LIVING IN TROY, OHIO

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Housing available for Hobart Institute of Welding Technology Students  www.welding.org – Program – Student Information
City of Troy  www.troyohio.gov
Troy Area Chamber of Commerce  www.troyohiochamber.com
Miami County Visitors Bureau  www.homegrowngreat.com

Hobart Arena
www.hobartarena.com
Miami County Fair
www.miamicountyohiofair.com

Southern Ohio Forge and Anvil Association
sofablacksmiths.org

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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. Hobart Institute of Welding Technology reserves the right to alter or amend any item contained herein without notice. Effective January 1, 2021.

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 institute worldwide.

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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.

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

ACCREDITATIONS AND APPROVALS
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 AFFILIATIONS

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

Sinclair Community College in Dayton, OH agrees to accept selected courses in transfer toward an Associate of Technical Studies degree pathway, with a maximum of 30 semester credit hours.

Ferris State University in Big Rapids, MI agrees to accept completion of the Combination Structural & Pipe Welding program toward an Associate of Applied Science Degree in Welding Technology. Hobart Institute of Welding Technology does not offer general education courses. Therefore they will need to be taken at Ferris State University or another college/university to be applied toward the requirements to obtain a BS degree in Welding Engineering Technology (WELE).

INSTRUCTOR STAFF
Hobart Institute of Welding Technology features a full-time staff of 25 instructors with over 250 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 ensure that they spend maximum time working with students.

WORKBOOKS AND 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 $515, and for the Structural Welding Program (Program 2) are $440. 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 AND 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 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 (equalling 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, 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 an 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 and a custom-designed welding table for all-position welding. The oxyacetylene area has 27 welding stations, 6 mechanized flame cutting stations and 10 manual 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. The lower level can be accessed by the road that runs between Hobart Institute of Welding Technology (HIWT) 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. The 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
40 WEEKS  1400 CLOCK HOURS  140.0 CEU  TUITION $19,500.00  BOOK FEES $515.00
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.

WTB101  Welding Technology & Blueprint Reading  2 weeks  70 clock hours
WTB201  Advanced Blueprint Reading  2 weeks  70 clock hours
OAW101  Oxyacetylene Welding, Cutting & Brazing  2 weeks  70 clock hours
SMA101  Shielded Metal Arc Welding Basic  4 weeks  140 clock hours
SMA201  Shielded Metal Arc Welding Advanced  4 weeks  140 clock hours
SMA301  Shielded Metal Arc Welding 6" Pipe 2G & 5G Uphill  4 weeks  140 clock hours
SMA401  Shielded Metal Arc Welding 6" Pipe 6G Uphill  2 weeks  70 clock hours
SMA501  Shielded Metal Arc Welding 2" Pipe 6G Uphill  2 weeks  70 clock hours
GTA101  Gas Tungsten Arc Welding Basic  2 weeks  70 clock hours
GTA201  Gas Tungsten Arc Welding Advanced  2 weeks  70 clock hours
GTA202  Gas Tungsten Arc Welding 2" Pipe  4 weeks  140 clock hours
GTA203  Gas Tungsten Arc Welding/Shielded Metal Arc Welding 6" Pipe 6G Uphill  2 weeks  70 clock hours
GMA101  Gas Metal Arc Welding Basic  2 weeks  70 clock hours
GMA201  Gas Metal Arc Welding Advanced  2 weeks  70 clock hours
GMA202  Gas Metal Arc Welding Pipe  2 weeks  70 clock hours
FCA101  Flux Cored Arc Welding  2 weeks  70 clock hours

PROGRAM 2: STRUCTURAL WELDING PROGRAM
24 WEEKS  840 CLOCK HOURS  84.0 CEU  TUITION $11,700.00  BOOK FEES $440.00
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 employment as a structural welder.

WTB101  Welding Technology & Blueprint Reading  2 weeks  70 clock hours
WTB201  Advanced Blueprint Reading  2 weeks  70 clock hours
OAW101  Oxyacetylene Welding , Cutting & Brazing  2 weeks  70 clock hours
SMA101  Shielded Metal Arc Welding Basic  4 weeks  140 clock hours
SMA201  Shielded Metal Arc Welding Advanced  4 weeks  140 clock hours
GTA101  Gas Tungsten Arc Welding Basic  2 weeks  70 clock hours
GTA201  Gas Tungsten Arc Welding Advanced  2 weeks  70 clock hours
GMA101  Gas Metal Arc Welding Basic  2 weeks  70 clock hours
GMA201  Gas Metal Arc Welding Advanced  2 weeks  70 clock hours
FCA101  Flux Cored Arc Welding  2 weeks  70 clock hours

Note: Prices are subject to change without notice. The Institute reserves the right to modify the sequence of courses as needed.
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.

WTB101
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 common 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: This course presents information on welding safety, welding terms and definitions, basic metallurgy, metal properties, welding processes, symbols for welding according to AWSA2.4 and weld defects and discontinuities. The course also covers mathematics including fractions, decimals and metric conversions, as well as blueprint reading and layout.

Testing: To pass this course, the student is required to take 12 written test and must demonstrate their ability to properly layout parts from prints using common layout tools.

WTB201
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. No prerequisites are permitted for this course.

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 take 11 test and complete assigned classroom work.

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**OAW101**  
**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 1/4” to 1/2” 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” 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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**SMA101**  
**SHIELDED METAL ARC WELDING BASIC**  
**4 WEEKS 140 CLOCK HOURS**

Upon completion of this course, the student should be able to perform production welding, general maintenance welding and light structural welding.

**Course Objective:** To be able to produce quality multi-pass fillet and single v-groove welds in all positions using E6010 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 shielded metal arc welding, welding safety, arc welding power sources, and electrode classifications and selection. It also provides training to develop the skills necessary to make quality single and multi-pass fillet and groove welds in all positions on ¼” mild steel plate, and multi-pass groove welds on 3/8” mild steel plate with backing in the horizontal and vertical positions, using direct 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 test on a fillet weld in the horizontal position using E6010 electrodes, visual and guided bend tests on single v-groove welds in the horizontal, vertical up and overhead positions using E6010 and E7018 electrodes.
SMA201
SHIELDED METAL ARC WELDING 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 HIWT Shielded Metal Arc Welding Basic course. If this course has not been completed, the following prerequisite tests are required:

Pass a guided bend test on 1/4” plate in the horizontal, vertical and overhead positions and pass a written test. **Prerequisite testing charge is $150.00.**

**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; 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 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 using E7018 electrodes. Tests are also given on single v-groove welds on 3/8” mild steel plates in the horizontal, vertical and overhead positions using E6010 and E7018 electrodes.

SMA301
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 HIWT Shielded Metal Arc Welding Advanced course. If this course has 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 $150.00.**

**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 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 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).

**Testing:** To pass 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.
SMA401
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 HIWT Shielded Metal Arc Welding 6” Pipe 2G & 5G Uphill course. If this 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 $150.00.

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 2” diameter schedule 80 and XX heavy wall 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 on both schedule 80 and XX heavy wall, 2” pipe.

GTA101
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 and aluminum commonly used in fabrication and other industries.

Course objective: To be able to produce quality fillet and square groove welds on carbon steel and aluminum in the flat and horizontal 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 and .125” and .25” aluminum, using direct and alternating current.
In addition, material is presented on the metallurgy and welding characteristics of carbon steel and aluminum.

**Testing:** To pass this course, the student is required to take two written tests. The student also must pass a visual test on 11-gauge carbon steel welded in the horizontal position including a lap joint, T-joint and outside corner, and visual inspection and liquid penetrant test on a multi-pass .25” aluminum single v-groove butt joint welded in the flat position.

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**GTA201**  
**GAS TUNGSTEN ARC WELDING ADVANCED**  
**2 WEEKS 70 CLOCK HOURS**

Upon completion of the course, the student should have the ability to weld thin gauge stainless steel and titanium for use in various industries including aircraft, refrigeration, medical and many others.

**Prerequisites:** The student must have successfully passed the HIWT Gas Tungsten Arc Welding Basic course. If this course has not been completed, the following prerequisite tests are required:

- Pass a visual test on 11-gauge carbon steel welded in the horizontal position including a lap joint, T-joint and outside corner, and pass a written test. **Prerequisite testing charge is $150.00.**

**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 provides the student with a thorough 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” to .062” stainless steel and titanium in the flat and horizontal positions. In addition, information will be presented on the metallurgy and weld characteristics of titanium and stainless steel.

**Testing:** To pass this course, the student is required to take one written test. The student is also required to pass tests on a five-plate assembly on .045” stainless steel including an outside corner, butt joint, T-joint, and lap joints with and without filler, a visual tee joint and lap joints with and without filler on .062” titanium in the horizontal position, and submit .062” titanium square groove butt joints in the flat position for x-ray.

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**GTA202**  
**GAS TUNGSTEN ARC WELDING 2” PIPE**  
**4 WEEKS 140 CLOCK HOURS**

Upon completion of the course, the student should have developed skills for pipe welding in various industries and applications including power generation, refineries, process piping, vessel manufacturing and others.

**Prerequisites:** The student must have successfully passed the HIWT Gas Tungsten Arc Welding Basic course. If this course has not been completed, the following prerequisite tests are required:

- Pass a visual test on 11-gauge carbon steel welded in the horizontal position including a lap joint, T-joint and outside corner, and pass a written test. **Prerequisite testing charge is $150.00.**

**Course objective:** To be able to produce quality single v-groove welds on 2” 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 the preparation and techniques used for gas tungsten arc welding pipe. It develops the skills necessary to produce quality groove welds on 2” schedule 80 carbon 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 tests on pipes welded in the 2G and 5G positions as well as a guided bend test or radiographic test of a pipe welded in the 6G position.
GMA101
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).

Course content: This course is designed to provide the student with a thorough technical understanding of welding safety, gas metal arc welding, equipment adjustments, metal transfer and shielding gases. It also provides training to develop the skill necessary to make quality gas metal arc welds in all positions on mild steel from 3/16” sheet to 3/8” plate, single and multiple pass, using short circuit transfer. This course also illustrates problems associated with welding situations and provides corrective information.

Testing: To pass this course, the student is required to take two written tests. The student also must pass visual and guided bend tests in the horizontal, vertical down, and overhead positions.

GTA203
GAS TUNGSTEN ARC WELDING/SHIELDED METAL ARC WELDING 6” PIPE
2 WEEKS  70 CLOCK HOURS

Upon completion of the course, the student should have developed skills for pipe welding in various industries and applications including power generation, refineries, process piping, vessel manufacturing, utility work and others.

Prerequisites: The student must have successfully passed the HIWT Gas Tungsten Arc Welding Basic course and Shielded Metal Arc Welding 6” Pipe 6G Uphill course. If these courses have not been completed, the following prerequisite tests are required:

Pass a visual test on 11-gauge carbon steel welded in the horizontal position including a lap joint, T-joint and outside corner using the gas tungsten arc welding process; and pass a visual inspection on 6” schedule 80 mild steel pipe welded in the 6G position with backing ring, using the shielded metal arc welding process and E7018 low hydrogen electrodes and pass a written test. Prerequisite testing charge is $150.00.

Course objective: To be able to produce quality single v-groove welds on 2” and 6” diameter schedule 80 carbon steel pipe in the 6G position 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 pipe. It provides training to develop welding skills to make welds on carbon steel open root, 2” and 6” diameter schedule 80 steel pipe in the 6G position.

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 2” XXH and 6” schedule 80 mild steel pipe in the 6G position.
GMA201
GAS METAL ARC WELDING ADVANCED
2 WEEKS 70 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 HIWT Gas Metal Arc Welding Basic course. If this course has not been completed, the following prerequisite tests are required:

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

Course objective: To produce quality multiple pass fillet welds and groove welds on carbon steel and aluminum using spray and pulsed spray transfer. This course also develops skills for Welder, Arc (DOT 810.384-014).

Course content: This course provides training on spray and pulsed-spray transfers for both carbon steel and aluminum. Short-circuit transfer is not covered in this course; it is covered in the Gas Metal Arc Welding Basic course. Spray and pulsed-spray transfer provide high deposition rates and pulsed-spray transfer can be used in all positions.

Testing: To pass this course, the student is required to take two written tests. The student also must pass visual inspection and a guided side bend test and/or radiographic testing in the 2G position using pulsed spray transfers on carbon steel and two visual inspections and etch tests on aluminum in the 3G and 4G positions, using spray and pulsed spray transfer.

GMA202
GAS METAL ARC WELDING PIPE
2 WEEKS 70 CLOCK HOURS

Upon completion of the course, the student should have developed the skills necessary to weld pipe using short circuit transfer for process and transmission piping.

Prerequisites: The student must have successfully passed the HIWT Gas Metal Arc Welding Basic course. If this course has not been completed, the following prerequisite test are required:

Pass a 3/8-inch plate open root guided bend test in the horizontal, vertical down, and overhead positions, and pass 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-circuit metal transfer. This course also develops skills for Welder, Arc (DOT 810.384-014).

FCA101
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, bridges and production work related to heavy equipment manufacturing.

Course objective: This course enables the student to produce quality groove welds on carbon steel using .045 and 1/16" diameter flux cored electrode wire. 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 plates ranging from 3/8" to 1", using .045 and 1/16" diameter dual shield flux-cored electrodes in all positions.

Testing: To pass this course, the student is required to take two written tests. The student must also pass three visual inspections and guided bend tests on 3/8" plate in the horizontal, vertical and overhead positions using .045 flux-cored wire, and a vertical up test on a 1" block using 1/16" flux-cored wire.
**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. 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 AND STRUCTURAL WELDING**

Total: $357.00

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<tr>
<th>Item</th>
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## 2021-2022 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.

*Prices are subject to change without notice.*

*Mon. holidays: Class begins on Tues.*

<table>
<thead>
<tr>
<th>Program 1</th>
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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 financial aid opportunities. 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, transcript, or GED.
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 student’s 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.

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) at 937-332-9500 if you need guidance in setting your objectives and selecting a program.
2. Apply online at www.welding.org by completing the Program Enrollment Agreement.
3. HIWT will acknowledge the receipt of your Program Enrollment Agreement, start date and shift via email.
4. 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

HIWT requires a $125.00 registration fee before we can process your application. Prices are subject to change without notice.

- Once your start date is assigned, you are permitted one start date change at no additional cost.
- Thereafter, a $125.00 registration fee is assessed per start date change. The fee is payable when you request a start date change, prior to changes being made.
- Start date changes initiated by the Institute are exempt from additional charges.
- If you cannot make your scheduled start date, you must notify the Institute. Failure to notify the Institute will result in forfeiting the $125.00 registration fee.
- If you interrupt your training for twelve months or more, you must pay another $125.00 registration fee before you can resume your training.

*Prices are subject to change without notice.
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, 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 Family Educational Rights & Privacy Act (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.

ORIENTATION

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

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 terms as each new term begins. Consequently, refunds are based on each 300 hour academic term as described below under CANCELLATION/REFUND 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 ninth week of training for the 301 to 600 hour period.
Payment 3 is due prior to the seventeenth week of training for the 601 to 900 hour period.
Payment 4 is due prior to the twenty-fifth week of training for the 901 to 1200 hour period.
Payment 5 is due prior to the thirty-third week of training for the 1201 to 1400 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 ninth week of training for the 301 to 600 hour period.
Payment 3 is due prior to the seventeenth week of training for the 601 to 840 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 could be rescheduled to a later date.

CANCELLATION/REFUND POLICY

HIWT 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. HIWT 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.

Program Refund Policy (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
Courses may be added or removed from your schedule by completing a Schedule Change Request form.

- Your request will be confirmed with an email directing you to verify the changes in your Student Portal.
- A schedule change for one course may affect your starting date for other courses.
- If you add a course and subsequently remove it from your schedule, a $100 rescheduling fee may be imposed. This fee must be paid before you begin your next scheduled course.
- Course reschedules initiated by the Institute to enhance skill development are exempt from the fee.

GRADES
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 24-week or the 40-week program who maintain a grade point average (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 ACADEMIC PROGRESS
To maintain Satisfactory Academic Progress (SAP) a student must have a minimum of a 2.0 GPA in all courses. Students unable to maintain a 2.0 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.

ACADEMIC PROBATION
Students whose cumulative GPA falls below 2.0 will be placed on academic probation. Any student who is placed on academic probation will have their cumulative GPA reviewed after the completion of each course until returning to a satisfactory cumulative GPA, 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 & Student Services Manager of HIWT. 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.

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 HIWT and Department of Education guidelines.

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 withdrawal from the school. The effective date of any withdrawal 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 & Student Services Manager of HIWT. The Compliance & Student Services Manager, in conjunction with the Financial Aid Administrator, will notify the student within two weeks of acceptance or rejection of the appeal.

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. 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, maintain a 2.0 GPA, 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 60 weeks/2100.0 clock hours

Structural Welding Program (Program 2), within 36 weeks /1260.0 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 18/Feb 19 – Started 302 students
7% - 21 students withdrawn/terminated
93% - 281 graduates within 150% of program length
99% - 279 graduates available for employment
0% - 0 graduates further education
92% - 258 graduates employed in the trained field
0% - 0 non-graduates employed in the field
92% - 258 graduates & non-graduates employed in the trained field

Mar 17/Feb 18 – Started 372 students
7% - 27 students withdrawn/terminated
93% - 345 graduates within 150% of program length
100% - 345 graduates available for employment
0% - 0 graduates further education
94% - 326 graduates employed in the trained field
0% - 0 non-graduates employed in the field
94% - 326 graduates & non-graduates employed in the trained field

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 18/Aug 19 – Started 48 students
19% - 9 students withdrawn/terminated
81% - 39 graduates within 150% of program length
100% - 39 graduates available for employment
0% - 0 graduates further education
92% - 36 graduates employed in the trained field
0% - 0 non-graduates employed in the field
92% - 36 graduates & non-graduates employed in the trained field

Sep 17/Aug 18 – Started 36 students
14% - 5 students withdrawn/terminated
86% - 31 graduates within 150% of program length
100% - 31 graduates available for employment
0% - 0 graduates further education
90% - 28 graduates employed in the trained field
0% - 0 non-graduates employed in the field
90% - 28 graduates & non-graduates employed in the trained field

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 HIWT 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.

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.

Absence policy requiring you to reschedule is:
2-week course - if the absence exceeds 7 hrs, the student must reschedule the class
4-week course - if the absence exceeds 14 hrs, the student must reschedule the class.

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 24-week or the 40-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 POLICY

A Leave of Absence (LOA) 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 HIWT or does not return from the approved LOA will be dismissed from the Institute.

HOLIDAY SCHEDULE

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 the Institute will be closed for students in 2021:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s</td>
<td>01/01/21</td>
<td>1</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>*05/31/21</td>
<td>1</td>
</tr>
<tr>
<td>Labor Day</td>
<td>*09/06/21</td>
<td>1</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>11/22/21 – 11/26/21</td>
<td>5</td>
</tr>
<tr>
<td>Christmas Break</td>
<td>12/20/21 – 12/31/21</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 a.m. to 8 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 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 AND 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 (HIWT) 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 HIWT 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.

COPYRIGHT AND PEER-TO-PEER SHARING POLICY

In compliance with the Higher Education Opportunity Act, HIWT 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. HIWT 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 HIWT 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 inquires to:
A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting Student Services.

**COMPARABLE TUITION AND 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) 247-4212
http://www.accsc.org

**EMPLOYMENT ASSISTANCE**

Hobart Institute of Welding Technology (HIWT) offers employment assistance to the graduates of our Combination Structural & Pipe Welding Program and Structural Welding Program. HIWT 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, HIWT continually receives requests for trained welders. The Institute also maintains close contact with potential employers. These job leads are posted at the school.

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

**HOUSING AND MEALS**

HIWT does not have on campus housing. Securing housing is the responsibility of the student. We provide a list of housing options available to the students of Hobart Institute of Welding Technology. HIWT does not endorse any of the listings and is not responsible for any related issues.

Day shift students will have an hour for lunch from 11:30 a.m. to 12:30 p.m. Evening shift students will have a half-hour for lunch from 7:30 p.m. to 8:00 p.m.

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

**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 dismissal. When appropriate, such infraction will also be reported to the local authorities. Specific details of the Institute’s drug policy are outlined on pages 25-26 of this catalog, reviewed during Student Orientation and posted throughout campus.

**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 HIWT. 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 tests 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 the 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**

HIWT 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” to prohibit smoking as of that date.

In compliance with this law, smoking and tobacco use of any kind (including smokeless products) is prohibited inside HIWT 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.

**WEAPON FREE POLICY**

HIWT has a Weapon Free Policy, (Pursuant to the Ohio Revised Code Section 2923.122) no person shall possess, have under their possession or control, convey or attempt to convey, a deadly weapon or dangerous ordnance onto HIWT premises. This includes other potentially dangerous weapons, explosives, combustibles, or dangerous chemicals, or the possession of any other objects used with the intent to damage, injure, or disrupt Institute activities.
**DRESS CODE POLICY**

Our goal is to ensure the safety and professional appearance of all students attending HIWT. The following Dress Code is required at all times:

- All shirts must have sleeves and be free of tears or holes. **Tank tops, cut offs or other altered shirts that show unnecessary exposure of skin will be not permitted.**
- Pants must be free of any modifications, holes or tears. Denim jeans are recommended; no sweat pants, wind pants, or shorts will be permitted.
- Helmets, welding attire and clothing may not display obscene language, graphics or pictures.
- Safety leather work shoes/boots are required. Safety shoes with steel toes are recommended. **Cloth, leather sports shoes (including steel-toed tennis or sport shoes), flip flops and other open-toed shoes are not permitted.**

**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 PPE 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 AND PRIVACY ACT**

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](http://www.welding.org) – Programs – Student Information – Student Services Program.
FEDERAL FINANCIAL AID PROGRAMS (TITLE IV)

Hobart Institute of Welding Technology (HIWT) is approved to participate in Title IV Federal Financial Aid Programs.


To qualify, the student must first complete a Free Application for Federal Student Aid (FAFSA®) and be enrolled in the Combination Structural & Pipe Welding program or Structural Welding program. Additional information is located on our website at www.welding.org or through Federal Student Aid website at www.studentaid.ed.gov.

COST OF ATTENDANCE/FINANCIAL AID SHOPPING SHEET

Before applying for financial aid, students should assess all of the costs of attending the Institute. 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, direct and indirect, shopping sheets are available online at www.welding.org, located under financial aid/scholarship or by emailing the Financial Aid Office at financialaid@welding.org.

FINANCIAL AID DETERMINATION

• Demonstrate financial need;
• Be a U.S. citizen or an eligible noncitizen;
• Have a valid Social Security number;
• Be registered with Selective Service, if you’re a male (you must register between the ages of 18 and 25);
• Be enrolled or accepted for enrollment in an eligible program at Hobart Institute of Welding Technology;
• Maintain satisfactory academic progress, with a 2.0 GPA average or higher;
• Maintain less than 10% absenteeism rate to maintain eligibility;
• Complete the Free Application for Federal Student Aid (FAFSA®) and sign the certification statement stating that you are not in default on a Federal student loan and do not owe money on a Federal student grant and you will use Federal student aid only for educational purposes;
• Have a high school diploma or a recognized equivalent, such as a General Educational Development (GED) certificate;
• Complete all required documentation to obtain Federal Student Aid.

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 the Expected Family Contribution (EFC) determined through the completion of the FAFSA.

Cost of Attendance – Expected Family Contribution = Need

Once eligibility is established, the Financial Aid Administrator will determine a financial aid “package” consisting of one or more programs that can include grants and/or loans.

FEDERAL PELL GRANT

Eligibility is determined based on FAFSA results. 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 SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

The Federal Supplemental Educational Opportunity Grant (FSEOG) program provides need-based grants to help low-income undergraduate students finance the costs of postsecondary education. When making FSEOG awards, the Institution must give priority to those students with “exceptional need” and those who are also Federal Pell Grant recipients.

FEDERAL DIRECT SUBSIDIZED LOAN

Eligibility is determined based on FAFSA results. The loan is repayable starting six months after the student ceases at least half-time enrollment. The government pays the interest while the student attends school. Student will be responsible for interest beginning the last date of attendance. A minimum of $600 per year or $50 per month must be paid back.

FEDERAL DIRECT UNSUBSIDIZED LOAN

Eligibility is determined based on FAFSA results. 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, up to the maximum amount of eligibility. 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 Unsubsidized funds. There are limits on amounts that can be borrowed depending on the students’ situation. Check with the Financial Aid Office for more information.
ENTRANCE COUNSELING

Any student who will be receiving Federal Direct Loans must complete entrance counseling prior to starting their program. Students will complete entrance counseling online at https://studentloans.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.

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, the student may be eligible to borrow 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 or by email at financialaid@welding.org.

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, WORKFORCE INNOVATION OPPORTUNITY ACT

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.”

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill Hobart Institute of Welding Technology was voted Military Friendly for 2018.

BUREAU OF VOCATIONAL REHABILITATION

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

SCHOLARSHIPS

HIWT awards several scholarships through The Troy Foundation. These scholarships are the Robert Bercaw Scholarship, the Howard B. Cary Scholarship, the Raymond C. Dunlavy Scholarship and multiple Hobart Institute of Welding Technology Scholarships. In addition, there are other scholarships specifically for HIWT students awarded through the Troy Foundation. The application form for all scholarships for HIWT students through The Troy Foundation may be downloaded from our website at www.welding.org or on The Troy Foundation website at https://thetroyfoundation.org or contact our office at 937-332-9500.

ELECTRONIC FUNDS TRANSFER

All Federal Financial Aid is received via Electronic Funds Transfer (EFT). For funds received by check the following procedure will be used:

1. The Institute will receive a check payable to the student or parent and the Institute. All 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.

FUNDS DISBURSEMENT

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.

All financial aid funds are disbursed by the HIWT Bursar Office and students are provided notification for all monies applied to their account. Normally, one-half of each eligible financial aid award is disbursed after the first 30 days of the student’s training and the second half is disbursed 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.

Any funds that are scheduled to be disbursed to the student or parent for living expenses will be available on Friday 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 Academic Progress (SAP) and be currently attending in order to receive the second disbursement.

SATISFACTORY ACADEMIC PROGRESS
To maintain Satisfactory Academic Progress (SAP) a student must have a minimum of a 2.0 grade point average (GPA) in all courses. Students whose GPA falls below 2.0 will be placed on an academic warning up to academic probation.

The Financial Aid Administrator will monitor on a regular basis the progress of all students receiving Federal student aid. Students who are not making satisfactory academic progress will be counseled.

ACADEMIC PROBATION
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.

A student on academic probation will become ineligible for further aid until their cumulative GPA 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.

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 & Student Services Manager of HIWT. The Compliance & Student Services Manager will notify the student within two weeks regarding acceptance or rejection of the appeal. Once a student’s GPA returns to 2.0 or better, they will be removed from academic probation.

RETURN OF TITLE IV FUNDS POLICY
HIWT 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 Department of Education no later than forty-five (45) days after the Date of Determination (DOD).

Hobart Institute of Welding Technology calculates DOD as the last date of attendance or date the institute is notified, 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 period of enrollment.

Percent earned = number of hours completed up to the withdrawal date divided by the total hours in the period of enrollment.

Percent unearned = 100% the loan or grant amount minus percent earned.

Any remaining unearned aid is returned to the U.S. Department of Education. Any loan funds are repaid in accordance with the terms of the master promissory note.

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 AND 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 Institute, 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.
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 the 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.