08/06/19.

### OUR MISSION

The Hobart Institute of Welding Technology is a nonprofit institution dedicated to welding training and education excellence. The Institute educates and trains individuals in the use and application of welding technologies, develops and disseminates welding training and educational materials, and conducts certification research and qualifications for the welding industry.

Based in North America, the Institute continues to enhance its reputation worldwide through affiliations with leading international training organizations, assuring continued growth and self-sufficiency. The long-range mission of the Institute is to be the premier welding training institute worldwide.

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Hobart Institute of Welding Technology
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State Board of Career Colleges and Schools Registration No. 70-12-0064HT
Accrediting Commission of Career Schools and Colleges No. 000403
OUR HISTORY
The welding school was started in 1930 as a department of the Hobart Brothers Company. At that time, 4 welding booths were placed in a corner of the Hobart factory and used for training. In May 1940, the school was granted a charter by the State of Ohio as a 501(c)3 nonprofit corporation governed by a board of directors and became known as the Hobart Trade School.

As welding became more popular, the demand for trained welders increased and larger school facilities were required. In 1940, a new all-welded steel building was designed and built to house the welding school operation. Hobart trained thousands of welders for World War II production in 1942-45.

The success of the welding training programs and the acceleration and growth of welding justified the construction of larger training facilities. In 1958, the present Hobart Technical Center, which houses the school, was completed.

Ohio State Board of Career Colleges and Schools approval was received in 1970. In December of that year, the name was changed to Hobart School of Welding Technology. In 1972 The National Association of Trade & Technical Schools granted accreditation to the school.

The demand for trained welders continued to increase and larger facilities were required. Remodeling and a 50,000 sq. ft. expansion took place in 1978. In September of 1991, the name was changed to Hobart Institute of Welding Technology.

Again in 2016, renovations included a 16,309 sq. ft. “Next Generation Welder Learning Facility” training complex added to the campus to enhance the welder learning experience for skill and technical training. Renovations to the main facility in 2017 brought an additional 70 arc welding booths and renovated classrooms.

Over 100,000 people have successfully completed Hobart Institute of Welding Technology courses. We have trained students, both male and female, from all over the world ranging from the individual student directly out of high school to employees of Fortune 500 companies.

OUR PHILOSOPHY
Hobart Institute of Welding Technology is committed to helping individuals develop marketable welding skills through quality training at minimum cost. We are also committed to making industry more competitive by conducting training to solve welding related problems.

Hobart Institute of Welding Technology strives to develop new and better welding training methods and training materials and make welding training available to all.

The Hobart Institute of Welding Technology does not discriminate on the basis of disability, race, color, religion, sex, national origin or age.

ACCREDITATIONS AND APPROVALS
The Hobart Institute of Welding Technology is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC No. 000403). The ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Hobart Institute of Welding Technology is recognized as meeting or exceeding educational standards prescribed by the Ohio State Board of Career Colleges and Schools. Our Ohio State Board of Career Colleges and Schools number is 70-12-0064HT.

Hobart Institute of Welding Technology is accredited by the American Welding Society (QC4) to perform qualification of welders in accordance with the AWS® QC7 certificate program.

EMPLOYER IDENTIFICATION NUMBER
The Hobart Institute of Welding Technology Federal Employer Identification Number is 31-6032186. Hobart Institute of Welding Technology is a 501(c)3 nonprofit tax-exempt organization.
CREDITS AND AFFILIATIONS

Continuing Education Units
The Continuing Education Unit (CEU) is a nationally recognized standard unit of measurement awarded by the Armed Forces and by many colleges, schools, companies and other institutions for participation in qualified continuing education programs.

Under the CEU system, one unit is awarded for every ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. CEUs are a means of documenting continuing education courses. They may be used for the attainment of goals associated with personal and professional development.

Society of Manufacturing Engineers’ Credits
The Society of Manufacturing Engineers’ National Certification Committee grants professional credits for skill training courses that may count toward manufacturing engineer re-certification. Please see http://www.sme.org for details.

COLLEGE AFFILIATION

Edison State Community College in Piqua, OH agrees to accept selected courses in transfer toward an Associate of Technical Students (ATS) Degree in Welding Technology, with a maximum of 30 semester credit hours.

INSTRUCTOR STAFF

The Hobart Institute of Welding Technology features a full-time staff of 30 instructors with over 270 years of combined, practical teaching experience, with backgrounds in industry, construction welding and the military. Instructors are qualified in all the welding processes they teach and are dedicated full-time to teaching welding and welding-related activities to insure that they spend maximum time working with students.

WORKBOOKS & TECHNICAL GUIDES

Workbooks and technical guides are to be purchased at the Institute. Books and technical guides are proprietary to Hobart Institute of Welding Technology and are offered to students below competitive market rates. Book fees for the Combination Structural & Pipe Welding Program (Program 1) are $520, and for the Structural Welding Program (Program 2) are $430. Books received and used are not returnable. Fees for books not received and used will be refunded. Fees are subject to change without notice.

EQUIPMENT & MATERIALS

Hobart Institute of Welding Technology supplies the necessary equipment for each welding station and all practice materials and filler metals (except for special applications). You are responsible for your own protective equipment and hand tools. (see page 16 )

We include a price list for required protective equipment and supplies in this catalog. You can bring your own safety equipment and hand tools or you can purchase them at the Institute.

TRAINING METHODS

Welding technique is stressed above welding theory – as the students must be able to meet the welding performance demands of industry. Consequently, a minimum amount of course time (10% to 20%) is spent on book and classroom study. The remaining time is used for supervised welding practice.

Welding training is skills-based and is continually updated to reflect the best industrial practices. We follow specific performance objectives and programs are designed to meet specific criteria for each phase of training. We use four proven strategies to teach welding:

Lecture/discussion with audio visual aids to introduce key concepts.

Demonstration to model proper technique.

Supervised individual practice with one-on-one instructor coaching to give students an opportunity to incorporate new skills.
Systematic practical and written testing to ensure that students have mastered key concepts and skills. Weld testing (fracturing, bending or sectioning) is a major part of each skill course to help overcome the fear of on-the-job qualification tests.

CLASS SIZE
Average class size is approximately 18 students per instructor. Classes exceeding the ratio of 18:1 may be assigned an additional instructor depending on the duration of the class, total number of students, and the course outline.

Lecture based courses that do not require individual booth space will not exceed 48 students per instructor. Any lecture based course utilizing the welding labs for a portion of the training will have additional instructors assigned as necessary.

TRAINING HOURS
Classes operate on a 35-hour week, Monday through Friday. Hours of attendance for day shift are 8:00 a.m. to 4:00 p.m. with one hour for lunch and two fifteen-minute breaks. Hours of attendance for evening shift are 4:00 p.m. to 11:30 p.m. with a half-hour for lunch and two fifteen-minute breaks. Each class or laboratory period is a minimum of 50 minutes in length (equaling a clock hour). Scheduled breaks do not exceed 2.5 hours per 35 clock hours of training.

The Institute is in session 49 weeks each year. Holidays observed are New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

PREREQUISITE TESTING
A former student returning for additional training after an absence of more than one year may be required to take prerequisite testing to determine skill level. The Institute does not give credit for previous courses completed at other institutions.

Only one attempt to pass any prerequisite test will be allowed. Prerequisite testing is scheduled during the week prior to your starting date. All prerequisite testing must be completed prior to your start date.

Note: Any student failing a course is not allowed to do prerequisite testing in lieu of retaking the course.

FACILITIES
The Institute is housed in two facilities on our 12 acre campus. The Main Campus is 156,000 sq. ft. facility featuring 282 arc welding booths for hands-on training; and 14 air conditioned, A/V equipped classrooms.

Welding booths are metal on three sides with flameproof curtains and ventilation to exhaust smoke and fumes. Booths are equipped with the latest welding power sources (inverters, DC rectifiers, and AC/DC combination units.) Each booth is fully equipped with a custom-designed welding table for all-position welding, positioner and fixture. The oxyacetylene area has 27 welding stations and 6 flame-cutting stations.

The North Campus is a 16,309 sq. ft. facility featuring 24 arc welding booths for hands-on training; 4 air conditioned, A/V equipped classrooms; and labs for demonstrations and certification services.

Student Parking: Parking is available on campus. Students are encouraged to utilize the parking facilities. Entrance/exits are located on North Street and Trade Square East. The entrance/exit on Trade Square East is gated and is open between the hours of 7:30 a.m. and 4:00 p.m. Lower level can be accessed by the road that runs between Hobart Institute of Welding Technology and Hobart Brothers.

Safety & Health Note: Tobacco or electronic cigarettes use are not permitted inside the Institute. There are areas outside the facility designated for tobacco users. Complete safety and health information is provided during student orientation.

STUDENT RESOURCE CENTER
The Student Resource Center merges employment assistance and the learning resource system. PC’s, are available for students to work on resumes, search and apply for jobs, as well as review welding related videos created by HIWT. The Student Resource Center also offers current welding code books, periodicals and other welding resources for student use. Career Development Representatives are available to assist students in resume preparation and career exploration. Student Resource Center is open 7:00 a.m. – 5:00 p.m., Monday thru Friday.
Prepare yourself for a professional welding career with one of these WELDING PROGRAMS

The Combination Structural & Pipe Welding Program and Structural Welding Program fall within the scope of the school's ACCSC institutional accreditation.

PROGRAM 1: COMBINATION STRUCTURAL & PIPE WELDING PROGRAM
38 WEEKS 1330 CLOCK HOURS 133.0 CEU TUITION $17,750.00 BOOK FEES $520.00

This sequence of courses is recommended for the student interested in the major welding processes for all position welding skills on plate and pipe, safety and technical information. The program includes the opportunity to test for five AWS® QC7 National Welder Certifications during the hours of the applicable course after all other course requirements have been met; AWS® D1.1 Shielded Metal Arc Pipe 6G, AWS® D1.1 Structural Flux Cored, AWS® D1.1 Gas Tungsten Arc Pipe, AWS® D17.1 Gas Tungsten Arc Titanium, and AWS® D1.1 Gas Metal Arc (pulsed spray transfer.) Successful completion of this program gives the student the necessary welding skills required for entry level employment as a Combination Welder.

WTB027 Welding Technology & Blueprint Reading 2 weeks 70 clock hours
WTB028 Advanced Blueprint Reading 2 weeks 70 clock hours
OAW001 Oxyacetylene Welding, Cutting & Brazing 2 weeks 70 clock hours
SMA002 Shielded Metal Arc Welding Basic 4 weeks 140 clock hours
SMA003 Shielded Metal Arc Welding Structural Advanced 4 weeks 140 clock hours
SMA006 Shielded Metal Arc Welding 6" Pipe 2G & 5G Uphill 4 weeks 140 clock hours
SMA106 Shielded Metal Arc Welding 6" Pipe 6G Uphill 2 weeks 70 clock hours
SMA107 Shielded Metal Arc Welding 2" Pipe 6G Uphill 2 weeks 70 clock hours
GTA008 Gas Tungsten Arc Welding Basic 2 weeks 70 clock hours
GTA109 Gas Tungsten Arc Welding Stainless & Titanium 1 week 35 clock hours
GTA108 Gas Tungsten Arc Welding 2" Pipe 2 weeks 70 clock hours
GTA009 Gas Tungsten Arc Welding/Shielded Metal Arc Welding 6" Pipe 6G Uphill 4 weeks 140 clock hours
GMA011 Gas Metal Arc Welding Basic 2 weeks 70 clock hours
GMA016 Gas Metal Arc Welding Advanced 1 week 35 clock hours
GMA013 Gas Metal Arc Welding Pipe 1 week 35 clock hours
FCA015 Flux Cored Arc Welding 2 weeks 70 clock hours
WEL530 Weldability of Metals, Ferrous & Nonferrous 1 week 35 clock hours

For more information about graduation rates, the median debt of students who completed the program and other important information, please visit our website at: [http://www.welding.org/Gedt/CPW/48.0508-Gedt.html](http://www.welding.org/Gedt/CPW/48.0508-Gedt.html)

PROGRAM 2: STRUCTURAL WELDING PROGRAM
23 WEEKS 805 CLOCK HOURS 80.5 CEU TUITION $10,750.00 BOOK FEES $430.00

This sequence of courses is recommended for the student interested in the major welding processes for all position welding skills on plate, safety and technical information. The program includes the opportunity to test for four AWS® QC7 National Welder Certifications during the hours of the applicable course after all other course requirements have been met; AWS® D1.1 Structural Shielded Metal Arc, AWS® D1.1 Structural Flux Cored, AWS® D17.1 Gas Tungsten Arc Titanium, and AWS® D1.1 Gas Metal Arc (pulsed spray transfer.) Successful completion of this program gives the student the necessary welding skills required for entry level fabrication work, construction work, job shops and other entry level related jobs.

WTB027 Welding Technology & Blueprint Reading 2 weeks 70 clock hours
WTB028 Advanced Blueprint Reading 2 weeks 70 clock hours
OAW001 Oxyacetylene Welding, Cutting & Brazing 2 weeks 70 clock hours
SMA002 Shielded Metal Arc Welding 4 weeks 140 clock hours
SMA003 Shielded Metal Arc Welding Structural Advanced 4 weeks 140 clock hours
GTA008 Gas Tungsten Arc Welding Basic 2 weeks 70 clock hours
GTA109 Gas Tungsten Arc Welding Stainless & Titanium 1 week 35 clock hours
GTA108 Gas Tungsten Arc Welding 2" Pipe 2 weeks 70 clock hours
GTA009 Gas Tungsten Arc Welding/Shielded Metal Arc Welding 6" Pipe 6G Uphill 4 weeks 140 clock hours
GMA011 Gas Metal Arc Welding Basic 2 weeks 70 clock hours
GMA016 Gas Metal Arc Welding Advanced 1 week 35 clock hours
GMA013 Gas Metal Arc Welding Pipe 1 week 35 clock hours
FCA015 Flux Cored Arc Welding 2 weeks 70 clock hours
WEL530 Weldability of Metals, Ferrous & Nonferrous 1 week 35 clock hours

For more information about graduation rates, the median debt of students who completed the program and other important information, please visit our website at: [http://www.welding.org/Gedt/CW/48.0508-Gedt.html](http://www.welding.org/Gedt/CW/48.0508-Gedt.html)

Note: The Institute reserves the right to modify the sequence of courses as needed.
Course Descriptions

The purpose of Hobart Institute of Welding Technology (HIWT) is to teach the welding techniques and manipulative skills required for each major welding process. Welding technique is stressed above welding theory—as the students must be able to meet the welding performance demands of industry. Consequently, a minimum amount of course time (10% to 20%) is spent on book and classroom study. The remaining time is used for supervised welding practice.

No audio or audio-visual recording of classes will be permitted.

WTB027
WELDING TECHNOLOGY & BLUEPRINT READING
2 WEEKS 70 CLOCK HOURS

This course is important to the development of knowledge required by industry for employment of welders. Upon completion of the course, the student should have knowledge of all arc welding processes including industrial applications, arc characteristics, and advantages. The student should have the ability to read symbols and blueprints as they apply to welding.

Course objective: To develop a practical understanding of welding with regard to welding processes, and auxiliary welding equipment for the welder. Also, to develop a technical understanding of the information contained on engineering drawings and the use of the information to communicate set-up and welding instructions from the designer to the welder and fitter.

Course content: The first week of the course presents information on welding safety, welding terms and definitions, weld defects and discontinuities, welding processes, and symbols for welding according to AWS® A2.4. The second week of the course presents information on mathematics including fractions, decimals, and metric conversions. It also presents orthographic views and engineering drawing lines, the bill of materials, set-up tools, relationships of surfaces, edges and centerlines as applied to a set-up procedure, and fabrication of a weldment from a print.

Testing: To pass this course, the student must pass the welding knowledge tests and must have the ability to fabricate a weldment from a print.

WTB028
ADVANCED BLUEPRINT READING
2 WEEKS 70 CLOCK HOURS

This course is important to enhance the student’s knowledge and abilities entering the welding industry. Upon completion of this course, the student should have knowledge of the design procedure and interpreting blueprints and shop drawings and applying this information, the use of measuring tools in layout and assembly, have a basic understanding of codes, specifications and standards and also to be aware of the responsibility of a welder in quality control.

Prerequisites: The student must have successfully passed HIWT Welding Technology & Blueprint Reading course. If the student has not completed the above course, skill must be demonstrated by successfully completing a written test.

Course objective: To develop an understanding of the blueprint design process and interpreting blueprint information for selecting materials, layout, and assembly. To familiarize students with measuring tools, common shop equipment, and interpreting information, symbols, and abbreviations for design blueprints, shop and erection drawings and to create as-built drawings for project level communication.

Course content: Week 1 presents the blueprint design process; how codes, specifications and standards are used and how to navigate through them as they relate to blueprints. Common material shapes and how to use tables for material dimensions, weight, and orientation in assemblies. Non-destructive testing and their related abbreviations and symbols are presented. General notes, plan views, architectural drawings, elevations, plan section details, plan legends and material schedules will be covered. During week 2, applied math and training on the use of
various layout tools are presented. The student will practice layout and assembly from blueprints utilizing orthographic views and a bill of materials. Training on the use of weld measuring tools and gauges and their role in quality control will be discussed. Cutting, forming and drilling equipment commonly used in the industry will be covered as will structural bolting.

**Testing:** To pass this course, the student is required to complete assigned classroom work and 11 written tests with scores averaging a passing grade.

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**OAW001**  
**OXYACETYLENE WELDING, CUTTING & BRAZING**  
**2 WEEKS  70 CLOCK HOURS**

Upon completion of this course, the student should have developed the necessary skills to perform oxyacetylene welding, brazing, manual and mechanized oxyfuel cutting and complete an OSHA10 safety training.

**Course Objective:** To be able to produce quality cuts on various thicknesses of mild steel using both manual and mechanized equipment, produce quality brazed joints on copper pipe, deposit quality fillet and groove welds on carbon steel, and complete OSHA10 safety training.

**Course Content:** This course provides an understanding of oxyacetylene welding, cutting and brazing, as well as OSHA training for the construction industry. It provides training to develop the skills needed to perform manual and mechanized cutting using the oxyacetylene process on ¼” to ½” thick mild steel. Training is also provided to develop the skills necessary to produce quality welds on 11-gauge fillet welds and butt joints as well as brazing 1-inch copper piping in various positions. Related information is included on weld quality, application of fuel gases and safety.

Note: headphones are recommended for the OSHA training portion of the class.

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**SMA002**  
**SHIELDED METAL ARC WELDING BASIC**  
**4 WEEKS  140 CLOCK HOURS**

Upon completion, the student should be able to perform production welding, millwright and general maintenance welding.

**Course Objective:** To be able to produce quality multipass fillet and square groove welds in all positions using E6010, E6011 and E7018 electrodes. This course also develops skills to perform in accordance with Welder, Arc (DOT 810.384-014), Production Line Welder (DOT 819.684-010), Tack Welder (DOT 810.684-010) and the arc welding portion of Combination Welder (DOT 819.384-010).

**Course Content:** This course provides the student with a thorough technical understanding of arc welding, welding safety, 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 on mild steel from 3/16 inch to 1/2 inch plate, single and multiple pass, using mild steel, low hydrogen, and iron powder electrodes, with DC welding current.

**Testing:** To pass this course, the student is required to take four written tests. The student also must pass the following four skill tests: visual and break tests on fillet welds in the horizontal and overhead positions (E6010), visual and guided bend tests on square groove welds in the horizontal, vertical up and overhead positions (E6011 and E7018).

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**SMA003**  
**SHIELDED METAL ARC WELDING STRUCTURAL ADVANCED**  
**4 WEEKS  140 CLOCK HOURS**

Upon completion of this course, the student should be able to perform bridge code welds and other related structural work, as well as preparation for pipe welding.

**Prerequisites:** The student must have successfully passed the Hobart Institute of Welding Technology Shielded Metal Arc Welding Basic course. If the student has not completed the above course, skill must be demonstrated by successfully completing the following tests:
Pass a visual and AWS® break test on a fillet weld in the horizontal and overhead position (E6010); pass a visual and AWS® guided bend test on a square groove weld in the vertical and horizontal positions (E6011 and E7018) – and pass a written test. Prerequisite testing charge is $100.00.

Testing: To pass this course, the student is required to take four written tests. The student also must pass visual and guided bend tests on single V-groove welds with backing on 1” mild steel plates in the vertical and overhead positions. Tests are also given on single V-groove welds on 3/8” mild steel plates in the horizontal, vertical and overhead positions.

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Pass a visual and AWS® break test on a fillet weld in the horizontal and overhead position (E6010); pass a visual and AWS® guided bend test on a square groove weld in the vertical and horizontal positions (E6011 and E7018) – and pass a written test. Prerequisite testing charge is $100.00.

Course objective: To produce quality multi-pass groove welds with backing in all positions using E7018 electrodes on 1” mild steel in the horizontal, vertical, and overhead positions. To produce quality, multi-pass open root groove welds in all positions using E6010 and E7018 electrodes on 3/8” mild steel plates. The quality of welds is in accordance with the various recognized welding codes. This course also develops skills for Welder, Arc (DOT 810.384-014).

Course content: This course provides training to develop skills necessary to produce quality multi-pass groove welds with backing on 1” plate in the horizontal, vertical, and overhead positions; and to produce quality open root single V-groove welds on 3/8” mild steel plate in horizontal, vertical, and overhead positions. Welding related information is also provided on hard surfacing, repair of cast iron and metal identification. In addition, welding related information is included about procedure and welder qualification on destructive and nondestructive testing methods.

Testing: To take this course, the student is required to take three written tests. The student also must pass visual and guided bend tests on welds produced in the 2G and 5G positions. Prerequisite testing charge is $150.00.

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SMA006
SHIELDED METAL ARC WELDING
6” PIPE 2G & 5G UPHILL
4 WEEKS  140 CLOCK HOURS

Upon completion of this course, the student should have developed skills for the pressure vessel and nuclear piping fields.

Prerequisites: The student must have successfully passed the Hobart Institute of Welding Technology Shielded Metal Arc Welding Basic and Shielded Metal Arc Welding Structural Advanced course.

If the above courses have not been completed, the following prerequisite tests are required:

Pass a guided bend test on 3/8” plate in the horizontal, vertical and overhead positions – and pass a written test. Prerequisite testing charge is $100.00.

Course objective: To produce high quality single V-groove welds on 6” diameter schedule 80 carbon steel pipe in all positions. Quality is determined through visual inspection and mechanical testing. This course also develops skills for Welder, Arc (DOT 810.384-014).

Course content: This course provides the student with a thorough understanding of uphill pipe welding and weld quality. This course helps to develop the welding skills necessary to produce quality multipass welds on 6” diameter schedule 80 mild steel pipe in the 2G and 5G positions, using E6010 and E7018 electrodes.

Testing: To take this course, the student is required to take three written tests. The student also must pass visual and guided bend tests on welds produced in the 2G and 5G positions.

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SMA106
SHIELDED METAL ARC WELDING
6” PIPE 6G UPHILL
2 WEEKS  70 CLOCK HOURS

Upon completion of this course, the student should have developed skills for the pressure vessel and nuclear piping fields.

Prerequisites: The student must have successfully passed the Hobart Institute of Welding Technology Shielded Metal Arc Welding 6” Pipe 2G & 5G Uphill course. If the above course has not been completed, the following prerequisite tests are required:
Pass a single V-groove pipe weld visual and guided bend test in the 2G and 5G positions using E6010 and E7018 electrodes – and pass a written test. Prerequisite testing charge is $100.00.

**Course objective:** To produce quality single V-groove welds on 6” diameter schedule 80 carbon steel pipe in the 6G position. Quality is determined through visual inspection and mechanical testing according to ASME requirements. This course also develops skills for Welder, Arc (DOT 810.384-014).

**Course content:** This course provides the student with a thorough understanding of pipe welding, weld quality, uphill pipe procedures and preheating and interpass heat treatments. This course helps to develop welding skills to produce quality multipass welds on 6” diameter schedule 80 mild steel pipe in the 6G position, using E6010 and E7018 electrodes.

**Testing:** To pass this course, the student is required to take two written tests. The student also must pass a visual and guided bend test on a weld produced in the 6G position.

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**GTA008**

**GAS TUNGSTEN ARC WELDING BASIC**

2 WEEKS   70 CLOCK HOURS

Upon completion of the course, the student should be able to perform production and maintenance welding on mild steel, stainless steel, and aluminum used in the aircraft and missile industry.

**Course objective:** To be able to produce quality fillet and square groove welds on thin carbon steel, stainless steel and aluminum in the flat, horizontal and vertical positions, using the gas tungsten arc welding process. This course also develops skills for Welder, Arc (DOT 810.384-014), Production Line Welder (DOT 819.684-010), Tack Welder (DOT 810.684-010) and the Arc Welding portion of Combination Welder (DOT 819.384-010).

**Course content:** This course provides the student with a thorough technical understanding of gas tungsten arc welding, arc 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, .062-inch gauge stainless steel and .125-inch 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.

**Testing:** To pass this course, the student is required to take two written tests. The student also must pass a visual guided bend test in the flat position on mild steel, and visual tests on stainless steel and aluminum.
GTA109
GAS TUNGSTEN ARC WELDING
STAINLESS & TITANIUM
1 WEEK  35 CLOCK HOURS

Upon completion of the course, the student should have the ability to weld on thin stainless steel and titanium for use in aircraft, missiles, medical areas, and many other applications.

Prerequisites: The student must have successfully passed the Hobart Institute of Welding Technology Gas Tungsten Arc Welding Basic course. If the student has not completed the above course, skill must be demonstrated by successfully completing the following tests:

Pass a visual test of a T-joint on .062-inch stainless steel in the flat position and pass a visual and guided bend test of a square groove weld on 11 gauge carbon steel plate in the flat position using the gas tungsten arc welding process, and a pass a written test. Prerequisite testing charge is $50.00.

Course objective: To familiarize the student with the manipulative technique and the characteristics of stainless steel and titanium welding. To be able to produce quality welds on thin gauge materials.

Course content: This course is designed to provide the student with an understanding of gas tungsten arc welding on thin gauge stainless steel and titanium. The student will learn to develop the skill necessary to produce quality welds on .040-inch to .062-inch stainless steel and titanium in the flat and horizontal positions. In addition, information will be presented on the weld characteristics of titanium and stainless steel.

Testing: To pass this course, the student is required to take a written test. The student is also required to pass tests on a five-plate assembly on .045-inch stainless steel (outside corner, butt joint, tee joint, and lap joints with and without filler), a visual tee joint and lap joints with and without filler on .062-inch titanium in the flat position, and submit .062-inch titanium square groove butt joints in the flat position for radiographic testing.

GTA108
GAS TUNGSTEN ARC WELDING
2” PIPE
2 WEEKS  70 CLOCK HOURS

Upon completion of the course, the student should have developed skills for process, pressure and nuclear piping work – as well as for the welding of cryogenic vessels.

Upon completion of this course, the student should have developed skills for process, pressure and nuclear piping work – as well as for the welding of cryogenic vessels.

Prerequisites: The student must have successfully completed the Hobart Institute of Welding Technology Gas Tungsten Arc Welding Basic course. If the student has not completed the above course, skill must be demonstrated by successfully completing the following test:

Pass a visual test of a T-joint on .062-inch stainless steel in the flat position and pass a visual and guided bend test of a square groove weld on 11 gauge carbon steel plate in the flat position using the gas tungsten arc welding process, and pass a written test. Prerequisite testing charge is $50.00.

Course objective: To be able to produce quality single V-groove welds on 2-inch diameter schedule 80 steel pipe in all positions. Quality is determined through visual inspection and mechanical testing. This course also develops skills for Welder, Arc (DOT 810.384-014).

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 2-inch schedule 80 steel pipe in the 2G, 5G, and 6G positions.

Testing: To pass this course, the student is required to take one written test. The student also must pass visual and guided bend tests and/or radiographic testing on welds produced in the 2G and 5G positions.

GTA009
GAS TUNGSTEN ARC WELDING/
SHIELDED METAL ARC WELDING
6” PIPE
4 WEEKS  140 CLOCK HOURS

Upon completion of the course, the student should have developed uphill pipe welding techniques and skills for the pressure vessel and nuclear piping fields. This process is also used for all utility work, nuclear and navy vessels.
**Prerequisites:** The student must have successfully passed the Hobart Institute of Welding Technology Gas Tungsten Arc Welding Basic course and Shielded Metal Arc Welding 6” Pipe 6G Uphill course.

If the student has not completed the above courses, skill must be demonstrated by successfully completing the following tests:

Pass a visual and guided bend test of a square groove weld on 11 gauge carbon steel plate in the flat position, using the gas tungsten arc welding process; and pass a visual inspection on 6-inch schedule 80 mild steel pipe welded in the 2G, 5G and 6G positions with backing rings, using the shielded metal arc welding process and E7018 low hydrogen electrodes, and pass a written test. Prerequisite testing charge is $200.00.

**Course objective:** To produce quality single V-groove welds on 6-inch diameter schedule 80 carbon steel pipe in all welding positions using the gas tungsten arc welding process and shielded metal arc welding process. Quality is determined through visual inspection and mechanical testing. This course also develops skills for Welder, Arc (DOT 810.384-014).

**Course content:** This course provides the student with a thorough technical understanding of joint designs, programmable gas tungsten arc welding equipment and methods of welding carbon steel and stainless steel pipe. It provides training to develop welding skills to make welds on carbon steel open root, 6-inch diameter schedule 80 steel pipe in the 2G, 5G, and 6G positions. It also uses the gas tungsten arc welding process with stainless steel filler material to deposit the root and second pass – and the shielded metal arc process to complete the weld.

**Testing:** To pass this course, the student is required to take two written tests. The student also must pass visual and guided bend tests on welds produced on 6-inch schedule 80 steel pipe in the 2G, 5G and 6G positions.

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**GMA011**

**GAS METAL ARC WELDING BASIC**

**2 WEEKS  70 CLOCK HOURS**

Upon completion of the course, the student should be able to perform production and maintenance welding on mild steel including high volume fabrication, automotive assembly and repair.

**Course objective:** To produce quality multiple pass fillet welds and groove welds on carbon steel plate in all positions, using short circuiting transfer. Quality is determined through visual inspection and mechanical testing. This course also develops skills for Welder, Arc (DOT 810.384-014), Production Line Welder (DOT 819.684-010), Tack Welder (DOT 810.684-010), and the arc welding portion of Combination Welder (DOT 819.384-010).

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**GMA016**

**GAS METAL ARC WELDING ADVANCED**

**1 WEEK  35 CLOCK HOURS**

Upon completion of this course, the student should be able to perform structural welding related to buildings and bridges – and production welding on light, medium and heavy assemblies.

**Prerequisites:** The student must have successfully passed the Hobart Institute of Welding Technology Gas Metal Arc Welding Basic course. If this course has not been completed, the following prerequisite test is required:

Pass a 3/8-inch plate open root guided bend test in the horizontal, vertical down, and overhead positions, and a written test. Prerequisite testing charge is $150.00.

**Course objective:** To develop the ability to produce quality fillet and groove welds on carbon steel and aluminum using pulse or spray transfer. This course also develops skills for Welder, Arc (DOT 810.384-014).
Course content: This course provides training on pulse transfer other than the short-circuiting, which is covered in the Gas Metal Arc Welding Basic course. The pulse transfer provides for high deposition rate for all position welding. This course also includes gas metal arc welding of aluminum.

Testing: To pass this course, the student is required to take two written tests. The student also must pass one visual and guided side bend test and/or radiographic testing in the 2G position using pulsed spray transfers on carbon steel and two visual cut and etch tests on aluminum (vertical up and overhead). Pulse transfer will be used.

GMA013
GAS METAL ARC WELDING PIPE
1 WEEK 35 CLOCK HOURS

Upon completion of the course, the student should be able to perform service and transmission pipeline related work.

Prerequisites: The student must have successfully passed the Hobart Institute of Welding Technology Gas Metal Arc Welding Basic course. If this course has not been completed, the following prerequisite test is required:

Pass a 3/8-inch plate open root guided bend test in the horizontal, vertical down, and overhead positions, and a written test. Prerequisite testing charge is $150.00.

Course objective: To produce quality single V-groove welds on 6-inch schedule 80 carbon steel pipe in the 2G and 5G fixed positions, using short-circuiting metal transfer. This course also develops skills for Welder, Arc (DOT 810.384-014).

Course content: This course provides the student with a thorough technical understanding of gas metal arc welding, preparation for welding pipe and pipe welding defects. It provides training to develop the skills necessary to produce quality groove welds on 6-inch diameter schedule 80 steel pipe in the 2G and 5G positions.

Testing: To pass this course, the student is required to take two written tests. The student also must pass two practical tests on pipe welded in the 2G and 5G positions. The tests include visual examination and guided bend tests.

FCA015
FLUX CORED ARC WELDING
2 WEEKS 70 CLOCK HOURS

Upon completion of the course, the student should be able to perform structural welding related to buildings and bridges and production work related to heavy equipment manufacturing.

Course objective: This course enables the student to produce quality fillet and groove welds on carbon steel using small diameter electrode wires, large diameter gas shielded electrode wires as well as metal cored wires. This course also develops skills for Welder, Arc (DOT 810.384-014).

Course content: This course is designed to provide training to develop welding skills on carbon steels using small and large diameter flux-cored electrodes in all positions on fillet and groove welds.

Testing: To pass this course, the student is required to take two written tests. The student also must pass the five following visual and guided bend tests: flat, horizontal, vertical, and overhead groove welds using small diameter wire.

WEL530
WELDABILITY OF METALS, FERROUS & NONFERROUS
1 WEEK 35 CLOCK HOURS

Upon completion of the course, the student should have a better understanding of welding the different metals.

Course objective: This course will provide the non-metallurgist with basic knowledge of various metals and their weldability, including metal properties, heat input, preheating, postheating, and selecting filler metals.

Course content: This course is designed to provide training on metal properties, basic metallurgy, classification of ferrous metals, heat treatments, hard surfacing, and metals identification; along with weldability of stainless steels, tool steels, cast iron, nickel alloys, aluminum alloys, magnesium alloys and titanium alloys.

Testing: To pass this course, the student is required to pass two written tests.
EQUIPMENT LIST

The following equipment is required for training. You may either purchase any or all of the equipment upon entering training, or you may bring it with you the first day. Safety equipment is mandatory for all classes. Listed below are items required for the programs and covers items that meet the needs of most students. Depending on usage, replacements may be required. Please note that there may be choices — green or gold lens, lift or fixed front helmet, etc. Should you have questions, please contact the Institute at 937-332-9500, ext. 9608.

Prices are subject to change without notice. Larger sizes may be higher priced.

**COMBINATION STRUCTURAL & PIPE WELDING & STRUCTURAL WELDING**

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<tr>
<td>Head Gear</td>
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Total: $385.00
### 2019-2020 Program Schedules

Standard hours of attendance for day shift are 8 a.m. to 4 p.m., Monday through Friday. Standard hours of attendance for evening shift are 4 p.m. to 11:30 p.m., Monday through Friday.

All students enrolled in the *Combination Structural & Pipe Welding Program* and the *Structural Welding Program* should report at 10 a.m. on the Friday preceding the start date of your program for orientation.

* Mon. holidays: Class begins on Tues.

#### Program 1
**Combination Structural & Pipe Welding**
Tuition $17,750.00

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#### Program 2
**Structural Welding**
Tuition $10,750.00

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INFORMATION AND POLICIES FOR TRAINING

VISITS
Visitors are welcome anytime throughout the year. You may schedule a visit online at www.welding.org or contact a Career Development Representative at 937-332-9500 Ext. 9601 to see our facilities, discuss enrollment and schedule courses. All visitors must go to the main office and sign-in upon arrival. Cameras are not allowed during visits to the Institute.

ADMISSION REQUIREMENTS
1. Student must provide a copy of their HS diploma or GED if enrolling in a program.
2. Student must be at least 16 years old to participate. If student is under the age of 18 a parent or legal guardian will also need to sign the students Program Enrollment Agreement.
3. Student must be able to understand, read and speak English.

Physical Requirements
1. Student must be able to deal with the physical demands of the welding profession.
2. Student must have at least average use of both hands and arms.
3. Student must be able to stand for long periods of time.
4. Student must be able to kneel or crouch for extended periods of time.
5. Student must be able to lift and carry 50 lbs.
6. Student must have good eyesight, with or without corrective lenses. An eye exam is recommended before student starts the program.

Individuals with a pacemaker or defibrillator are restricted from entering the welding labs and other high voltage areas due to potential risk of electric shock and/or high frequency interfering with the pacemaker or defibrillator signal.

The Hobart Institute of Welding Technology does not discriminate on the basis of disability, race, color, religion, sex, national origin, or age regarding admission to its programs and activities

ADMISSIONS PROCESS
Prior to enrolling be sure to read the catalog in its entirety so you have a clear understanding of what to expect. Give careful consideration to the job market for welders and to your personal objectives for attending welding training. This will ensure that the program you select meets your personal goals.

1. Contact Hobart Institute of Welding Technology (HIWT) if you require guidance in setting your objectives and selecting a program at 937-332-9500.
2. Apply online at www.welding.org by completing the Program Enrollment Agreement.
3. HIWT will acknowledge the receipt of your Program Enrollment Agreement by email and provide instructions to establish a Student Portal Login to pay the required registration fee.
4. Once the required registration fee payment is processed, HIWT will notify you of your start date/shift via email.
5. Upon receipt of your high school diploma, transcript or GED, a HIWT Registrar will sign the Program Enrollment Agreement and upload a copy to your Student Portal.

REGISTRATION FEES
The Hobart Institute of Welding Technology requires a $125.00 registration fee before we can process your application. If you interrupt your training for twelve months or more, you must pay another $125.00 registration fee before you can resume your training.

STUDENT PORTAL
Upon registration each student will be provided instructions to create their student portal account. The student portal provides access to announcements, course schedule, payment schedule and making payments online, attendance, grades, and more. Also, no specific details regarding attendance, grades or finances can be disclosed to anyone other than the student. However, individual(s) who are permitted to receive specific information can be indicated in the FERPA settings in your Student Portal. The student portal can be accessed by visiting the school website at https://www.welding.org. It is important to review what is listed in the Student Portal to better understand, monitor, and participate in the educational process.

*Tuition fees are subject to change without notice.
ORIENTATION

Orientation for students enrolled in the Combination Structural & Pipe Welding Program and Structural Welding Program is at 10:00 a.m. on the Friday preceding the start date of your program.

Hours of attendance for day shift is 8:00 a.m. to 4:00 p.m.

Hours of attendance for evening shift is 4:00 p.m. to 11:30 p.m.

PROGRAM TUITION*

Students in the Combination Structural & Pipe Welding Program or the Structural Welding Program are only obligated under the enrollment agreement to pay for one 300 hour academic term at a time. Students are obligated for subsequent 300 hour term as each new term begins. Consequently, refunds are based on each 300 hour academic term as described below under CANCELLATION/REFUNDS POLICY. Any payment for subsequent 300 hour academic terms not attended will be refunded entirely.

Combination Structural & Pipe Welding Program tuition is due as follows:

Payment 1 is due by Friday four weeks prior to the scheduled start date for the 0 to 300 hour period, plus book fees.
Payment 2 is due prior to the sixth week of training for the 301 to 600 hour period.
Payment 3 is due prior to the fifteenth week of training for the 601 to 900 hour period.
Payment 4 is due prior to the twenty-third week of training for the 901 to 1200 hour period.
Payment 5 is due prior to the thirty-second week of training for the 1201 to 1330 hour period.

Structural Welding Program tuition is due as follows:

Payment 1 is due by Friday four weeks prior to the scheduled start date for the 0 to 300 hour period, plus book fees.
Payment 2 is due prior to the sixth week of training for the 301 to 600 hour period.
Payment 3 is due prior to the fifteenth week of training for the 601 to 805 hour period.

Tuition and book fees must be paid in advance by Friday four weeks prior to the start date of your first course. If payment is not received by this date, the student will not be allowed to start course.

CANCELLATION/REFUND POLICY

Hobart Institute of Welding Technology utilizes the State refund policy for our Combination Structural & Pipe Welding and Structural Welding Program organized on a clock hour basis. The refund policy is consistent with guidelines established for State and Federal education programs.

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

(a) All monies paid by an applicant will be refunded if the applicant is rejected by the Institute.
(b) The $125 registration fee secures a place in a class. All monies paid by an applicant will be refunded if requested in writing within five (5) days of signing an enrollment agreement. If training is interrupted for twelve months or more, a second payment of the registration fee is required.
(c) Students who have not visited the Institute facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either the regularly scheduled orientation procedures or following a tour of the Institute facilities and equipment.
(d) The Institute will refund all monies paid by the applicant except for the registration fee as long as notice is given prior to commencement of any classes. Any monies due to an applicant shall be refunded within thirty (30) days from cancellation or failure to appear on or before the first day of class.
(e) Refunds due to students who make payments for tuition and fees shall be remitted within thirty (30) days from their date of determination. Title IV refunds to the Department of Education shall be refunded within forty-five (45) days from the date of determination. Hobart Institute of Welding Technology calculates the date of determination as the last date of attendance, with the exception of students not returning from an approved leave of absence. When a student on an approved leave of absence does not return, the date of determination will be the date of withdrawal or dismissal of the student.

Programs (Refunds are based on a 300-hour academic term):

(a) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
(b) A student who starts class and withdraws after the academic term is 15% completed but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
(c) A student who starts class and withdraws after the academic term is 25% completed but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
(d) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

COURSE RESCHEDULING

Once your start date is assigned, there is a $125.00 rescheduling fee per schedule change. The fee is payable when you request a schedule change, prior to changes being made.
A student who starts a course and officially withdraws before the course is thirty percent complete will receive an incomplete for the course. A student who starts a course and officially withdraws after the course is thirty percent complete will receive a grade of 0 (F) for the course.

A student is required to contact the Registrar for withdrawal procedures when dropping a course or to withdraw from the school. The effective date of any withdraw is the last date of attendance with the exception of students not returning from approved leave of absence.

Financial aid eligibility will not be granted for that course when the student retakes it. Any student placed on financial aid probation for failure to meet the satisfactory progress standards established by the Institute due to mitigating circumstances may submit a written appeal describing the circumstances to the Compliance and Student Services Manager of Hobart Institute of Welding Technology. The Compliance and Student Services Manager, in conjunction with the Financial Aid Administrator, will notify the student within two weeks of acceptance or rejection of the appeal.

ACADEMIC PROBATION

Students whose cumulative grade point average GPA falls below 2.0 will be placed on academic probation. A student on academic probation will become ineligible for further aid until their cumulative grade point average returns to satisfactory. Students who are not making satisfactory academic progress will be counseled by a Financial Aid Administrator regarding their receipt of additional financial aid, including their second student loan disbursement.

The Financial Aid Office, at the end of each class, will review the progress of all students receiving Federal Student Aid for both qualitative and quantitative standards. Any student who is placed on academic probation will have their cumulative grade point average reviewed after the completion of each course until returning to a satisfactory cumulative grade point average, at which time they will be removed from academic probation.

Any student placed on academic probation for failure to meet the satisfactory progress standards established by the Institute due to mitigating circumstances may submit a written appeal describing the circumstances to the Compliance and Student Services Manager of Hobart Institute of Welding Technology. The Compliance & Student Services Manager will notify the student within two weeks regarding acceptance or rejection of the appeal. Once a student’s grade point average returns to 2.0 or better, they will be removed from academic probation.

Each student is measured and graded in the following areas:

- **Welding Skill – 75% of total grade**: Students take welding skill tests throughout their training. Each test is prepared and tested according to American Welding Society, American Petroleum Institute, American Society of Mechanical Engineers, or Hobart Institute of Welding Technology Standard Qualification Procedures.
- **Welding Knowledge – 15% of total grade**: Students take written knowledge tests after each phase of training.
- **Attitude – 10% of total grade**: Students are evaluated on safety habits, time management, care of equipment, use of materials, attendance, promptness in completing assignments, and cooperation with instructors and other students.

**High Academic Achievement** will be recognized with a special **Certificate of Recognition** for students in the 23-week or the 38-week program who maintain a GPA of 3.5 or higher.

**ACADEMIC STANDARDS**

Grades are awarded on a designation of 0 to 4. Students must maintain an average of 2.0 to remain in good standing.

- 0 to 1.9 = unsatisfactory/failed
- 2.0 to 4.0 = satisfactory/pass

**SATISFACTORY PROGRESS**

Students must maintain a minimum of a 2.0 grade point average (GPA) in all courses. Students unable to maintain a 2.0 grade point average (GPA) in any course must repeat that course. Repeated unsatisfactory performance may result in dismissal from the program. A dismissed student may be readmitted at a later date after an evaluation by school administration. If readmitted, student must maintain adequate performance and conduct levels.

**COURSE INCOMPLETE/WITHDRAWAL**

A student may voluntarily, verbally or in writing withdraw from training at any time. Any unused tuition funds will be refunded according to the Hobart Institute of Welding Technology and Department of Education guidelines.

Exceptions:

- A one-time schedule change agreed to by the Institute Registrar and Director of Skill Education to better meet the objectives and goals of the student.
- Additional or repeat courses to enhance skill development.
- Schedule changes initiated by the Institute.

**Note**: A schedule change for one course may affect your starting date for other courses. If you cannot make your scheduled start date, you must notify the Institute. Failure to notify the Institute will result in a $125.00 rescheduling fee.
**COURSE REPEAT**

Students will be allowed to reschedule a class no more than once during the period of the program. Students receiving a course grade of less than 2.0 will be required to repeat the course at the individual course tuition rate. AWS® QC7 Welder Certification is not included in the individual course rate. If a student wishes to take the certification test they may do so for an additional charge. Students failing the same course twice may be dismissed from the Institute. The Institute reserves the right to make exceptions to this policy based on a review of individual circumstances.

Courses that must be repeated will count in the calculation of hours attempted and completed hours earned if the student receives a passing grade for the repeated courses. Course incompletes and noncredit remedial courses have no effect on the satisfactory progress standards.

**PROGRAM GRADUATION POLICY**

To graduate from a program, the student must successfully complete all required courses, maintaining a 2.0 grade point average, meet all financial obligations, and must complete the program within a specified time frame. Completion time shall not exceed 1.5 times the normal number of weeks/clock hours specified, based on actual attendance. Maximum completion times are as follows:

- **Combination Structural & Pipe Welding Program** (Program 1), within 57 weeks/1995.0 clock hours
- **Structural Welding Program** (Program 2), within 34.5 weeks / 1207.5 clock hours

Progress will be measured each time that a student is required to reschedule a course. A student who exceeds the 1.5 times the normal number of weeks/clock hours will lose eligibility for Federal Financial Aid (Title IV).

**COURSE GRADE RECORDS/ CERTIFICATES/DIPLOMAS**

Students receive a grade record for each course in which they participate. Each course grade is based on skill, knowledge and attitude.

Upon successful completion of the **Combination Structural & Pipe Welding Program** or the **Structural Welding Program**, the student will receive a diploma. Students who do not successfully complete the requirements of the program will receive a certificate for courses completed.

**GRADUATION & EMPLOYMENT RATES**

**Combination Structural & Pipe Welding Program**

- Mar 16/Feb 17 - Started 422 students
  - 11% - 46 students withdrawn/terminated
  - 89% - 376 graduates within 150% of program length
  - 99% - 374 graduates available for employment
  - 0% - 1 graduate further education
  - 91% - 341 graduates employed in the trained field
  - 0% - 0 non-graduates employed in the field
  - 91% - 341 graduates & non-graduates employed in the trained field

**Structural Welding Program**

- Sep 16/Aug 17 - Started 57 students
  - 16% - 9 students withdrawn/terminated
  - 84% - 48 graduates within 150% of program length
  - 100% - 48 graduates available for employment
  - 0% - 0 graduates further education
  - 94% - 45 graduates employed in the trained field
  - 0% - 0 non-graduates employed in the field
  - 94% - 45 graduates & non-graduates employed in the trained field

Rates provided are as reported on the graduation and employment charts submitted to ACCSC annually.
ATTENDANCE POLICY

All attendance and absences are recorded. Our attendance policy is being driven by industry and is expected by industry for the future employment of our students. Based on the Hobart Institute of Welding Technology and government agency standards, the objective is to have attendance and conduct at a level that will in no way cause an interruption in training. This will ensure the highest level of welding skill at the completion of training. It is the responsibility of all students, which includes the students under programs, to follow Institute guidelines and rules.

Students are required to be on time for each class; to participate in each class and laboratory session; to honor break times; and to remain at the Institute through the completion of the daily scheduled program. Students are required to be in their assigned area. Students loitering in other areas may be counted absent for the time spent away from their area. Notify your instructor if you need to be away from the area.

You are expected to notify your instructor when you can’t report at your scheduled time regardless of the reason. The only exception will be when an extreme emergency exists not permitting you to call. The number is 937-332-9500.

Absences include personal illness, illness in the family, death in the family and legal matters (including incarceration), etc. You are expected to be in attendance for all classes.

Understand that absences, being tardy, leaving early, or cutting classes will be causes for interruptions or rescheduling classes, probation, suspension, or dismissal.

Absence policy requiring you to reschedule is:

1-week course - if the absence exceeds 1/2 day (3.5 hrs), the student must reschedule the class
2-week course - if the absence exceeds 1 day (7 hrs), the student must reschedule the class
4-week course - if the absence exceeds 2 days (14 hrs), the student must reschedule the class.

All absences are recorded in 15 minute increments. Once you have missed more than 10% of a course, you will not be permitted to finish the hours in that course. You will need to reschedule and repeat the entire course at individual course tuition rate.

If a student, at any time during the program is absent for three consecutive days without notifying the Institute, based on a staff evaluation the student will be dismissed.

Perfect Attendance will be recognized with a special Certificate of Perfect Attendance for students of the 23-week or the 38-week program. Perfect attendance means to be on time for all scheduled class time; to participate in each class and laboratory session; to honor break times; and to remain at the Institute through the completion of the scheduled daily program.

LEAVE OF ABSENCE (LOA) POLICY

A Leave of Absence may be granted for unforeseeable circumstances such as but not limited to the following reasons: military obligations, jury duty, accidents, death in the family, etc. All LOA requests must be submitted in writing prior to taking the LOA and must be approved by the Institute.

Students taking an emergency LOA, without prior written request and approval, must notify the school and then submit the request form via fax, email, U.S. mail or in person. Multiple leaves may be granted during a twelve month period; however, the total of all LOA’s may not exceed 180 days. In addition, VA eligible students may not be eligible to receive VA benefits while on an approved LOA; please see a Financial Aid Administrator for more information on this policy. A student who does not notify Hobart Institute of Welding Technology or does not return from the approved LOA will be dismissed from the Institute.

HOLIDAY SCHEDULE & POLICY

Hobart Institute of Welding Technology observed holidays that fall during a course will be made up during the course. If a holiday falls within a course, the instructor will inform the students on the first day of the course which days the make-up hours will be offered.

Days that Hobart Institute will be closed for students in 2019:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
<th>Days Lost</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's</td>
<td>01/01/19</td>
<td>1</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>*05/28/19</td>
<td>1</td>
</tr>
<tr>
<td>Independence Day</td>
<td>07/04/19</td>
<td>1</td>
</tr>
<tr>
<td>Labor Day</td>
<td>*09/02/19</td>
<td>1</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>11/25/19 – 11/29/19</td>
<td>5</td>
</tr>
<tr>
<td>Christmas Break</td>
<td>12/23/19 – 01/03/20</td>
<td>10</td>
</tr>
</tbody>
</table>

* Monday Holiday - class will begin on Tuesday.

MAKE-UP POLICY

Students may not miss more than 10% of the total clock hours of any course.

In the event of the school closing for any reason, (i.e. holidays, weather, power outage, etc.) students must be given the opportunity to make up those scheduled hours.

Make-up hours for day shift will be before class from 7:00 a.m. to 8:00 a.m. Make-up hours for evening shift will be during the two fifteen minute breaks and after class from 11:30 p.m. until 12:00 a.m.

If a student opts to not make-up the hours missed for a school closure that occurred within their scheduled course, the hours missed will be counted as an absence.
RULES & REGULATIONS
All rules and regulations at the Institute are subject to review by the President or the Director of Skill Education based on conditions and circumstances.

DISCIPLINARY ACTION PROCEDURES
Hobart Institute of Welding Technology reserves the right to place on probation, suspend or dismiss any student based on unsatisfactory performance, absence, or failure to comply with published policies and/or the Student Code of Conduct. All students will receive a Student Orientation Manual that states the policies and the Student Code of Conduct at orientation.

To maintain discipline the staff at Hobart Institute of Welding Technology will conduct the Institute in the best interest of each student.

The following action will be taken if policies and/or the Student Code of Conduct are violated:

First Violation – Verbal Discussion: A first violation will result in a discussion with the instructor regarding the violation that occurred to assist with any possible misunderstanding, to review the rules and to identify the consequences if there is any further violations. Demerits will be recorded on the grade sheet, and the conversation will be recorded in the notes section of the grade sheet.

Second Violation – Probation: A second violation will result in probation and written record of the violation. Student will meet with two HIWT Administrative personnel to discuss the severity of the second violation. The probation will remain in effect until the student completes the program and the written record will become a permanent part of the student’s file.

Third Violation – Suspension: A third violation will result in a one-month suspension from the program. Based on course availability the student may not be able to resume the program until the course is offered which may be more than one month. If suspension occurs during a class, all remaining class time and certification attempts will be forfeited. A student returning from suspension will be financially responsible for the course at the individual course tuition rate.

Any additional infraction following the return from suspension will result in immediate dismissal from the program.

All students are expected to conduct themselves in a manner appropriate to a professional work environment. Considering the severity of the violation, immediate dismissal of the student may be necessary.

Note: AWS® QC7 Welder Certifications are not included in the individual course rates, if a student wishes to take the certification it can be taken for an additional charge.

COPYRIGHT & PEER-TO-PEER SHARING POLICY
In compliance with the Higher Education Opportunity Act, Hobart Institute of Welding Technology has implemented policies to deter copyright violations and unauthorized Peer-to-Peer (P2P) file sharing. This policy includes sanctions and disciplinary actions for violation of federal copyright laws and P2P file-sharing violations. Each student receives a complete copy of this policy during orientation.

PROBATION/SUSPENSION/DISMISSAL
The Institute reserves the right to place on probation, suspend, or dismiss any student based on unsatisfactory performance, absence, or failure to comply with published rules. Any student involved in a fight or expressing violence is subject to immediate dismissal.

Note: Any student with an open container of alcohol, drugs or weapons on Institute grounds or appears to be under the influence of drugs or alcohol is subject to immediate dismissal. The use, sale, or possession of drugs or firearms will result in immediate dismissal and notification of the proper authorities. Hobart Institute of Welding Technology has a no firearms policy; no person shall possess, have under their possession or control, convey or attempt to convey, a deadly weapon or dangerous ordnance onto Hobart Institute of Welding Technology premises.

READMISSION
A student who voluntarily withdraws may be readmitted by submitting a new Program Enrollment Agreement Form. A student who has been dismissed by the Institute may request readmission in writing, after a 6 month period of time. Readmission may be granted at the discretion of the Institute based upon a review of individual circumstances.

BOOTH RENTAL
Any student who has successfully completed a course may return and rent booth space to practice their skills in the area of study. Students are required to provide their own Personal Protective Equipment. Standard welding materials are provided. The charge for this service is $30.00 per hour, minimum of 3 hours, paid in advance with no refunds. Contact the Institute to pre-schedule your time.

Note: Booth rental does not include any instructor time; it is for practice only.
STUDENT COMPLAINT/GRIEVANCE PROCEDURES
In the event a student has concerns or complaints against the Institute, the steps for filing the complaint and resolving the problem would be as follows:

1. Discuss the matter with his/her class Instructor
2. Discuss with the Advisor/Safety & Security Representative and Compliance & Student Services Manager
3. Discuss with the Director of Skill Education
4. Should it become necessary, the individual may contact:

   Executive Director at the Ohio State Board of Career Colleges and Schools
   30 East Broad Street, 24th Floor, Suite 2481
   Columbus, Ohio 43215
   Phone (877) 275-4219

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling 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
   2101 Wilson Blvd., Suite 302
   Arlington, VA 22201
   Phone (703) 247-4212
   http://www.accsc.org

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting Student Services.

COMPARABLE TUITION & PROGRAM INFORMATION
Students may receive comparable program information related to tuition, fees, and program length by contacting:

   Accrediting Commission of Career Schools and Colleges
   2101 Wilson Blvd., Suite 302
   Arlington, VA 22201
   Phone: (703) 274-4212.
   http://www.accsc.org

EMPLOYMENT ASSISTANCE
Hobart Institute of Welding Technology offers employment assistance to the graduates of our Combination Structural & Pipe Welding Program and Structural Welding Program. Hobart Institute of Welding Technology has a Student Resource Center for students to utilize. This Center has computers with Internet access for job searches and a fax/print/phone to utilize for faxing resumes and calling potential employers. Due to on-the-job performance of past students, Hobart Institute of Welding Technology continually receives requests for trained welders. The Institute also maintains close contact with potential employers. These job leads are posted at the school.

The Hobart Institute of Welding Technology does not guarantee employment. However, we do assist students in finding work by passing along job leads and providing the Student Resource Center.

HOUSING & MEALS
Students are responsible for securing their own housing and meals. A housing list comprised of accommodations by area landlords is available on our website. Hobart Institute of Welding Technology is not responsible for any housing-related issues.

The student lunch hour is 11:30 a.m. - 12:30 p.m. On occasion Hobart Institute operates an evening shift with a half-hour for lunch from 7:30 p.m. - 8:00 p.m.

The Institute does not have food service, but we do offer vending machines for sandwiches, snacks, and beverages. Students may bring their own food or there are several restaurants near the Institute.

Contact the Institute at 937-332-9500 or view our website at www.welding.org for information about housing, hotels, campsites and available accommodations.

CAMPUS SECURITY POLICIES AND PROCEDURES
The following information is provided and updated annually as directed by the U.S. Department of Education.

Reporting of Criminal Incidences. The Institute strives to provide a safe and secure environment for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence.

All students should report any knowledge of a criminal or suspicious nature to their Instructor. The Institute will take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified.
Security Program. All students are informed of security procedures during orientation. All staff members are briefed on security procedures upon hiring. Both staff members and students are encouraged to be responsible for their own security and the security of those around them by carefully reading the security procedures and reporting any incidents when they occur to a safety/security team member.

Policy Regarding Illegal Substances. The Institute strictly forbids the possession, use or sale of any alcoholic beverages and/or any drugs on all Institute property. Students and staff members should report any knowledge of such activities to the appropriate school personnel mentioned above in the “Reporting of Criminal Incidence”. Any infraction is cause for immediate suspension and possible termination. When appropriate, such infraction will also be reported to the local authorities. Specific details of the Institution drug policy are outlined in the drug free policy distributed annually.

Domestic Violence Policy. Reports regarding domestic violence should be directed to the Troy Police Department.

Missing Person Policy. Reports regarding a student who is believed to be missing should be directed to the Troy Police Department.

Current Crime Statistics. A list of all criminal incidences reported during the prior three-year period can be viewed on the U.S. Department of Education website at: https://ope.ed.gov/campussafety/#/. Paper copies of this report can be downloaded from our website at www.welding.org or obtained from the office.

HEALTH AWARENESS

Individuals with a pacemaker or defibrillator are restricted from entering the welding labs and other high voltage areas due to potential risk of electric shock and/or high frequency interfering with the pacemaker or defibrillator signal.

Students are responsible for their own medical care and insurance expenses. Students are not covered by Hobart Institute of Welding Technology insurance or industrial compensation.

Vaccinations are not required as a condition of enrollment at Hobart Institute of Welding Technology. However, we encouraged all students to be vaccinated.

ACADEMIC ADJUSTMENTS

Academic Adjustments are modifications in how students participate in classes or activities. These modifications allow students to meet standards of the program, but do not change them. Academic Adjustments give students equal access to educational opportunities. For example: A student who requests an academic adjustment and provides the proper documentation may be allotted additional time in completing written test and assignments.

If needed, students are encouraged to request an Academic Adjustment prior to the start of their program to allow sufficient time for an evaluation to be completed to eliminate or minimize a possible disruption in their scheduled start date. The following is a breakdown of the procedure that is necessary to make an informed decision on request.

1. Student notifies the Registrar that they are requesting an Academic Adjustment.
2. Student provides diagnosis from a physician describing how the disability affects the student and what limitations it causes.
3. Student provides a recommendation from a physician describing what adjustment(s) could be made to aid the student in completing the program.
4. The Compliance & Student Services Manager will access the information and compare to our HIWT safety guidelines.
5. HIWT will notify the student in writing with a decision or request additional information about the proposed Academic Adjustment.
6. If an Academic Adjustment is granted, it will be documented and acknowledged by student and HIWT prior to the start of class.
7. If an Academic Adjustment is granted, the Compliance & Student Services Manager will inform the necessary HIWT staff of the adjustment and work with the staff to implement the adjustment. Confidentiality will be maintained at all times.

Safety is a top priority at HIWT so careful consideration is necessary for our students and staff. Any adjustment that would create an unsafe environment will not be permitted. The cost of obtaining a diagnosis and recommendation from a physician is the student’s responsibility.

TOBACCO-FREE POLICY

Hobart Institute is committed to providing a safe and healthy environment for all students and visitors at our campus.

Ohio Issue 5 was passed on November 6, 2006, creating Ohio’s indoor smoking ban under a chapter of the Ohio Revised Code (ORC) effective December 7, 2006. This law required “public places” and “places of employment” prohibit smoking as of that date.

In compliance with this law, smoking and tobacco use of any kind (including smokeless products) is prohibited inside Hobart Institute of Welding Technology or within 25 feet of its facilities. A designated outdoor smoking area is located on the East side of the Main Campus Building.
DRUG AND ALCOHOL FREE CAMPUS

Hobart Institute of Welding Technology promotes the health, safety and effectiveness of our students. In doing so, we expect students to report to school mentally and physically prepared to learn. This requires students to abstain from using substances that could alter their performance prior to or during scheduled classes.

In addition, students will not distribute, sell, manufacture, purchase, possess or use alcohol or unauthorized controlled substance on school premises. Controlled substances include, but are not limited to narcotics, depressants, amphetamines, hallucinogens and marijuana.

A violation may result in disciplinary action up to and including dismissal. Local law enforcement will be immediately notified for any incident involving a student under the age of 21 or pertaining to the involvement of controlled substance.

HIWT actively promotes a drug and alcohol free campus and encourages frequent visits from local law enforcement to the campus. Law enforcement with K9’s will routinely visit the campus unannounced to detect the presence of illegal drugs. Please notify your instructor or shift supervisor if you are aware of any drug or alcohol use. Students are encouraged to seek assistance to resolve substance abuse problems before it effects your learning environment.

PERSONAL PROTECTIVE EQUIPMENT

The Personal Protective Equipment (PPE) Program is an OSHA requirement. PPE is equipment worn to minimize exposure to hazards that can cause injuries and illness. All students, visitors, and personnel are required to wear the appropriate personal protective equipment when in the welding lab and grinding areas.

The following is required for all welding and grinding areas:

- Safety Glasses with side shields – If you wear prescription eye glasses, they must have side shields. You may also wear safety goggles or protective glasses over your prescription glasses.
- Welding Jacket, cape and bib, or long sleeve shirt with Flame Retardant (FR) Logo – No t-shirts or other untreated cotton clothing will be permitted without a full layer of flame retardant protection.
- Gloves are required at all times when welding and handling base metal. Gloves that are torn, wet or saturated with oil must be replaced.
- Welding Helmet with appropriate lens shade.
- Cutting Goggles or Cutting Glasses with shade #5 lens. A shade 5 lens is required for all thermal welding and cutting operations used in the labs.
- Hair must be kept above shoulders to prevent any potential hazards when grinding and welding.

Additional requirements for right angle grinders usage:

- All hand held grinders must have guards in place and handles on them during operation.
- Grinding wheels must be between 3/32” and 1/4” in thickness.
- No wire wheels or cut-off wheels will be permitted.
- Ear Plugs are required when operating a handheld grinder.
- Face shield must be worn over top of safety glasses.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights & Privacy Act (FERPA) is a Federal law that protects the privacy of student education records by providing students access to their educational records, an opportunity to seek to have the records amended and some control over the disclosure of information from the records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student’s consent. For example:

• Schools may disclose education records to parents if the student is a dependent as defined by the IRS Code.
• Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
• Schools may inform parents if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance.
• A school official may generally share with a parent information that is based on that official’s personal knowledge or observation of the student.

Hobart Institute of Welding Technology’s Student Services Office will only give grades, attendance, and financial aid information to people that the student authorizes. Students can designate and authorize specific individuals in the My Profile/My FERPA area of their Student Portal.

For further information on FERPA you may contact:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

STUDENT SERVICES PROGRAM

The student services program encompasses a multitude of different services that are offered to all students enrolled in Hobart Institute of Welding Technology (HIWT) programs and to program graduates. Some of the student services offered are Housing List, Financial Aid Shopping Sheet, Entrance/Exit Counseling, Academic/Disciplinary and Attendance Advising, Leave of Absence, Part Time Job Opportunities, Career Job Assistance and Job Fairs. For complete list of the student services offered please visit www.welding.org – Students – Find Information – Student Services Program.

FINANCIAL AID

You must meet eligibility requirements in order to apply for financial aid. You must:

• Have a high school diploma or General Equivalency Degree (GED).
• Be enrolled in an eligible Hobart Institute of Welding Technology program.
• Complete the proper paperwork.
• Provide all the necessary supporting documentation.
• Maintain a 2.0 average or higher.
• Maintain less than 10% absenteeism rate to maintain eligibility.

Note: Any student convicted of selling or possessing illegal drugs while receiving federal student aid may become ineligible for aid for all or part of the school year depending on the type and number of convictions.

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

Need is determined by an assessment of the student’s/spouse’s/parent’s income and assets. The Expected Family Contribution is determined through the Federal Needs Analysis System. Hobart Institute of Welding Technology then utilizes the following Department of Education formula to determine loan eligibility:

Cost of Attendance – Expected Family Contribution = Need

Once the award is determined, the Financial Aid Officer will put together a financial aid “package” consisting of several programs (grant/loan).

FEDERAL FINANCIAL AID PROGRAMS* (TITLE IV)

The Hobart Institute of Welding Technology is eligible to participate in the Federal Direct Subsidized or Federal Direct Unsubsidized Loan Programs; and the Federal Parent Plus Loans for Undergraduate Students Program administered by the Department of Education and individual states.

A Direct Loan is a low-interest loan designed to provide students with additional funds to assist in paying for education costs not covered by other sources of financial aid. To qualify, the student must first complete a FAFSA and be enrolled in the Combination Structural & Pipe Welding program or Structural Welding program. Please refer to the Federal Direct Loan Request Worksheet for current interest rates.

Students must complete a Federal Loan Request Worksheet to state that they are going to apply for loans. The form is available to download at www.welding.org or by calling 937-332-9500. This form is to be returned to Hobart Institute of Welding Technology. Then, apply for your loans online at https://studentloans.gov. If you are unable to access a computer, contact the Financial Aid Office at 937-332-9500 ext. 9604 or e-mail financialaid@welding.org.

All loans have an origination fee taken off the top of each disbursement. The Department of Education will notify you of the repayment schedule. Loan repayment is mandatory.

FEDERAL PELL GRANT*

Students are required to complete a Free Application for Federal Student Aid (FAFSA) to determine Federal Pell Grant. You can apply online at https://fafsa.ed.gov. If you are unable to access a computer, contact the Financial Aid Office at 937-332-9500 ext. 9604 or email financialaid@welding.org.
Pell Grant eligibility is determined by an assessment of the student’s/spouse’s/parent’s income and assets. The result is called the Expected Family Contribution (EFC). Schools use this figure to determine the award.

**FEDERAL DIRECT SUBSIDIZED LOAN**

Eligibility is determined based on financial need as determined by the Free Application for Federal Student Aid (FAFSA). The loan is repayable starting six months after the student ceases at least half-time study. The government pays the interest while the student attends school. A minimum of $600 per year or $50 per month must be paid back.

**FEDERAL DIRECT UNSUBSIDIZED LOAN**

The interest on this loan is the full responsibility of the borrower. If a student does not qualify for the full Federal Direct Subsidized Loan, the student may borrow the difference in a Federal Direct Unsubsidized Loan. In addition, if the student is an independent student or if a dependent student’s Federal Parent Plus Loan has been denied, the student may borrow additional funds. There are limits on amounts that can be borrowed dependent on the students' situation. Check with the Financial Aid Office for more information.

**FEDERAL DIRECT PARENT PLUS LOAN**

The Federal Direct Parent Plus Loan is a federally sponsored education loan that offers a low fixed interest rate. Parents may qualify for up to the Cost of Attendance, less any other aid. The loan is repayable starting within 30-60 days after the second disbursement. A minimum of $600 per year or $50 per month must be paid back. Parents may borrow in lieu of their Estimated Family Contribution (EFC), but total financial aid may not exceed the student’s Cost of Attendance.

If the parents application is denied, your student may be eligible to borrow an additional Federal Direct Unsubsidized Loan as a result of the denial.

**Note:** You can apply for loans online at www.studentloans.gov. If you are unable to access a computer, contact the Financial Aid Office at 937-332-9500 ext. 9604 or email financialaid@welding.org.

After a determination of programs for which you are eligible, the following forms will require your signature:
1. If selected for verification - the verification worksheets.
2. For loans - the entrance and exit interview forms and master promissory note (MPN) will all be electronically signed with your FSA ID.

*If the amount of a grant and/or loan exceeds the cost of training, Hobart Institute of Welding Technology refunds the overage to the appropriate person or agency as required by law.

**ALTERNATIVE STUDENT LOAN**

For students who do not qualify for Federal Financial Aid programs or have financial need in excess of Federal Financial Aid (Title IV) funds, you may be eligible for an alternative loan. Check with your local bank or online at www.welding.org.

**TRADE ADJUSTMENT ACT (TAA), WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA) AND NORTH AMERICA FEDERAL TRADE ACT (NAFTA)**

These funds are available for dislocated workers who are eligible. Contact your local Unemployment Office for more information.

**VETERANS**

Hobart Institute of Welding Technology is approved by the Ohio State Approving Agency for Veterans Training (the G.I. Bill® educational training for non-disabled or vocational rehabilitation for disabled veterans). Contact the Hobart Institute Financial Aid Office at 937-332-9500 ext 9604 or e-mail financialaid@welding.org.

“In accordance of Veterans Benefits and Transition Act of 2018, Section 103 Hobart Institute of Welding Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or require that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs. This policy is limited to tuition funds paid by the US Department of Veterans Affairs.”


Hobart Institute of Welding Technology was voted Military Friendly for 2018.

**BUREAU OF VOCATIONAL REHABILITATION (BVR)**

BVR is also called the Division of Vocational Rehabilitation (DVR). The Institute operates under contracts with most states.

**SCHOLARSHIPS**

Hobart Institute of Welding Technology awards several scholarships through The Troy Foundation. Three of these scholarships are for the Structural Welding Program. These scholarships can be applied toward the structural welding classes within the Combination Structural & Pipe Welding Program. These scholarships are the Robert Bercaw Scholarship, the Howard B. Cary Scholarship and the Raymond C. Dunlavy Scholarship.
In addition, Hobart Institute of Welding Technology also awards Scholarships in the amount of $5,000 through The Troy Foundation. Additional scholarships for attendance at Hobart Institute of Welding Technology are available through The Troy Foundation [www.thetroyfoundation.org](http://www.thetroyfoundation.org). The application forms for all scholarships for Hobart Institute of Welding Technology students through The Troy Foundation may be downloaded from our website at [www.welding.org](http://www.welding.org) or call Hobart Institute of Welding Technology at 937-332-9500.

**COST OF ATTENDANCE/FINANCIAL AID SHOPPING SHEET**

Before applying for financial aid, students should assess all of the costs of attending this institution. The Financial Aid Office establishes standard budgets, which reflect average costs for students during a typical term of enrollment. Actual expenses vary among student’s life styles, priorities and obligations. To assist applicants in determining their need to meet all costs of education, direct and indirect, a schedule of tuition and fee costs are available online at [www.welding.org](http://www.welding.org) located under the financial aid/scholarship or by calling the Financial Aid Office at 937-332-9500 ext 9604.

**FUNDS DISBURSEMENT**

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

Any funds that are reimbursed to the student or parent for living expenses will be disbursed on Friday of each week after 12:30 p.m. Any funds posted after checks are run for the week will be disbursed the following week. The student must maintain satisfactory progress and be currently attending in order to receive the second disbursement.

**PERSONAL FINANCES & LIVING EXPENSES**

We recommend that you open a checking account with a local bank if you will be living in the area for an extended period to attend classes. This will make it easier to manage your personal finances and pay your living expenses while you are here.

If you do not wish to open an account at a local bank, we recommend that you use credit cards or travelers’ checks payable at a U.S. bank in U.S. currency rather than cash.

**ELECTRONIC FUNDS TRANSFER (EFT)**

All Pell Grant monies and most Federal loans are disbursed by EFT. For loan disbursements received in check form the following procedure will be used.

1. The Institute will receive a check payable to the student or parent and the Institute. Both parties must endorse the check.
2. The check will be applied to the student’s account and any excess will be distributed in check form to the appropriate party.

Any student who has terminated his/her training without notifying the school and has an outstanding tuition amount due, and, if applicable, has failed to endorse their financial aid check for the amount owed the school, will be sent a letter explaining the outstanding tuition charges owed and the amount credited to their account from the financial aid program they received. Only the amount owed the school will be disbursed and applied to their outstanding balance.

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

Student must maintain a minimum of a 2.0 grade point average (GPA) in all courses. Students whose cumulative grade point average GPA falls below 2.0 will be placed on academic probation.

The Financial Aid Administrator will monitor on a regular basis the progress of all students receiving Federal Student Aid. All Instructors are told to inform the Financial Aid Office of any student experiencing academic or attendance problems. Students who are not making satisfactory academic progress will be called into the Financial Aid Office and counseled relative to their receipt of additional financial aid, including their second student loan disbursement.

**RETURN OF TITLE IV FUNDS POLICY**

Hobart Institute is required to determine the earned and unearned portion of Title IV aid when a student ceases enrollment prior to the planned completion date. Unearned Title IV funds that are the responsibility of the Institute must be returned to the Title IV programs no later than forty-five (45) days after the date of determination that the student withdrew. Hobart Institute of Welding Technology calculates this date as the last date of attendance, with the exception of students not returning from approved leave of absence. Federal law specifies how a school must determine the amount of Federal Financial aid (Pell, Federal Direct Subsidized, Unsubsidized & Parent Plus Loans) that a student earns if they withdraw prior to completing 60% of a payment period.

Percent earned = number of hours completed up to the withdrawal date divided by the total hours in the payment period.
Percent unearned = 100% minus percent earned.

**Institutional Refund Procedure**

When a student receives Federal financial aid in excess of aid earned - **The school returns the lesser of:**

Institutional charges multiplied by the unearned percentage or Title IV Federal financial aid disbursed multiplied by the unearned percentage.

**The student returns:** Any remaining unearned aid **not covered by the school.** Any loan funds are repaid in accordance with the terms of the promissory note. (Scheduled payments to the holder of the loan over a period of time.)

**Note:** Students withdrawing from school should be aware that the school may be obligated to return Federal financial aid funds back to the U.S. Department of Education if the student does not complete 60% of the program. If funds are returned, the student is notified that this may result in the student owing outstanding tuition or fees to the school in addition to owing funds back to the U.S. Department of Education. Any grant amount the student has to return is a Federal grant overpayment and arrangements must be made with the school or the U.S. Department of Education to return the funds.

**RIGHTS & RESPONSIBILITIES FOR RECEIVING FINANCIAL AID**

As a recipient of Federal student aid, you have certain rights you should exercise and certain responsibilities you must meet. Knowing what they are will put you in a better position to make decisions about your educational goals and how you can best achieve them.

**STUDENT RIGHTS**

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

**STUDENT RESPONSIBILITIES**

1. You must complete all application forms accurately and submit them on time to the right place.
2. You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense, which would result in indictment under the U.S. Criminal Code.
3. You must return all additional documentation, verification, corrections and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
5. You must accept responsibility for all agreements that you sign.
6. You must be aware of and comply with the deadlines for application or re-application for aid.
7. You should be aware of your school’s refund procedures.
8. All schools must provide information to prospective students about the school’s programs and performance. You should consider this information carefully before deciding to attend.

**FINANCIAL AID CONFIDENTIALITY POLICY**

Student financial aid records are considered confidential and hence are only available to authorized financial aid personnel for the purpose of making and maintaining financial aid awards. For students who apply for food stamps or other aid awards, depending on the agency involved, it may be necessary to request such release of information in writing, prior to the Financial Aid Office releasing it.
FEDERAL FINANCIAL AID (TITLE IV)  
DEFAULT PREVENTION  

In efforts to reduce default rates, the Financial Aid Office provides loan counseling information, servicer contact information, estimated loan repayment dates and notification when a payment due date is nearing. The following will apply to all students receiving Federal Loans at this institute:

1. All students taking out a Direct Subsidized and/or Unsubsidized Loan(s) are required to complete online counseling at https://studentloans.gov. Students are required to complete counseling twice during the financial aid process. Entrance counseling is completed prior to disbursement of federal loan funds. Exit counseling is completed prior to graduating. Entrance and exit counseling are used to educate borrowers about direct loans, managing expenses, repayment obligations and borrower’s rights and responsibilities.

2. Repayment of most Federal student loans begins 6-months after enrollment stops. However, PLUS loans enter repayment once the loan is fully disbursed (paid out). All Federal Direct Loans will be repaid to a loan servicer. Prior to loans coming into repayment the loan servicer contacts the student and provides them with repayment information. The loan servicer must provide to the student a loan repayment schedule, payment due date, the number and frequency of payments, and the amount of each payment. Federal financial history and loan servicer contact information is located at https://nslds.ed.gov.

3. If loan payments are not made, you risk going into default. Defaulting on student loans has serious consequences. The financial institution that made or owns your loan, your loan guarantor, and the Federal government all can take action to recover the money you owe. If you are having trouble making payments on a loan immediately contact your loan servicer. For more information on student loans, repayment, and avoiding default contact the Financial Aid Office or go to https://studentaid.gov.

EXIT COUNSELING  

Any student who has received a Federal Loan must complete exit counseling prior to graduating or withdrawing from school. Students will not receive their diploma and transcript unless they have completed exit counseling in full. Students will complete exit counseling online at https://studentloans.gov or period under its satisfactory progress policy.

RECEIPT OF LOAN DISBURSEMENTS  

Upon receipt of the student’s loan disbursement(s), the Financial Aid Administrator must determine that the student is still attending classes on a full-time basis and making satisfactory progress.

Note: The requirement for the student to be making satisfactory progress at the time of disbursement, means only that the school must go back to the last evaluation period under its satisfactory progress policy.