



## **Hobart Institute of Welding Technology** **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” or the “Institute”) programs and program graduates.

### **Life /Budgeting /Housing**

**Tours:** One on one tours are offered all throughout the year during scheduled business hours for prospective students and families to see our facilities, discuss what the school has to offer and review enrollment/schedule opportunities. During the visit an overview is given of all financial aid. If more in-depth information is necessary, a Financial Aid Administrator will provide further guidance. Several times a year we also offer Saturday tours which are conducted in a group setting. You may schedule a visit online at [www.welding.org](http://www.welding.org). For more information contact a Career Development Representative at 937-332-9500 Ext. 9601 or by email at [careerdevelopment@welding.org](mailto:careerdevelopment@welding.org).

**Housing List:** 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 housing related issues. However, the Compliance & Student Services Manager is responsible for inspecting housing facilities interested in being added to the list, as well as following-up on any reported issues by students in an effort to maintain a pool of high quality housing options. Securing housing is the responsibility of the student. We suggest that you contact your housing preference far in advance, and if possible visit the location prior to leasing. The housing list is available at [www.welding.org](http://www.welding.org) under Programs then Housing or in the front office of HIWT.

**Financial Aid Shopping Sheet:** The Financial Aid Shopping Sheet provides an overview of the anticipated cost of attendance for a student participating in a program. Cost of Attendance includes tuition and fees; housing and meals; and allowances for books, supplies, transportation, loan fees and dependent care. The Financial Aid Shopping sheet posted on our website at [www.welding.org](http://www.welding.org) does not represent a final determination or actual award of financial assistance. The estimate applies to full-time, first-time degree/certificate-seeking undergraduate prospective students only. It is a tool utilized to help students and their family determine if they can secure the means of funding to cover cost of attendance and give an outlook of possible financial aid provided to students. Once a student is enrolled a Financial Aid Shopping Sheet specific to their program of choice is available on the student portal for easy access. If you have any questions about the Financial Aid Shopping Sheet please contact a Financial Aid Administrator by email at [financialaid@welding.org](mailto:financialaid@welding.org) or they can be reached by phone at 937-332-9500 Ext. 9604.

**Communication Protocol:** We communicate through emails and SMS messaging continuously to keep students engaged and informed about the school during the time between when they register until their actual start date. Communication comes from the following departments: Admissions, Financial Aid, Career Services and HIWT. The topics covered are the following: Welcome/Congratulations, Student Portal Navigation, Digital HIWT Course Catalog, Tour Invite, Housing Opportunities, Cost of Education, Job/Placement, Scholarships, Orientation Information, Financial Aid and Student Loans, Verify Contact Information, Supply Store/Book Store, PPE Requirements, Student Resource Center/Job Board/Resumes, Billing, and QC7 Welder Certifications. Constant communication helps us determine early on if the student needs assistance with financial aid, part-time employment, housing or other items.

**Entrance/Exit Counseling:** Students seeking Federal Student Loans must complete Entrance Counseling through the U.S. Department of Education prior to HIWT packaging financial aid and having disbursement of funds applied to students account. This is an educational tool for students and their families to understand the debt they are obtaining and their responsibility for repayment. Prior to graduation and receipt of HIWT Certificate/Diploma a student must complete Exit Counseling through the U.S. Department of Education. Exit Counseling provides important information to prepare the student to repay the federal student loans obtained. If you have any questions about the Entrance/Exit Counseling process please contact a Financial Aid Administrator by email at [financialaid@welding.org](mailto:financialaid@welding.org) or they can be reached by phone at 937-332-9500 Ext. 9604.

**Default Management:** The Financial Aid Administrators are available for appointments by phone or in the office to answer questions, provide servicer information and website addresses for students and their families. HIWT provides further information regarding loan repayment and avoiding default at [www.welding.org](http://www.welding.org). Increased academic counseling is provided to borrowers who are considering withdrawal to make them aware of the impact that would occur to current aid and their responsibility to pay the loans back. To keep students engaged and aware of their responsibilities to repay Federal Student Loans upon graduation or leave from the school the Financial Aid Administrators email three notifications to students over a six-month time frame to prompt acknowledgement of debt. If you have any questions about Default Management please contact a Financial Aid Administrator by email at [financialaid@welding.org](mailto:financialaid@welding.org) or they can be reached by phone at 937-332-9500 Ext. 9604.

---

### **Academic /Disciplinary /Attendance Advising/ Leave of Absence**

**Academic Advising:** When a student self identifies or is identified by an Instructor to be struggling within a course, the Instructor will work with the student to provide direction and recommendations to help the student improve their success in the course. Depending on the nature of the issue, the Compliance & Student Services Manager and/or Director of Education may provide further assistance.

**In the event a student is considering a program change the following steps will be necessary:**

- 1.) The student should notify their Instructor and Registrar of their intent to change programs.
- 2.) The student must fill out the Schedule Change Request form and submit it to the Registrar.

- 3.) Once the Registrar receives the completed form they will arrange a meeting with the student for the next business day to discuss potential financial impact and educational outcomes.
- 4.) Once the discussion is complete, the student can review the potential outcomes and make a decision on how they would like to proceed.
- 5.) If the student would like to proceed with the program change, the Registrar will process the request and notify the student by email when their request has been processed. The updated schedule will be posted to the student's account in the student portal within 48 hours of request. The student is responsible for viewing their schedule. If you have any questions or concerns regarding the updated schedule, please see the Registrar.

**Addition of Individual Courses and Course Repeats:** In the event a student is considering adding individual course(s) to their schedule, the student needs to see the Registrar and complete a Schedule Change Request form. The Registrar will process the request and notify the student by email when their request has been processed. The updated schedule will be posted to the student's account in the student portal within 48 hours of request. The student is responsible for viewing their schedule. If you have any questions or concerns regarding the updated schedule, please see the Registrar.

In the event a student fails a course, either because of ability or attendance, the student must see the Registrar and complete a Schedule Change Request form to schedule the course retake. The Registrar will process the request and notify the student by email when their request has been processed. The updated schedule will be posted to the student's account in the student portal within 48 hours of request. The student is responsible for viewing their schedule. If you have any questions or concerns regarding the updated schedule, please see the Registrar.

**Grade Point Average:** When a student's academic performance results in a failure of a class or the student's cumulative Grade Point Average (GPA) falls below the required 2.0, the Compliance & Student Services Manager meets with the student to assess the issue and determine what actions may be taken to help the student achieve success. If a student is receiving any form of financial aid for example: Federal, VA or scholarships, the Financial Aid Administrators assist in advising so the student is aware of the impact progress in class has on their financial aid.

**Disciplinary Advising:** When a student has received a disciplinary action the Compliance & Student Services Manager meets with the student to discuss what occurred, the level of violation and confirms the student's understanding of the results of any further violations. Documentation is noted in CampusVue software within the student's record for further reference and in the student's academic file. Then feedback is given to the appropriate instructor. If disciplinary action has any impact on schedule and/or financial aid the Financial Aid Administrators assist in advising so the student is aware of the impact progress in class has on their financial aid.

**Attendance Advising:** When a student has developed a pattern of excessive absenteeism or they have failed a class due to attendance, the Compliance & Student Service Manager will meet with the student to get a better understanding of why this disruption is occurring, clarify the expectations of the institute's attendance policy and define the possible outcomes if attendance is not improved. Documentation is noted in CampusVue software within the student's record and in the student's academic file. Then feedback is given to the appropriate instructor. If disciplinary action impacts the student's schedule and/or financial aid, the Financial Aid Administrators assist in advising the student of the impact progress in class has on financial aid.

**Leave of Absence (LOA) Policy:** A Leave of Absence may be granted for unforeseeable circumstances such as but not limited to the following reasons: military obligations, jury duty, accidents, death in the family, etc. All LOA requests must be submitted in writing prior to taking a LOA and must be approved by the Institute. Students taking an emergency LOA, without 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; Students are directed to the Financial Aid Administrator for more information on this policy. A student who does not notify Hobart Institute of Welding Technology or does not return from the approved LOA will be dismissed from the Institute. If you have any questions about the Leave of Absence Policy please contact a Registrar in the front office, by phone 937-332-9500 or by email at [registration@welding.org](mailto:registration@welding.org).

---

### **Career Development/Part-time Job Opportunities/Career Job Assistance**

**Part time Job Opportunities:** Students who are interested in part time opportunities are encouraged to visit Career Development and speak with one of the representatives. Part time jobs are posted to the job board. If you have any questions or would like more information contact a Career Development Representative at [careerdevelopment@welding.org](mailto:careerdevelopment@welding.org), by phone at 937-332-9500 Ext. 9601 or stop in at the Student Resource Center.

**Resume Building and Preparation:** The Career Development team assists students in resume preparation by providing a template to use to ensure resumes are done in correct format, certifications and schooling is listed correctly etc. This is done in the Student Resource Center where there are computers available for student use. Additionally, the Career Development team will proofread resumes and advise students on appropriate wording and format of resume. For assistance please stop in the Student Resource Center to see a Career Development Representative, email at [careerdevelopment@welding.org](mailto:careerdevelopment@welding.org), or by phone at 937-332-9500 Ext. 9601.

**Career/Interview Readiness Meetings:** A Career Development Representative visits the classroom approximately two months prior to the student's graduation and conducts a Job Assistance Meeting. In this presentation, students are encouraged to visit the Student Resource Center to work on resumes, search for jobs etc. Also discussed is appropriate attire, questions and behavior for interviews, appropriate social media profiles as well as ensuring student have voicemail set up on their phones. Students are informed on how to search for jobs, to visit our job board and are directed to various websites. For further information please stop in the Student Resource Center to see a Career Development Representative, email at [careerdevelopment@welding.org](mailto:careerdevelopment@welding.org), or by phone at 937-332-9500 Ext. 9601.

**Job Fairs:** Hobart Institute of Welding Technology holds three job fairs per year: March, June and September. All students are encouraged to attend, regardless of where they are in their program. This showcases opportunities they will have upon graduation and gives them ideas of what type of welding skills they need for specific industries. From these job fairs, students can apply for and potentially interview same day for jobs. For further information please stop in the Student Resource Center to see a Career Development Representative, email at [careerdevelopment@welding.org](mailto:careerdevelopment@welding.org), or by phone at 937-332-9500 Ext. 9601.

**Individual Company Recruitment:** Hobart Institute offers employers the opportunity to come and do presentations about their specific job opportunities. These are generally directed to students in their final two months of schooling.

### Counseling Services & Referrals

**Miami County Veterans' Services:** Primary function is to provide assistance in the preparation of VA forms, documentation of claims and pertinent data, proper submission of VA claims, follow-up on claims, transportation to VA medical centers, electronic selective service registration and more. In some cases, emergency financial assistance with food, rent payment, utilities or other essential needs may be provided to veterans discharged under honorable conditions in a time of need. Contact is 937-440-8126.

**Counseling Services:** In the event a student is identified or demonstrates a need for counseling, the student is referred to Samaritan Behavioral Health in Troy, Ohio. Samaritan Behavioral Health offers licensed therapists and counseling services for all ages.

Samaritan Behavioral Health  
3130 N County Rd 25A  
Troy, Ohio 45373  
Phone: 937-440-7121  
FAX: 937-440-7110  
Crisis Number: 800-351-7347

First time appointments, call 937-734-4310 or 937-734-4311 Request the Miami county office.

Students are encouraged to seek assistance to resolve any problems before it effects their learning environment. The following is a list of treatment and counseling resources that are available:

|  |   |  |
|--|---|--|
| National AA General Service Office   | 1-212-870-3400<br>1-937-222-2211                | <a href="http://www.aa.org">www.aa.org</a>   |
| Narcotics Anonymous, Ohio  | 1-800-587-4232                                  | <a href="http://www.naohio.org">www.naohio.org</a>   |
| Substance Abuse Treatment Locator  | 1-800-662-4357                                  | <a href="http://findtreatment.samhsa.gov">findtreatment.samhsa.gov</a>   |
| Recovery and Wellness of Midwest, Ohio<br>Recovery and Wellness, Tipp City, Ohio | 1-937-548-6842<br>1-937-335-0361                | <a href="http://recoveryandwellnessohio.org">recoveryandwellnessohio.org</a>   |
| TCN Behavioral Health  | 1-937-376-8700                                  | <a href="http://www.tcn.org">www.tcn.org</a>   |
| 24 Hour Crisis Hotline for Darke, Miami<br>& Shelby Counties<br>Crisis Text Line | 1-800-351-7347<br><br>741741<br>Keyword "4hope" | <a href="https://miamiacac.org/new/emergencycrisis-services/">https://miamiacac.org/new/emergencycrisis-services/</a><br><a href="https://mha.ohio.gov/get-help/get-help-now/crisis-text-line">https://mha.ohio.gov/get-help/get-help-now/crisis-text-line</a> |
| Catholic Social Services, Sidney, Ohio   | 1-937-2237217                                   | <a href="https://cssmv.org/northern-counties-services/">https://cssmv.org/northern-counties-services/</a>  |
| National Alliance of Mental Illness (NAMI)                                       | 1-800-686-2646<br>Text 741741                   | <a href="http://www.namiohio.org">http://www.namiohio.org</a>  |
| New Creation Counseling Center, Tipp City,                                       | 937-667-4678                                    | <a href="https://www.newcreationcounselingcenter.org/">https://www.newcreationcounselingcenter.org/</a>  |

|  |                |   |
|--|----------------|---|
| Ohio                                     |                |   |
| Dr. Fred Sachs & Assoc., Tipp City, Ohio | 1-937-667-5126 |   |
| UVMC Behavioral Health, Troy, Ohio       | 1-937-440-4000 | <a href="https://www.premierhealth.com/upper-valley-outpatient-behavioral-health">https://www.premierhealth.com/upper-valley-outpatient-behavioral-health</a> |

Prepared by:  
Greg Shields  
Compliance & Student Services Manager  
Hobart Institute of Welding Technology