HOBART INSTITUTE OF WELDING TECHNOLOGY

2026
PROGRAM CATALOG

Hobart Institute of Welding Technology
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Contents

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, 2026.

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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Ohio State Board of Career Colleges and Schools Registration No. 64
Hobart Institute of Welding Technology is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) No. 000403

Hobart Institute of Welding Technology

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 1931, Hobart started a 501(c)3 nonprofit corporation, The Hobart Trade School, which was chartered by the State of Ohio. In 1940, the incorporated Hobart Trade School organization became formalized with a Board of Directors.

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.

The 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 square feet expansion took place in 1978. In September of 1991, the name was changed to Hobart Institute of Welding Technology (HIWT).

Renovations in 2005 brought Hobart Institute of Welding Technology into the 21st century with enhanced technology. The addition of the Hobart Gallery of Welding History in

2010 provides students and visitors an opportunity to explore the foundation that sets the stage for the present. In 2013, an expansion of 6360 square feet to the existing facility brought 52 additional arc welding booths, universally equipped for all processes for high-scheduling flexibility.

Again in 2016, renovations included a 16,309 square feet. "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.

In October 2022 HIWT continued its commitment to welding excellence with the opening of the Welcome Center. The welcome center greets all visitors to campus and act as a centerpiece for all visitors and prospective students interested in pursuing a career in welding. The space showcases life in Troy, Ohio, the history of HIWT, an overview of the programs offered and an informational video about the Institute.

Once through the welcome center doors, the space opens to the student resource center that houses tour rooms, meeting space, a 48-seat auditorium, and 12 computer stations for students and alumni to access employment information and search for jobs. It is also home to the John R. Blankenbuehler Memorial Library which is the largest privately held library in the country devoted exclusively to the profession of welding. The library is open to all students, alumni, and industry professionals.

Over 100,000 people have successfully completed Hobart Institute of Welding Technology courses. The Institute has 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 registration number is 64.

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 Pathways Welding program toward an Associate of Applied Science Degree in Welding Technology (WELT). Hobart Institute of Welding Technology does not offer general education courses, therefor 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 faculty of 30 instructors with over 325 years of combined practical welding experience, and backgrounds in variety of industries including power generation, aerospace, manufacturing, oil & gas, construction, maritime, and defense.

TRAINING MATERIAL

We utilize a combination of printed and digital curriculum depending on the course and subject matter covered.

The majority of the curriculum is made accessible to students through Blackboard (LMS) on provided tablets. This includes course workbooks, technical guides, videos, visual aids, presentations, and quizzes.

Training Material Fees range from $1,135 to $1240 depending on program selected. In addition to the printed materials, all program students will receive a Rugged Tablet and PipePro calculator with their training materials.

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).

We include a list for required protective equipment and supplies in this catalog.

TRAINING METHODS

Hands-on welding skill development is the primary component of welder training and utilizes approximately 80 to 90% of the clock hours for each welding skill course. The remaining time is utilized in the classroom to review process related topics and key concepts in support of hands-on training.

Welding training is skills-based and continually updated to reflect the best industrial practices. We follow specific performance objectives and the 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 developed the necessary skills, and understand key concepts & theories. Weld testing (destructive and nondestructive) is a major part of each skill course to help overcome the fear of on-the-job qualification testing and to build confidence.

CLASS SIZE

Average class size is approximately 15 students per instructor. Classes exceeding the ratio of 15:1 may be assigned an additional instructor depending on the duration of the class, total number of students, and course content.

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

TRAINING HOURS

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

PREREQUISITE TESTING

Program students are not eligible for prerequiste testing. The Institute does not give credit for previous courses completed at other institutions.

EVALUATION OF CREDIT FOR PREVIOUS EDUCATION AND TRAINING FOR VETERANS BENEFITS

The VA requires that institutions evaluate previous education and military training for veterans utilizing education benefits. While an institution may not grant credit for previous education and training, it is still required to conduct an evaluation.

In order to complete the evaluation, all enrolling students applying for Veteran's Educational Benefits are required to provide institutions with official transcripts for all previous post-secondary education, military education, and military training attended.

All enrolling students applying for Veteran's Educational Benefits must complete the Evaluation of Credit for Previous Education and Training Form to document prior education and training, including military education and military training. Students will not be certified for benefits past the initial certification period until the appropriate military transcripts, and official transcripts from all prior postsecondary institutions previously attended have been received and evaluated.

FACILITIES

The Institute is housed in two facilities on our 12 acre campus. The main building is a 156,000 square feet facility featuring 300 arc welding booths for hands-on training, 14 air conditioned classrooms, and a 6,000 square foot fabrication and pipe fitting lab.

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 North Building is a 16,309 square feet facility featuring 3 large AV equipped classrooms, destructive and nondestructive testing labs, 12 arc welding booths, and 16 oxyfuel welding, cutting and brazing stations.

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 lower level can be accessed by the road that runs between Hobart Institute of Welding Technology (HIWT) and Hobart Brothers, Fleet Street.

Safety & Health Note: HIWT is a non-smoking facility. Tobacco or electronic cigarette 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. Computers are available for students to work on resumes, search and apply for jobs, as well as review AWS library and 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. – 4:00 p.m., Monday thru Friday.

Prepare yourself for a professional welding career

WELDING PROGRAMS

Approved for VETERANS and eligible dependents since 1952.

Financial Aid available to those who qualify.

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

PATHWAYS WELDING PROGRAM

40 WEEKS 1400 CLOCK HOURS 140.0 CEU

TUITION $23,700.00 TRAINING MATERIAL FEE $1,260.00 SUPPLY FEE $1,525.00

This sequence of courses is recommended for the student interested in developing the skills and knowledge associated with all position welding on plate, and further enhancing their skills and knowledge through additional training aligned within a career pathway. The Pathways Welding Program is divided into two separate modules. The first module is 24 weeks in length and is comprised of 10 courses that focus on the development of welding fundamentals and skill. During this portion of training, students will have the opportunity to complete four welder qualification tests including shielded metal arc welding, flux cored arc welding, gas metal arc welding, and gas tungsten arc welding.

While completing module 1, students will complete a series of career advising sessions where they will learn about the different industries associated with welding, current career opportunities and the 3 different pathways program options available to them. During the student's 6th month of training, they will participate in a one-on-one career advising session where they will select their career pathway for Module 2. Each Pathway module is 16 weeks in length and has two additional Welder Qualification Tests integrated into the program. Successful completion of this program gives the student the necessary welding skills required for entry level employment as a welder in their chosen career path.

MODULE 1: 24 Weeks (840 Hours) Core Training

WTB101	Welding Technology & Blueprint Reading	2 weeks	70 clock hours
OAW102	Oxyacetylene Cutting & Welding	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
GMA101	Gas Metal Arc Welding Basic	2 weeks	70 clock hours
GMA201	Gas Metal Arc Welding Advanced	2 weeks	70 clock hours
GTA102	Gas Tungsten Arc Welding Carbon Steel	2 weeks	70 clock hours
GTA204	Gas Tungsten Arc Welding Stainless Steel	2 weeks	70 clock hours
FCA101	Flux Cored Arc Welding Basic	2 weeks	70 clock hours
GTA205	Gas Tungsten Arc Welding Aluminum	2 weeks	70 clock hours

MODULE 2: 16 Weeks (560 Hours) Pathway Option (To Be Determined Through Career Advising)

Pathway Option 1: Pipefitter

Students enrolled in the Pipefitter Pathway will gain knowledge of piping systems and the piping fabrication process, while developing skills in gas tungsten arc welding and shielded metal arc welding pipe. During this module, students will have the opportunity to test two additional Welder Qualifications aligning with their career pathway including a carbon steel open root 2" Pipe welded in the 6G position using the gas tungsten arc welding process and a carbon steel open root 2" pipe welded in the 6G position using the shielded metal arc welding process tested in accordance with AWS® D1.1. Accomplished students should have the skills necessary to succeed as an entry level pipefitter.

GTA202	Gas Tungsten Arc Welding 2" Pipe	4 weeks	140 clock hours
SMA302	Shielded Metal Arc Welding 6" Pipe Uphill	4 weeks	140 clock hours
GTA302	Gas Tungsten Arc Welding Stainless Steel 2" Pipe	2 weeks	70 clock hours
SMA402	Shielded Metal Arc Welding 2" Pipe 6G Uphill	2 weeks	70 clock hours
PLF101	Pipe Layout for Fitters & Welders I	2 weeks	70 clock hours
PLF201	Pipe Layout for Fitters & Welders II	2 weeks	70 clock hours

Pathway Option 2: Welder-Fabricator
Students enrolled in the Welder-Fabricator Pathway will develop skills and knowledge associated with welding fabrication and manufacturing. Training will focus on advancing the student's knowledge and skills in gas metal arc welding, flux cored arc welding, and gas tungsten arc welding, while also introducing the student to fabrication. During this module students will have the opportunity to test two additional Welder Qualifications aligning with their career pathway including an AWS® B2.1 open root single v-groove weld on carbon steel welded in the 3G position using gas metal arc welding pulsed spray transfer and an AWS® D17.1 square groove weld welded in the 2G position on .030" Stainless Steel with GTAW. Accomplished students should have the skills necessary to succeed as an entry level welder-fabricator and production welder.

GTA202	Gas Tungsten Arc Welding 2" Pipe	4 weeks	140 clock hours
GTA301	Gas Tungsten Arc Welding Aerospace	2 weeks	70 clock hours
FCA201	Flux Cored Arc Welding Advanced	2 weeks	70 clock hours
GTA302	Gas Tungsten Arc Welding Stainless Steel 2" Pipe	2 weeks	70 clock hours
GMA302	Gas Metal Arc Welding Aluminum and Stainless Steel	2 weeks	70 clock hours
GMA301	Gas Metal Arc Welding Industrial	2 weeks	70 clock hours
FAB101	Introduction to Metal Fabrication	2 weeks	70 clock hours

Pathway Option 3: Downhill Pipe Welder
Students enrolled in the Downhill Pipe Welder Pathway will develop skills and learn techniques commonly applied to downhill shielded metal arc welding and the welding of gas transmission lines, uphill shielded metal arc welding, and pipe fitting. During this module students will have the opportunity to test two additional Welder Qualifications aligning with their career pathway including an open root carbon steel 12" pipe welded in the 5G position using the shielded metal arc welding process with downhill travel and a 12-on-12 branch connection test in accordance with Standard API®1104 using the shielded metal arc welding process with downhill travel. Accomplished students should have the skills necessary to succeed as an entry level downhill welder.

SMA302	Shielded Metal Arc Welding 6" Pipe Uphill	4 weeks	140 clock hours
SMA404	Shielded Metal Arc Welding 6" Pipe Downhill	4 weeks	140 clock hours
PLF101	Pipe Layout for Fitters & Welders I	2 weeks	70 clock hours
PLF201	Pipe Layout for Fitters & Welders II	2 weeks	70 clock hours
SMA504	Shielded Metal Arc Welding 12" Branch and Sleeve	2 weeks	70 clock hours
SMA604	Shielded Metal Arc Welding Downhill Qualification	2 weeks	70 clock hours

STRUCTURAL WELDING PROGRAM

26 WEEKS 910 CLOCK HOURS 84.0 CEU

TUITION $15,400.00 TRAINING MATERIAL FEE $1,155.00 SUPPLY FEE $1,525.00

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 four Welder Qualifications including shielded metal arc welding, flux cored arc welding, gas metal arc welding, and gas tungsten arc welding. 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
OAW102	Oxyacetylene Cutting & Welding	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
GMA101	Gas Metal Arc Welding Basic	2 weeks	70 clock hours
GMA201	Gas Metal Arc Welding Advanced	2 weeks	70 clock hours
GTA102	Gas Tungsten Arc Welding Carbon Steel	2 weeks	70 clock hours
GTA204	Gas Tungsten Arc Welding Stainless Steel	2 weeks	70 clock hours
FCA101	Flux Cored Arc Welding Basic	2 weeks	70 clock hours
GTA205	Gas Tungsten Arc Welding Aluminum	2 weeks	70 clock hours
WTB201	Advanced Blueprint Reading	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.

Course Descriptions

PATHWAY CORE COURSES:

WTB101
WELDING TECHNOLOGY & BLUEPRINT READING

2 WEEKS 70 CLOCK HOURS

Course Description: The course is important for 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 basic blueprints as they apply to welding.

Prerequisite: There are no prerequisites for this course.

OAW102
OXYACETYLENE CUTTING & WELDING

2 WEEKS 70 CLOCK HOURS

Course Description: The course introduces students to gas welding and cutting utilizing Oxygen and Acetylene gases. Students will spend time in the classroom developing a sound understanding of welding safety and the potential hazards associated with oxyfuel welding and cutting. In addition to safety, they will learn about the fundamentals of cutting and welding, along with practical applications and equipment setup. Approximately 80% of this course is hands-on developing the skill necessary to make quality cuts, deposit fillet and groove welds on carbon steel..

Prerequisite: There are no prerequisites for this course.

SMA101
SHIELDED METAL ARC WELDING BASIC

4 WEEKS 140 CLOCK HOURS 14.0 CEU

Course Description: The course provides students with a comprehensive introduction to shielded metal arc welding (SMAW). Students will develop a strong foundation in welding safety, arc welding power sources, electrode classification and selection. Emphasis is placed on hands-on training, with approximately 85% of the course dedicated to practical welding exercises and 15% to classroom instruction. Students will gain the skills necessary to produce quality single and multi-pass fillet welds in all positions on ¼" mild steel plate using both low hydrogen and deep penetrating electrodes, 3/8" mild steel plate V-Grooves with Backing in all positions using low hydrogen electrodes, as well as multi-pass fillet welds on ½" mild steel plate using low hydrogen electrodes.

Prerequisite: There are no prerequisites for this course.

SMA201
SHIELDED METAL ARC WELDING ADVANCED

4 WEEKS 140 CLOCK HOURS 14.0 CEU

Course Description: The course offers intensive training in shielded metal arc welding (SMAW), focusing on producing quality groove welds with complete penetration. Students will develop the skills needed to perform multi-pass groove welds in all positions on 1" thick mild steel plate with backing and 3/8" thick mild steel plate with open roots.

In addition to hands-on training, several other important topics are covered, including metal identification, welding procedure specifications and qualifications, destructive testing methods, non-destructive testing methods, hard surfacing and welding cast iron. Approximately 85% of the course is dedicated to hands-on training, while the remaining 15% focuses on classroom instruction.

Program students will have the opportunity to complete welder qualification tests on one-inch carbon steel plates in vertical and overhead positions, in accordance with AWS Standard D1.1 Structural Welding Code – Steel.

Prerequisite: Students must have successfully completed the HIWT Shielded Metal Arc Welding Basic course.

GMA101

GAS METAL ARC WELDING BASIC

2 WEEKS 70 CLOCK HOURS

Course Description: The course is designed to provide students with a comprehensive understanding of Gas Metal Arc Welding (GMAW) using short circuit transfer. The course emphasizes the importance of machine setup and adjusting machine settings to optimize welding performance. Students will learn to fine-tune equipment, select appropriate metal transfer modes, and choose suitable shielding gases for various welding scenarios. The curriculum covers essential welding safety practices, equipment operation, and troubleshooting techniques. Students will develop hands- on skills to produce quality multiple-pass fillet and groove welds on mild steel plates ranging in thickness from 16-gauge to 3/16" in all positions.

Prerequisite: There are no prerequisites for this course

GMA201

GAS METAL ARC WELDING ADVANCED

2 WEEKS 70 CLOCK HOURS

Course Description: The course focuses on spray and pulsed-spray transfer, utilizing both solid and metal-cored electrodes for carbon steel. Students will develop the necessary skills to deposit high-quality, multi-pass welds in all positions using pulsed-spray transfer. The training will focus on equipment setup, process adjustments, and troubleshooting to ensure optimal performance. Program students will have the opportunity to complete a welder qualification test on a single V-groove butt joint with backing in the 2G position, following AWS D1.1 standards.

Prerequisite: Students must have successfully completed the HIWT Gas Metal Arc Welding Basic course.

GTA102

GAS TUNGSTEN ARC WELDING CARBON STEEL

2 WEEKS 70 CLOCK HOURS

Course Description: The course is designed to provide students with a comprehensive introduction to Gas Tungsten Arc Welding (GTAW) with a focus on welding carbon steel. Students will gain a thorough technical understanding of GTAW arc characteristics, welding safety, and the metallurgy of carbon steel. The course emphasizes the importance of proper machine setup and adjusting machine settings to optimize welding performance. Through hands-on practice, students will develop the skills needed to deposit high-quality welds on 11-gauge and 16-gauge mild steel.

Prerequisite: There are no prerequisites for this course.

GTA204

GAS TUNGSTEN ARC WELDING STAINLESS STEEL

2 WEEKS 70 CLOCK HOURS

Course Description: The course focuses on Gas Tungsten Arc Welding (GTAW) with an emphasis on welding thin gauge stainless steel. Designed for students with prior knowledge of the GTAW process, the course provides in-depth training on welding techniques specific to stainless steel, including its unique metallurgy and welding characteristics. Students will refine their skills in producing high-quality fillet and groove welds on thin gauge stainless steel ranging in thickness from .045" to .062" in the flat and horizontal positions. The course also emphasizes the importance of precise machine setup and adjustment to optimize welding performance.

Program students will have the opportunity to complete a welder qualification test on a .062" stainless steel butt joint in the 1G position in accordance with AWS D17.1
Class A standards.

Prerequisite: Students must have successfully completed the HIWT Gas Tungsten Arc Welding Carbon Steel course.

FCA101

FLUX CORED ARC WELDING BASIC

2 WEEKS 70 CLOCK HOURS

Course Description: The course provides students with a comprehensive introduction to Flux Cored Arc Welding (FCAW) using gas-shielded flux-cored electrodes. Emphasis is placed on proper machine setup, electrode selection, and welding techniques to produce quality welds. The curriculum includes welding safety practices, equipment operation, and troubleshooting methods. Students will develop hands-on skills to produce groove welds on carbon steel plates ranging from 3/8" to 1" in thickness using .045" diameter dual shield flux-cored electrodes in all positions. The course also introduces welding on pipe, exposing students to techniques for performing single V-groove welds in the horizontal (2G) and horizontal fixed (5G) positions.

Progam students will have the opportunity to complete welder qualification tests on one-inch carbon steel plates in vertical and overhead positions, in accordance with AWS Standard D1.1 Structural Welding Code – Steel.

Prerequisite: There are no prerequisites for this course.

GTA205

GAS TUNGSTEN ARC WELDING ALUMINUM

2 WEEKS 70 CLOCK HOURS

Course Description: The course focuses on Gas Tungsten Arc Welding (GTAW) with an emphasis on welding aluminum. Designed for students with prior knowledge of the GTAW process, the course provides in-depth training on welding techniques specific to aluminum, including its unique metallurgy and weld characteristics. Students will refine their skills in producing high-quality fillet and groove welds on aluminum plate ranging from .125" to .250" in thickness in the flat, horizontal, and vertical positions. The course also emphasizes the importance of precise machine setup and adjustment to optimize welding performance in aluminum fabrication and production welding.

Prerequisite: Students must have successfully completed the HIWT Gas Tungsten Arc Welding Carbon Steel course.

PATHWAY OPTION COURSES:

FAB101
INTRODUCTION TO METAL FABRICATION
2 WEEKS 70 CLOCK HOURS

Course Description: This course introduces students to the foundational principles and practical applications of metal fabrication. Designed for students beginning their journey into fabrication, the course emphasizes both theoretical knowledge and hands-on skill development. Students will explore the full fabrication process—from material selection and layout to cutting, drilling, and welding—while also developing core competencies in shop math and trigonometry as they relate to fabrication tasks. The course integrates safety instruction and tool usage alongside the fabrication of two instructor-assigned projects based on shop drawings. These projects allow students to apply what they've learned in real-world scenarios, including the construction of a rectangular frame and a pump skid frame. By course end, students will demonstrate their ability to safely and accurately fabricate metal structures using a range of layout, cutting, and welding processes.

Prerequisites: Students must have successfully completed the HIWT Welding Technology & Blueprint Reading course, Gas Metal Arc Welding Basic course and Gas Tungsten Arc Welding Carbon Steel course.

FCA201
FLUX CORED ARC WELDING ADVANCED
2 WEEKS 70 CLOCK HOURS

Course Description: The course provides students with hands-on training in welding techniques commonly used in manufacturing and heavy fabrication. Emphasis is placed on performing high-quality welds using a variety of electrodes, including metal-cored, gas-shielded flux-cored, and self-shielded flux-cored electrodes.

The curriculum covers common joint configurations, including tee joints, single V-groove butt joints, and double V-groove butt joints, as well as back gouging procedures. Students will develop advanced welding skills to produce quality welds on mild steel, with thicknesses ranging from 1/4 inch to 1 inch, through hands-on practice.

Students will complete a blueprint-based fabrication project that requires interpreting a drawing to assemble. In addition, they will work on a job practice consisting of a flat plate with a halved pipe on either side—one side welded with metal-cored wire, the other with gas-shielded flux-cored wire. Both activities are designed to build proficiency in making large fillet welds, welding out of position, and working around corners and along curved surfaces.

Prerequisite: Students must have successfully completed the HIWT Flux Cored Arc Welding Basic course.

GMA301
GAS METAL ARC WELDING INDUSTRIAL
2 WEEKS 70 CLOCK HOURS

Course Description: The course provides students with advanced hands-on training in structural welding techniques used in manufacturing and heavy fabrication. Emphasis is placed on developing proficiency with the pulsed spray transfer mode of the GMAW process, with supplemental use of short circuit transfer where applicable.

This course focuses on thicker materials than previous training, with students welding on 1-inch and 1/2-inch mild steel plate—representative of real-world industrial requirements. Students will practice welding complex joint configurations, including a single bevel groove weld, a combination weld on a tee joint (featuring a single bevel and double fillet), and an open root single V-groove weld. These exercises are designed to enhance the student's ability to produce structurally sound, high-quality welds on thicker sections of steel.

Program students will also have the opportunity to complete a welder qualification test on a single V-groove open root butt joint in the 3G position using pulsed spray transfer, in accordance with AWS Standard B2.1 Structural Welding Code – Steel.

Prerequisite: Students must have successfully completed the HIWT Gas Metal Arc Welding Advance course.

GMA302

GAS METAL ARC WELDING ALUMINUM & STAINLESS STEEL

2 WEEKS 70 CLOCK HOURS

Course Description: This advanced wire-feed welding course provides students with specialized hands-on training in aluminum and stainless-steel applications using both Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW). The majority of training emphasizes aluminum fabrication, with students developing proficiency in pulsed spray transfer and spray transfer modes of the GMAW process. Instruction includes equipment setup, operation, and shutdown procedures, as well as a focused study of aluminum alloy weldability.

Students will progress through increasingly complex joint configurations on aluminum, including fillet welds in horizontal and vertical positions and single V-groove welds in vertical and overhead positions. Welding performance will be evaluated through visual inspection to ensure soundness and adherence to quality standards. In addition, students will complete a blueprint reading and assembly exercise with aluminum, assessed on both visual inspection and workmanship criteria.

To broaden process versatility, students will also complete an introduction to FCAW on stainless steel, producing multi-pass fillet welds in multiple positions. This course is designed to strengthen adaptability with multiple wire-feed welding processes, ensuring graduates are prepared to meet the diverse requirements of modern fabrication environments that utilize both aluminum and stainless-steel materials.

Prerequisite: Students must have successfully completed the HIWT Gas Metal Arc Welding Advance course.

GTA202

GAS TUNGSTEN ARC WELDING 2" PIPE

4 WEEKS 140 CLOCK HOURS

Course Description: This course provides intensive training in gas tungsten arc welding (GTAW) for carbon steel pipe, focusing on producing high-quality groove welds with complete penetration. Students will develop the skills necessary to perform multi-pass groove welds in all positions on 2" diameter schedule 80 carbon steel pipe.

In addition to hands-on training, students will cover essential topics such as proper joint preparation, welding techniques, electrode selection, and welding procedure specifications. Approximately 85% of the course is dedicated to hands-on training, while the remaining 15% focuses on classroom instruction.

Pathway program students enrolled in the Pipefitter Career Pathways will have the opportunity to complete a welder qualification test on a 2" schedule 80 carbon steel pipe in the 6G position, in accordance with AWS Standard D1.1 Structural Welding Code – Steel.

Prerequisite: Students must have successfully completed the HIWT Gas Tungsten Arc Welding Carbon Steel course.

GTA301

GAS TUNGSTEN ARC WELDING AEROSPACE

2 WEEK 70 CLOCK HOURS 7.0 CEU

Course Description: The course focuses on Gas Tungsten Arc Welding (GTAW) with an emphasis on aerospace welding applications. Designed for students with prior knowledge of the GTAW process, the course provides in-depth training on welding techniques specific to thin-gauge stainless steel sheet and tubing, including its unique metallurgy and weld characteristics.

Students will refine their skills in producing high-quality fillet and groove welds on stainless steel sheet as thin as .030" and tubing as thin as .049" in the flat, horizontal, vertical, and 45° fixed positions. The course also emphasizes precise machine setup, back purging techniques, and the use of specialized torch components to optimize welding performance for aerospace applications. Students in the Welder-Fabricator Career Pathway will have the opportunity to complete a welder qualification test on a .030" stainless steel butt joint in the 2G position in accordance with AWS D17.1 Class A standards.

Prerequisites: Students must have successfully completed the HIWT Gas Tungsten Arc Welding Carbon Steel course and Gas Tungsten Arc Welding Stainless Steel course.

GTA302

GAS TUNGSTEN ARC WELDING STAINLESS STEEL 2" PIPE

2 WEEKS 70 CLOCK HOURS 7.0 CEU

Course Description: The course focuses on Gas Tungsten Arc Welding (GTAW) of stainless-steel pipe, with an emphasis on sanitary, food processing, refinery, and power generation applications. Designed for students with prior experience in GTAW, the course provides in-depth training on welding techniques specific to stainless steel pipe, including joint preparation, weldability considerations, and the use of purge gas systems. Students will refine their skills by producing high-quality single V-groove welds on 2" diameter schedule 80 stainless steel pipe and square groove welds on schedule 10 stainless steel pipe, both in the 6G fixed position. The course also includes instruction and practice in welding dissimilar metals (stainless steel to carbon steel) and introduces various methods for applying root passes using the GTAW process. Emphasis is placed on precision, purge control, and consistency in meeting the weld quality standards required in sanitary piping systems and other high-spec environments. Upon completion, students will have developed the skills necessary for entry-level pipe welding positions in industries where stainless-steel piping is used.

Prerequisites: Students must have successfully completed the HIWT Gas Tungsten Arc Welding 2" Pipe course.

PLF101

PIPE LAYOUT FOR PIPEFITTERS & WELDERS I

2 WEEKS 70 CLOCK HOURS 7.0 CEU

Course Description: The course introduces students to the fundamental concepts and hands-on practices of pipe layout and fabrication. Designed for individuals beginning their careers in pipefitting, the course balances theoretical instruction with practical application to develop core competencies in reading piping drawings, calculating pipe lengths, and fabricating common pipe connections. Students will explore the pipefitter's role within industrial piping systems while building proficiency in math, blueprint interpretation, and the use of industry-standard layout tools and charts. Emphasis is placed on safety procedures, proper fitting techniques, and troubleshooting skills required in real-world job settings.

Through project-based learning, students will complete a capstone hands-on project, with each topic building sequentially toward its successful execution. In addition to reinforcing theoretical knowledge through sample problems and practical exercises, the course equips students with a lasting reference resource to support future professional development. By course end, students will demonstrate the ability to interpret piping drawings, accurately calculate and lay out pipe runs, and safely fabricate assembled piping systems using industry practices and tools.

Prerequisite: There are no prerequisites for this course.

PLF201

PIPE LAYOUT FOR PIPEFITTERS & WELDERS II

2 WEEKS 70 CLOCK HOURS 7.0 CEU

Course Description: The course builds upon foundational pipe layout skills, advancing students' knowledge and proficiency in the accurate fabrication of complex pipe systems. Designed for individuals with prior experience or training in pipefitting, the course emphasizes the use of advanced mathematics, layout equations, and industry-standard charts to perform precise measurements and fabricate intricate pipe connections.
Students will develop a deeper understanding of piping components, including valves and threaded connections, while learning to overcome challenges presented by obstructions and complex routing requirements.
Through a combination of theoretical instruction and project-based hands-on training, students will explore advanced layout techniques such as parallel offsets and compound angles, while refining their problem-solving skills in realistic fabrication scenarios. The course prioritizes both accuracy and efficiency in layout execution, encouraging students to apply classroom knowledge directly in the lab environment.

By course end, students will demonstrate the ability to accurately interpret and fabricate advanced pipe layouts, apply mathematical and industry tools for precise measurement and cutting, and integrate complex pipe runs into simulated piping systems while maintaining structural integrity and flow functionality.

Prerequisite: Students must have successfully completed the HIWT Pipe Layout for Pipefitters & Welders I course.

SMA402

SHIELDED METAL ARC WELDING
2" PIPE 6G UPHILL

2 WEEKS 70 CLOCK HOURS 7.0 CEU

Course Description: The course provides students with advanced training in pipe welding using E6010 and E7018 electrodes with uphill travel. Emphasis is placed on developing the skills necessary to produce quality, complete penetration welds on 2" diameter Schedule 80 and XXH carbon steel pipe in the 6G position.

The curriculum covers essential topics such as pipe welding techniques, weld quality standards, uphill welding procedures, and preheating and interpass heat treatments. Students will practice multi-pass welding to produce single V-groove welds, focusing on achieving quality welds through visual inspection and mechanical testing.

Additionally, students enrolled in the Pipefitter Career Pathway will have the opportunity to complete a welder qualification test on 2" Schedule 80 carbon steel pipe in the 6G position, in accordance with AWS standard D1.1.

Prerequisite: Students must have successfully completed the HIWT Shielded Metal Arc Welding 6" Pipe Uphill course.

SMA404

SHIELDED METAL ARC WELDING 6" PIPE DOWNHILL

4 WEEKS 140 CLOCK HOURS 14.0 CEU

Course Description: The course offers intensive training in Shielded Metal Arc Welding (SMAW) on carbon steel pipe, focusing on developing the techniques required for service and transmission piping applications. Students will learn how to produce high-quality open root groove welds in the 5G and 6G positions using downhill progression. Emphasis is placed on proper technique, weld quality, and adherence to industry standards commonly found in pipeline welding.

Students will progress through a series of pipe sizes, beginning with 3" pipe and advancing to 6" and 12" pipe as their skills develop. Upon reaching the 6" pipe portion of the course, students will be required to cut and bevel their own pipe, with a demonstration provided to ensure proper procedures are followed.

In addition to hands-on training, students will gain a thorough understanding of downhill welding procedures, weld quality expectations, and the welder's responsibilities in the field. The course also introduces students to basic pipeline construction methods, with an emphasis on welding and welding-related tasks within the pipeline industry. Approximately 85% of the course is dedicated to welding practice, while the remaining 15% focuses on classroom instruction, including welding theory and industry best practices.

Prerequisite: Students must have successfully completed the HIWT Shielded Metal Arc Welding 6" Pipe Uphill course.

SMA504

SHIELDED METAL ARC WELDING API BRANCH & SLEEVE

2 WEEKS 70 CLOCK HOURS 7.0 CEU

Course Description: This specialized Shielded Metal Arc Welding (SMAW) course provides students with focused, hands-on training in the fabrication of branch connections and Type B repair sleeves commonly used in pipeline construction and maintenance. Instruction emphasizes precise layout and fit-up for both the branch connection and the repair sleeve, along with cutting and welding techniques in accordance with API 1104 standards. Welding performance will be evaluated through visual inspection to ensure soundness and adherence to quality workmanship criteria.

This course is designed to strengthen advanced fabrication abilities for students preparing for field work in pipeline construction or maintenance environments. While instruction follows API 1104 practices, no formal welder qualification testing is included in this class.

Prerequisite: Students must have successfully completed the HIWT Shielded Metal Arc Welding 6" Pipe Downhill course.

SMA604

SHIELDED METAL ARC WELDING DOWNHILL QUALIFICATION

2 WEEKS 70 CLOCK HOURS 7.0 CEU

Course Description: This advanced Shielded Metal Arc Welding (SMAW) downhill course provides students with focused, hands-on preparation for a welder qualification test in accordance with API 1104, Section 6.3 — Multiple Qualification. Students will apply techniques learned in prior courses to practice and complete two required tests: a 5G butt weld on 12" NPS pipe with 0.25" wall thickness and a branch-on-pipe connection with equal diameter run and branch pipe.

Instruction emphasizes joint preparation, fit-up accuracy, efficient work practices, and quality workmanship, with a target goal of completing all qualification testing within six hours from start to finish. No new material is introduced; instead, students refine existing skills to perform under qualification standards.

This course is designed for students pursuing pipeline welding pathways who are preparing to attempt API 1104 welder qualification. While passing the qualification is not required for course completion, performance will be evaluated through visual inspection and overall workmanship.

Prerequisite: Students must be enrolled in the Downhill career pathway and have successfully completed the HIWT Shielded Metal Arc Welding 6" Pipe Downhill course and HIWT Shielded Metal Arc Welding API Branch & Sleeve Course.

SUPPLY KIT

Personal protective equipment (PPE) and tools are essential for your success in our programs and for entering the workforce as a skilled welder. All students enrolled in the Pathways or Structural Welding Programs must have the tools and PPE listed below. To ensure all students have the necessary supplies and PPE for training, a mandatory supply kit fee will be charged. Your supply kit will be provided at orientation or during the Welding Technology and Blueprint Reading course depending on your course schedule.

Students are responsible for their supply kits and their upkeep. The Institute has a supply store open twice a day for students who need to purchase replacement tools and PPE. Below is a detailed list of the items included in the supply kit.

Total: $1525.00

Heat Shield
Tig finger
FR Welding Jacket
FR Khaki Welding Shirt
FR Navy Long Sleeve T-Shirt
Welding Cap
Gloves, Black/Gold
Gloves, Orange/White
Gloves, Blue/White
Inspection Tools (V-wac/Fillet/Scale)
Hi-lo Gauge
Safety Glasses (2)
Face Shield, w/ Shade 5
Welding Helmet
Filter Lens 4 1/2" X 5 1/4": Gold 11
Filter Lens 4 1/2" X 5 1/4": Silver 10
Cover Lens 4 1/2" X 5 1/4" (8)
Ear Plugs
25' Tape Measure
Torpedo Level
Combination Square 12"
Steel Square 12"
Pipe Wrap-A-Around
Center Punch
Ball Peen Hammer
Soap Stone Holder
Soapstone (5)
Half Round File w/Wooden Handle
Chalk Line
Chalf Refill
Plumb Bob w/String
Chipping Hammer
Vice Grip Locking Pliers
Diagonal Pliers
Welper/Mig Welpers

Carbon Steel Wire Brush
Stainless Steel Wire Brush, small
Knee Pads
Tip Cleaners
Flint Striker
Multi Bit Scewdriver
Spacing Wedge
Grinder 4 1/2"
3/32 Grinding Wheels (10)
1/8" Grinding Wheels (10)
1/4" Grinding Wheels (10)
Wire Wheels (2)
T-Flap Grinding disks (10)
15' Extension Cord
Electrode holder, lead, & dinse connector
Rolling Storage Container
Zirconiated . 3% Tungsten (3)
Thoriated 2% Tungsten (10)
Water Cooled Back Cap
Water Cooled Collets 3/32" (2)
Water Cooled Gas Lens 3/32" (2)
Water Cooled Collet Body 3/32"
Water Cooled No. 8 Nozzle (2)
Water Cooled Lg. Gas Lens Collet Body
Water Cooled Lg. Insulator Gas Lens
Water Cooled Small Cup Gasket
WC/AC No. 12 Gas Lens Nozzle (2)
Air Cooled Collets 3/32" (2)
Air Cooled Collet Body 3/32"
Air Cooled No. 8 Nozzle (2)
Air Cooled Heat Shield Insulator
Air Cooled Back Caps
Air Cooled Gas Lens 3/32"
Air Cooled Gas Lens Insulator

2026-2027 PROGRAM SCHEDULE

Standard hours of attendance are 8 a.m. to 4 p.m., Monday through Friday.

All students enrolled in the *Pathways Welding Program or the Structural Welding Program* should report at 9:45 a.m. on the Friday preceding the start date of the program for orientation.

Prices are subject to change without notice.

*** Monday holidays: Class begins on Tuesday**

*** Friday holidays: Class ends on Thursday**

PATHWAYS WELDING

Start Date	End Date
01/05/26	10/09/26
02/02/26	11/06/26
03/02/26	12/11/26
03/30/26	01/22/27
05/25/26*	03/19/27
06/22/26	04/16/27
07/20/26	05/14/27
08/17/26	06/11/27
09/14/26	07/09/27
10/12/26	08/06/27
11/09/26	09/03/27
12/14/26	10/01/27
01/25/27	10/29/27
02/22/27	11/26/27
03/22/27	12/31/27
04/19/27	02/11/28
05/17/27	03/10/28
06/14/27	04/07/28

STRUCTURAL WELDING

Start Date	End Date
3/30/26	09/25/26

INFORMATION AND POLICIES FOR TRAINING

VISITS

Visitors are welcome anytime throughout the year. Students 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 opportunties. All visitors should enter through the main entrance to the Welcome Center and register using the kiosk located in the main lobby. A Career Services Representative will be notified of your arrival and will greet you to begin your tour. 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 the 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 to have a clear understanding of what to expect. Give careful consideration to the job market for welders and to any personal objectives for attending welding training. This will ensure that the program selected meets the personal goals.

1. **Contact Hobart Institute of Welding Technology (HIWT) at 937-332-9500 if guidance in setting objectives and selecting a program is required.**
2. **Apply online at www.welding.org by completing the Program Enrollment Agreement.**
3. **HIWT will acknowledge the receipt of the Program Enrollment Agreement and start date via email.**
4. **Upon receipt of the student's high school diploma, transcript or GED, a HIWT Registrar will sign the Program Enrollment Agreement and upload a copy to the Student Portal.**

REGISTRATION FEES

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

- Once the start date is assigned the registration fee is non-refundable after five (5) days of signing the agreement.
- A $125.00 registration fee is assessed per start date change. The fee is payable when requesting a start date change, prior to changes being made. A new Program Enrollment Agreement must be completed with a start date change request.
- Start date changes initiated by the Institute are exempt from additional charges.
- Students must notify the Institute if they cannot begin on the scheduled start date.
- If training is interrupted for twelve months or more, a $125.00 registration fee must be paid before resuming.

***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 online payments, grades, and more.

Specific details regarding attendance, grades or finances cannot 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 the Student Portal. The Student Portal can be accessed by visiting the school website at **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 *Pathways Welding Program and Structural Welding Program* is at 9:45 a.m. on the Friday preceding the start date of the program. Orientation is mandatory for all new students.

PROGRAM TUITION*

Students in the *Pathways Welding Program and 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.

Pathways 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, trainIng material fee, and supply kit fee must be paid in advance by Friday four weeks prior to the start date of the 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 of Ohio refund policy for our *Pathways Welding Program and Structrual 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 $125.00 registration fee secures a seat 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 the student's schedule by completing a Schedule Change Request form.

- Requests will be confirmed with an email directing the student to verify the changes in the Student Portal.
- A schedule change for one course may affect the starting date for other courses and may cause a break between classes.
- Course reschedules initiated by the Institute to enhance skill development are exempt from the fee.

GRADES

Students are assessed in three primary areas: Welding Skill, Welding Knowledge and Productivity. These three components are weighted and then combined to establish the total grade for the course. Students who fail to satisfy attendance policy requirements or fail to pass all course skill tests within the allotted time and attempts will be required to repeat the course at the individual course tuition rate regardless of the overall course grade achieved.

- **Welding Skill – 50% of total grade:** Welding skill will be evaluated daily through the use of Daily Grades. Each day a visual grade will be awarded based on the daily grade acceptance criteria specified in the applicable course syllabus.
- **Welding Knowledge – 20% of total grade:** Knowledge assessments will be assigned and completed during each course as specified in the applicable course syllabus.
- **Productivity - 30% of total grade:** Students will be evaluated daily for productivity and use of time. Points will be awarded as specified in the applicable course syllabus.

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 cumulative 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 2.0 to remain in good standing.

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

SATISFACTORY ACADEMIC PROGRESS

A student must demonstrate Satisfactory Academic Progress by successfully completing all courses attempted. To maintain Satisfactory Academic Progress (SAP) a student must have a minimum 2.0 GPA in all courses. Students unable to maintain a 2.0 GPA in any course must repeat that course. If a student's cumulative GPA falls below 2.0 the student will be placed on Academic Probation which may lead to dismissal from their respective program.

A student dismissed for violation of the Institute's Satisfactory Academic Progress policy may appeal their dismissal and may be readmitted at a later date after an evaluation by school administration. If readmitted, the student must maintain adequate academic performance and conduct levels.

The Financial Aid Office at the end of each class will review the progress of all students receiving Federal Student Aid for Satisfactory Academic Progress.

A student not meeting Satisfactory Academic Progress will be placed on Academic Probation. The student may become ineligible for further aid until their cumulative GPA returns to satisfactory. Students who are not meeting Satisfactory Academic Progress will be counseled by a Financial Aid Administrator regarding their receipt of additional financial aid, including their second student loan disbursement.

ACADEMIC PROBATION

Students whose cumulative GPA falls below 2.0 will be placed on academic probation for a period of 30 calendar days. Any student who is placed on academic probation will have their cumulative GPA reviewed after the completion of the 30-day period. The Manager of Compliance & Student Services will advise the student placed on Academic Probation prior to the student returning to class. Financial aid eligibility may be affected during this time.

Any student placed on Academic Probation is required to achieve a cumulative GPA of at least 2.0. If a student on Academic Probation achieves a grade point average of at least 2.0 during the 30-day probationary period, but does not achieve a cumulative GPA of 2.0, the student's Academic Probation will be extended for 30-days. If the student fails to achieve a minimum of cumulative GPA of 2.0 or fails to demonstrate improved progress during the extended probationary period, the student will be dismissed from their respective program.

Any student placed on academic probation for failure to meet the satisfactory academic progress standards established by the Institute due to mitigating circumstances may submit a written appeal describing the circumstances to the Manager of Compliance & Student Services of HIWT. The Manager of Compliance & Student Services will notify the student within two weeks regarding acceptance or rejection of the appeal.

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 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 an approved leave of absence.

Financial aid eligibility will not be granted for that course when the student retakes it.

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 cumulative 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:

Pathways Welding Program
Within 60 weeks/2100.0 clock hours

Structural Welding Program
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 productivity.

Upon successful completion of the *Pathways 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

Pathway Program

Jan 23/Dec 23 - Started 295 students

4% - 11 students withdrawn/terminated
96 % - 284 graduates within 150% of program length
100 % - 283 graduates available for employment
0 % - 0 graduate further education
90 % - 256 graduates employed in the trained field
0% - 0 non-graduates employed in the field
90 % - 256 graduates & non-graduates overall employment rate

Jan 22/Dec 22 - Started 288 students

5% - 14 students withdrawn/terminated
95 % - 274 graduates within 150% of program length
100 % - 273 graduates available for employment
0 % - 1 graduate further education
91 % - 248 graduates employed in the trained field
0% - 0 non-graduates employed in the field
91 % - 248 graduates & non-graduates overall employment rate

Jan 21/Dec 21 - Started 278 students

10% - 27 students withdrawn/terminated
90 % - 251 graduates within 150% of program length
100 % - 251 graduates available for employment
0 % - 0 graduate further education
96 % - 242 graduates employed in the trained field
0% - 1 non-graduates employed in the field
96 % - 243 graduates & non-graduates overall employment rate

Structural Welding Program

Jul 23/Jun 24 - Started 17 students

0% - 0 students withdrawn/terminated
100% - 17 graduates within 150% of program length
100% - 17 graduates available for employment
0% - 0 graduates further education
76% - 13 graduates employed in the trained field
0% - 0 non-graduates employed in the field
76% - 13 graduates & non-graduates overall employment rate

Jul 22/Jun 23 - Started 81 students

10% - 8 students withdrawn/terminated
90% - 73 graduates within 150% of program length
96% - 70 graduates available for employment
0% - 0 graduates further education
81% - 59 graduates employed in the trained field
0% - 0 non-graduates employed in the field
81% - 59 graduates & non-graduates overall employment rate

Jul 21/Jun 22 - Started 59 students

14% - 8 students withdrawn/terminated
86% - 51 graduates within 150% of program length
100% - 51 graduates available for employment
0% - 0 graduates further education

90% - 46 graduates employed in the trained field
0% - 0 non-graduates employed in the field
90% - 46 graduates & non-graduates overall employment rate

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 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. The Instructor should be notified when a student needs to be away from the area.

Students are expected to notify the Institute when they can't report at their scheduled time regardless of the reason. The only exception will be when an extreme emergency exists not permitting a phone call. The number to call is 937-332-9500.

Absences include personal illness, illness in the family, death in the family and legal matters (including incarceration), etc. Students 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 students, including those receiving VA educational benefits, are required to maintain 90% attendance in all courses.

Attendance will be taken twice a day per course. Attendance checkpoints are monitored at regular intervals throughout each class day. A student will be considered absent for one-half class day for each attendance check missed.

All absences are recorded in 15-minute increments. Once students have missed more than 10% of a course,the student will be considered "timed-out" and will not be permitted to finish the hours in the course. The student will be required to reschedule and repeat the entire course at individual course tuition rate.

Absence policy requiring students to reschedule is:

Absence the first Monday of the course will require the full course to be rescheduled.

2-week course - if the absence exceeds 7 hours, the student will not be permitted to complete the course and will be required to reschedule.
4-week course - if the absence exceeds 14 hours, the student will not be permitted to complete the course and will be required to reschedule.

Students who timeout of two consecutive courses will be placed on Attendance Probation for the duration of their respective program. Any further violation of the Institute's attendance policy will result in the student being dismissed from the program.

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

Perfect Attendance will be recognized with a special **Certificate of Perfect Attendance** for students of the 24-week or 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. **The Certificate of Perfect Attendance will be presented to the student following successful completion of all requirements for graduation.**

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.

VA eligible students are not 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 2026:

Memorial Day	*05/25/26	1 day
Fourth of July	*07/03/26	1 day
Labor Day	*09/07/26	1 day
Thanksgiving Break	11/23/26 – 11/27/65	5 days
Christmas Break	12/21/26 – 12/25/26	5 days
New Years	12/28/26 - 01/01/27	5 days

* Monday Holiday - class will begin on Tuesday.
* Friday Holiday - class will end on Thursday.

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 will be communicated to all students and may include arriving early, working through scheduled breaks and/or lunch hour, and staying late.

If a student opts to not make-up the hours missed for a school closure, 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 Vice President 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.

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 4 weeks 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 4 weeks. 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.

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. Scrap material will be provided for practice at no additional cost. New practice coupons can be purchased at additional cost. The charge for this service is $150 per day (7 hours) paid in advance with no refunds. Contact the Institute to pre-schedule a 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 Process Leads Representative and Manager of Compliance & Student Services
3. Discuss with the Vice President
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:

Accrediting Commission of Career Schools
and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
Phone (703) 247-4212
http://www.accsc.org

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

COMPARABLE TUITION 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) 274-4212.
http://www.accsc.org

EMPLOYMENT ASSISTANCE

Hobart Institute of Welding Technlology (HIWT) offers employment assistance to the graduates of our *Pathways 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. The housing list can be located on our website www.welding.org. 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. 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.

HIWT's Emergency Operations Plan (EOP) is maintained in the office of the Director of Operations and is available for review by request. A copy of the EOP is also on file with the Troy, Ohio Police Department and Fire Department.

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 26 of this catalog, reviewed during Student Orientation and posted throughtout campus.

Anti-Hazing Policy. Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student.

For purposes of this policy, "hazing" has the same definition as contained in Ohio Revised Code Section 2903.31(A)(1):

"Hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue to reinstate membership in or affiliation with any other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code.

Hazing includes, without limitation, the following as determined by the Institute: any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements; forced consumption of any food, alcohol, drug or other substance; forced physical activity which could adversely affect the physical health or safety of a student; any activity which would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment; or any forced activity which could adversely affect the mental health or dignity of a student.

This policy applies to conduct that occurs on or off-campus, between two or more people who are affiliated with HIWT, any HIWT student, or any organization associated with HIWT.

The safety of our students, staff and faculty are a top priority with HIWT. HIWT depends on administrators, faculty, staff, and students to identify acts of behavior that may be of concern so HIWT can take appropriate actions to assist those affected. All are responsible for campus safety.

Any suspicion of potential hazing should be reported immediately to the Manager of Compliance and Student Services, sally.church@welding.org. Upon receipt of the alleged hazing, the incident will be investigated immediately. All information obtained during the investigation from the individual(s) reporting the alleged incident will be kept confidential.

Hazing is considered a violation of the Student Code of Conduct. Failure to comply with this policy will result in disciplinary action including, potentially, dismissal from the Institute.

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

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.

ACADEMIC ADJUSTMENTS

Academic Adjustments are modifications to 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 a 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 Manager of Compliance & Student Services 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, Manager of Compliance & Student Services 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 of any incident involving a student under the age of 21 or pertaining to the involvement of a controlled substance.

HIWT actively promotes a drug and alcohol free campus and encourages frequent visits from local law enforcement to the campus. Students should notify their instructor of any drug or alcohol use. Students are encouraged to seek assistance to resolve substance abuse problems before it effects the 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:

- **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. **Sweatpants, wind pants, and shorts will not be permitted.**
- Hair must be kept above shoulders to prevent any potential hazards when welding, cutting, and grinding.
- Helmets, gear, and clothing may not display obscene language, graphics, or pictures.
- Safety leather work shoes/boots are required in all classes that utilize welding labs. 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 in areas where welding is performed.**

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 a student wears prescription eye glasses, they must have side shields. Students may also wear safety goggles or protective glasses over their 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 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** – Programs – Student Information – Student Services Program.

FEDERAL FINANCIAL AID PROGRAMS (TITLE IV)

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

Title IV Federal Financial Aid programs consist of Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan and the Federal Direct Parent Plus Loan, administered by the U.S. Department of Education.

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

COST OF ATTENDANCE

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, Net Price calculator is available online at **www.welding.org**, located under Programs - Student Information - Financial Aid. Request a Cost of Attendance budget by email 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 enrolled or accepted for enrollment in an eligible program at Hobart Institute of Welding Technology;
- Maintain satisfactory academic progress, with a 2.0 cumulative 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 applicant is not in default on a Federal student loan and does not owe money on a Federal student grant and applicant 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 Federal Financial Aid eligibility. Complete the FAFSA at https://studentaid.gov.

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 determing FSEOG eligibility, 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 .For more information visit https://studentaid.gov.

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.

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://studentaid.gov.

EXIT COUNSELING

Any student who has received a Federal Loan must complete exit counseling prior to graduating or withdrawing from school. Students will complete exit counseling online at https://studentaid.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. 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: Students can apply for loans online at https://studentaid.gov. Contact the Financial Aid Office at 937-332-9500 or by email at financialaid@welding.org for assistance.

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, students may be eligible for an alternative loan. Check with a 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 U.S. 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 has held the Military Friendly School designation since 2018.

VBTA POLICY

Hobart Institute of Welding Technology in accordance with the Veterans Benefits and Transition Act of 2018 will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement 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 Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

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.

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 financial aid funds, 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 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. **The student must maintain Satisfactory Academic Progress (SAP) and be currently attending in order to receive the second disbursement.** Refunds/stipends 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.

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 more than 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 will be obligated to return Federal financial aid funds back to the U.S. Department of Education if the student does not complete more than 60% of the program. If funds are returned, the student is notified, 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 Federal Financial Aid amount the school

has to return is overpayment. Arrangements must be made with the school if the refund creates a balance due.

RIGHTS AND RESPONSIBILITIES FOR RECEIVING FINANCIAL AID

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

STUDENT RIGHTS

1. Students have the right to know what financial aid programs are available at their school.
2. Students have the right to know the deadlines for submitting applications for each of the financial aid programs available.
3. Students 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. Students have the right to know how their 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 their budget.
5. Students have the right to know what resources (such as parental contribution, other financial aid, their assets, etc.) were considered in the calculation of their need.
6. Students have the right to know how much of their financial need, as determined by the Institute, has been met.
7. Students have the right to request an explanation of the various programs in their student aid package.
8. Students have the right to know their school's refund policy.
9. Students have the right to know what portion of the financial aid received must be repaid, and what portion is grant aid. If the aid is a loan, 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 alloted to repay the loan, and when repayment is to begin.
10. Students have the right to know how the school determines whether they are making satisfactory progress, and what happens if they are not.

STUDENT RESPONSIBILITIES

1. Students must complete all application forms accurately and submit them on time.
2. Students 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. Students must return all additional documentation, verification, corrections and/or new information requested by either the Financial Aid Office or the agency to which they submitted their application.
4. Students are responsible for reading and understanding all forms that they are asked to sign and for keeping copies of them.
5. Students must accept responsibility for all agreements that they sign.
6. Students must be aware of and comply with the deadlines for application or re-application for aid.
7. Students should be aware of their 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 other aid, 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://studentaid.gov.
3.

4. 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.

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