ILLINOIS WELDING SCHOOL



2025-2026 Student Catalog

Illinois Welding School

Chicago, IL AREA
1315 Enterprise Drive
Romeoville, IL 60446
(630) 679-0566 Main Line

contact@ILWS.edu
www.ILWS.edu

IWS Administration

Debra E. Horn, President/CEO/Co-Owner
Delano E. Horn, Vice-President/Co-Owner, Certified Welder
Paul Kelly, Welding Educator, Certified Welder
Bradley Smith, Welding Instructor, 597 Certified
David Botten, Welding instructor, Certified
Marvin Armstrong, Welding Instructor, 597 Certified
Tavares Campbell, Welding Instructor, Certified

Illinois Board of Higher Education
Division of Private Business and
Vocational Schools
1 North Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1377
Phone: (217) 782-2551
Fax: (217) 782-8548

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Illinois Welding School Disclosure

This catalog is an official publication of Illinois Welding School and is subject to revision at any time. All information contained herein is true and correct in content and policy as of June 2025. IWS reserves the right to add, withdraw or revise any course, rate of tuition or fees, program of study, provisions or requirements, tools or equipment, described within the catalog as may be deemed necessary, however this does not apply to currently enrolled students. It is advised that all students read and fully understand the rules, regulations and policies stated in this catalog prior to starting their program.

LETTER FROM THE PRESIDENT



Debra E. Horn, President

CONGRATULATIONS ON YOUR INTEREST IN A CAREER AS A WELDING PROFESSIONAL AND IN THE ILLINOIS WELDING SCHOOL.

You have made an excellent choice!

Today, welding has become an integral process at the foundation of many products we use and rely on every day of our lives. Although metals have been welded for many centuries, much of our current technology has emerged in the last 65 years. The future of the welding industry depends upon a motivated, educated and skilled work force.

So, if you have the desire, the aptitude and the drive to become a skilled welding professional, Illinois Welding School has the staff and the dedication to help you become the best you can be. A welding career offers the pride and personal reward others dream about. If this is what you are looking for, we will be pleased to receive your application.

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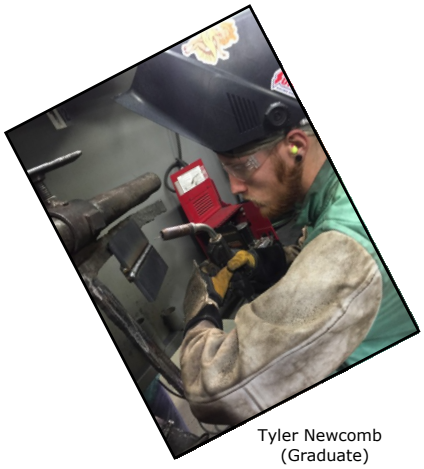
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Why Choose Illinois Welding School?



Tyler Newcomb
(Graduate)

I.W.S. PRICING

IWS is proud to offer program pricing that we feel is doable. The total cost of the program includes tuition and a welding kit full of all of the tools and supplies students need to get started in the program. The only other expense for students are textbooks (estimated total cost $100-$200), steel toed above the ankle boots, 4 ½ inch grinder, clear/dark face shield and a Pipe Trades Pro Calculator (calculator required for programs #103 & #104).



Michael Semmens
(Graduate)

PLACEMENT ASSISTANCE

All diploma program graduates are eligible for Illinois Welding School's placement assistance. We offer resume-writing classes, interview preparation and weld test practice sessions.



Caleb Guillory
(Graduate)

FINANCIAL ASSISTANCE

IWS Administrative staff is always willing to help you explore all financial options, such as grants through the Workforce Investment Act, VA payments, and payment plans to enable you to pay the tuition.



Brandon Wesolik
(Graduate)

FLEXIBLE SCHEDULE

With day and evening shifts and three different programs, IWS is able to accommodate most schedules and training needs.



Roy Swisher
(Graduate)

EXPERIENCED INSTRUCTORS

All Illinois Welding School instructors are certified and have great real world experience. They have been on the job and work hands-on with students to prepare them for the workplace.



Daniel Stephens
(Graduate)

CERTIFICATION OPPORTUNITY

All IWS students have the opportunity to obtain AWS/AMSE Certification.

Illinois Welding School Mission and Motto

Illinois Welding School Mission

The mission of the Illinois Welding School is to teach, train, and empower students through individualized, hands-on principles in welding for outstanding employability for the prosperity of future generations, and providing continuing education for experienced welders. We aim to produce graduates whose knowledge, skills, and attitude meet current industry needs. To ensure we meet our mission, Illinois Welding School continuously studies and evaluates student outcomes and institutional achievement to improve efforts for our students, staff, employers, and the community.

The Illinois Welding School Motto:

Changing lives for the better, one "WELD" at a time.



Illinois Welding School Information

Approvals

Illinois Welding School is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education."

Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 North Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1377
Phone: (217) 782-2551
Fax Number: (217) 782-8548

History

Today, welding has become an integral process at the foundation of many products we use and rely on every day of our lives. Although metals have been welded for many centuries, much of our current technology has emerged in the last 65 years. The future of the welding industry requires that there be a motivated, educated and skilled work force available to fill the demand. Illinois Welding School (IWS) was created to serve the needs of individuals desiring to learn a skill that will make them a decent wage in a short amount of time. The market served by the school would be all students looking to "learn to earn" welding skills for the trade industries.

Illinois Welding School (IWS) was founded in May 1997, as an Illinois Corporation organized to train students as welders. In 2003, in accordance with the requirements set by the Illinois Board of Higher Education, a location in Romeoville, IL, a suburb of Chicago, at 1315 Enterprise Drive was created. In October of 2008, Illinois Welding School came under new ownership and is continuing to seek ways to improve upon what has previously worked, as well as create new methodologies for the current and future needs of welding students and the welding industry.

Training and Work Ethic

Welding is a skill, a skill that can only be honed with practice. Illinois Welding School offers three career-oriented programs, each with a narrow focus on the goals of our students. The program curriculum operates with over 80 percent hands on training in the weld shop and less than 30 percent spent in the classroom.

We require the same personal qualities from students that employers require from their employees. Dependability, a positive attitude and a good work ethic are critical to each student's success. Quality work and safe work habits are essential. These core values have been and will continue to be the keystone of our training programs.

Expert Instructors

All Illinois Welding School Instructors are certified by a Certified Welding Inspector through the American Welding Society. Our seasoned instructors have many combined years of practical, on-the-job welding experience. Our student-instructor ratio is a maximum seventeen to one, assuring each student receives the personalized instruction they need.

Caring Administrators

Illinois Welding School encourages all students to take advantage of our advisory staff and placement assistance programs. We help each student choose the program that best suits his or her career goals, schedule and financial circumstance. With three career-specific training programs, two short terms courses and day and evening classes, Illinois Welding School has a multitude of options to personally fit each student's needs.

Facility

The IWS facility is 6000 square feet, including a reception area, three administrative offices, a classroom, and two welding bays containing 32 individual booths. The booths are equipped for the following processes: SMAW, MIG, TIG, FCAW, and OFC.

Student: Teacher Ratio

The maximum student teacher ratio in both the classroom and lab is 17:1.

Program 102 - Structural Welding Specialist

Length: 525 Clock Hours

Program Schedule:
- 15 Weeks (approximate) for First Shift/ 35 Clock Hours per Week
- 18 Weeks (approximate) for Second Shift/ 30 Clock Hours per Week

Cost: $12,000
- Registration Fee (*Non-refundable*): $100
- Welding Kit (*Non-refundable*):$150
- Tuition: $11,750

Required Textbooks (Not included in costs listed above):

- *Blueprint Reading for Welders and Fitters*, Hobart Institute of Welding Technology (Estimated Cost$29.00)
- *Symbols for Welding,* Hobart Institute of Welding Technology (Estimated Cost $27.00)
- SMAW BASIC, SMAW PRE-PIPE, GMAW, FLUX CORED, and GTAW BASIC books from Hobart Institute of Welding Technology (Estimated Cost $181.00, plus tax)

Description:
Structural Welding develops the students interested in the construction, maintenance and repair welding industries. The primary welding processes in this program are Oxyfuel Cutting, SMAW ("stick" welding), GMAW ("Mig" welding), FCAW ("flux cored" welding) and a brief introduction to GTAW ("Tig" welding). Additionally, all Structural
Welding students will complete introductory courses in Blueprint Reading and Welding Symbols. Successful graduates will be able to produce high quality fillet welds. Graduates are prepared for entry-level positions as structural welders.

Course Competencies/Objectives:
Upon the completion of the program, the student will be able to:
- Describe the essential variable in Oxyfuel cutting operations, Shielded Metal Arc Welding, Gas Tungsten Arc Welding, Gas Metal Arc Welding, and Flux Cored Arc Welding.
- Safely set up and operate all machinery and equipment presented in the welding lab activities.
- Demonstrate the ability to weld fundamental weld joints in the SMAW, GTAW, GMAW, and FCAW processes.
- Demonstrate ability to select the appropriate preparation and process by which to join them.

Course Outline/Descriptions:
101 Oxyfuel Cutting/Safety (20 Clock Hours: 6 Lecture Clock Hours 14 Lab Clock Hours)
Students will have a technical understanding and use of oxyfuel gas cutting in theory, safety, and care of equipment. Students are trained to cut to a desired size. Students will learn about different types of gases, personal protection equipment, and safety inspec-tions.

Vocational Programs, Continued

Course Outline/Descriptions (Continued):

102 Shielded Metal Arc Welding (100 Clock Hours: 30 Lecture Clock Hours 70 Lab Clock Hours)

This course provides a general and basic knowledge of safety and operation of welding equipment. Students will have a technical understanding of machine polarities, equipment set-up, applications, tools, and materials. Training will cover 2F, 3F and 4F fillet welds. American Welding Society techniques for visual inspections of a weld and mechanical testing, such as a bend test, are used, at the discretion of the instructor, to determine quality of welds.

104 Shielded Metal Arc Welding Pre-Pipe (125 Clock Hours: 37.5 Lecture Clock Hours 87.5 Lab Clock Hours)

This course is an advanced study in Shielded Metal Arc Welding with students learning theory and practices. This course features the opportunity to develop out-of-position welding on plate. Students will study destructive weld tests. Students will work with E6010 and E7018 electrodes and learn to make saw cuts. American Welding Society techniques for visual inspections of a weld and mechanical testing, such as a bend test, are used, at the discretion of the instructor, to determine quality of welds.

201 Gas Metal Arc Welding (80 Clock Hours: 24 Lecture Clock Hours 56 Lab Clock Hours)

The course provides students with an understanding of safety procedures used in the Gas Metal Arc Welding process. Students will have an understanding of machinery and wire sizes. Students are trained to produce a Gas Metal Arc weld in the 1G, 2G, and 3G positions. Short circuit and spray transfer methods are introduced. Students will also learn to trouble shoot, apply corrective measures, and perform quality checks on welds. American Welding Society techniques for visual inspections of a weld and mechanical testing, such as a bend test, are used, at the discretion of the instructor, to determine quality of welds.

204 Flux Cored Arc Welding (80 Clock Hours: 24 Lecture Clock Hours 56 Lab Clock Hours)

The course provides students with an understanding of safety procedures used in the Flux Cored Welding process. Students will have an understanding of machinery and wire sizes. Students are trained to produce a Flux Cored Arc weld in the 1G, 2G, and 3G process. Students will also learn to trouble shoot, apply corrective measures, and perform quality checks on welds. American Welding Society techniques for visual inspections of a weld and mechanical testing, such as a bend test, are used, at the discretion of the instructor, to determine quality of welds.

301 Gas Tungsten Arc Welding (80 Clock Hours: 24 Lecture Clock Hours 56 Lab Clock Hours)

This course will provide students with an understanding of Gas Tungsten Arc Welding. Students will gain a basic understanding on how to walk the cup in the flat position. Students will have a technical understanding of the characteristics of performing a weld in the Gas Tungsten Arc Welding process. Upon completion of the course, students are trained to use the Gas Tungsten Arc Welding process to produce fillet welds on carbon steel. American Welding Society techniques for visual inspections of a weld and mechanical testing, such as a bend test, are used, at the discretion of the instructor, to determine quality of welds.

Course Outline/Descriptions (Continued):

402 Welding Symbols (20 Clock Hours: 20 Lecture Clock Hours)

This course will cover the study and development of welding symbols with students gaining a technical understanding that welding symbols are a shorthand language for the welder. Students will learn how to read and understand a welding symbol chart and to interpret the welding symbols chart.

403 Blueprint Reading (20 Clock Hours: 20 Lecture Clock Hours)

This course will cover the study and development of blueprint reading skills as they apply to the welding and fabrication trades. Training will include the importance of communication and interpreting blueprints, joint design, and joint parts. In addition, students will learn sectional views, cutaways, and detail views.

Testing

Graduates are prepared to sit for the AWS/ASME Certification exam. (*AWS/ASME Certification is not required.*)

Program 103 - Pipe Welding Specialist

Length: 700 Clock Hours

Program Schedule:

- 20 Weeks (approximate) for First Shift/ 35 Clock Hours per Week
- 24 Weeks (approximate) for Second Shift/ 30 Clock Hours per Week

Cost: $15,000

- Registration Fee (*Non-refundable*): $100
- Welding Kit (*Non-refundable*): $150
- Tuition: $14,750

Required Textbooks (Not included in costs listed above):

- *Blueprint Reading for Welders and Fitters*, Hobart Institute of Welding Technology
- (Estimated Cost $29.00)
- *Symbols for Welding,* Hobart Institute of Welding Technology (Estimated Cost $27.00)
- *Pipe Layout for Welders and Fitters*, Hobart Institute of Welding Technology
- (Estimated Cost $45.00)
- SMAW BASIC, SMAW PRE-PIPE, SMAW PIPE, GTAW BASIC, GTAW PIPE, Books from Hobart Institute of Welding Technology (Estimated Cost $226.00, plus tax)

Description:

Pipe Welding prepares the students for a career in the field of process pipe welding. Graduates will be prepared to work in ethanol plants, nuclear power plants, coal processing plants, or pass the boilermakers entrance test. The primary welding processes in this program are SMAW ("Stick" welding), GTAW ("Tig" welding), and pipefitting. Successful graduates will be able to produce high quality single v-groove welds on schedule 40 and 80 carbon steel pipe. Additionally, all Pipe Welding students will complete introductory courses in Blueprint Reading and Welding Symbols. Graduates are prepared for entry-level positions as pipe welders.

Vocational Programs, Continued

Course Competencies/Objectives:
Upon the completion of the program, the student will be able to:

- Describe the essential variable in Oxyfuel cutting operations, Shielded Metal Arc Welding and Gas Tungsten Arc Welding.
- Safely set up and operate all machinery and equipment presented in the welding lab activities.
- Demonstrate the ability to weld fundamental weld joints in the SMAW and GTAW processes.
- Demonstrate ability to select the appropriate preparation and process by which to join them.

Course Outline/Descriptions:

101 Oxyfuel Cutting/Safety (20 Clock Hours: 6 Lecture Clock Hours 14 Lab Clock Hours)

Students will have a technical understanding and use of oxyfuel gas cutting in theory, safety, and care of equipment. Students will develop skills in the application of the oxy-fuel cutting processes. Training will cover cutting bevel edges on carbon steel pipe. Students are trained to cut to a desired size. Students will learn about different types of gases, personal protection equipment, and safety inspections.

102 Shielded Metal Arc Welding (85 Clock Hours: 25.5 Lecture Clock Hours 59.5 Lab Clock Hours)

This course provides a general and basic knowledge of safety and operation of welding equipment. Students will have a technical understanding of machine polarities, equipment set-up, applications, tools, and materials. Training will cover 2F, 3F and 4F fillet welds. American Welding Society techniques for visual inspections of a weld and mechanical testing, such as a bend test, are used, at the discretion of the instructor, to determine quality of welds.

104 Shielded Metal Arc Welding, Pre-Pipe (120 Clock Hours: 36 Lecture Clock Hours 84 Lab Clock Hours)

This course is an advanced study in Shielded Metal Arc Welding with students learning theory and practices. This course features the opportunity to develop out-of-position welding on plate. Students will study destructive weld tests. Students will work with E6010 and E7018 electrodes and learn to make saw cuts. American Welding Society techniques for visual inspections of a weld and mechanical testing, such as a bend test, are used, at the discretion of the instructor, to determine quality of welds.

105 Shielded Metal Arc Welding Pipe-Uphill (135 Clock Hours: 40.5 Lecture Clock Hours 94.5 Lab Clock Hours)

This course enables students to learn supplemental welding skills in the Shielded Metal Arc Welding Pipe-Uphill process. Technical understanding of pipe welding nomenclature, weld quality, and uphill pipe procedures is taught. This course features the opportunity to develop out-of-position welding abilities on 2G, 5G, and 6G pipe. Studies of methods of welding tests, certification procedure, and a basic understanding of pipe fit up are taught. American Welding Society techniques for visual inspections of a weld and mechanical testing, such as a bend test, are used, at the discretion of the instructor, to determine quality of welds.

Vocational Programs, Continued

Course Competencies/Objectives (Continued):

301 Gas Tungsten Arc Welding (120 Clock Hours: 36 Lecture Clock Hours 84 Lab Clock Hours)

This course will provide students with an understanding of Gas Tungsten Arc Welding. Students will gain a basic understanding on how to walk the cup in the flat position. Students will have a technical understanding of the characteristics of performing a weld in the Gas Tungsten Arc Welding process. Upon completion of the course, students are trained to use the Gas Tungsten Arc Welding process to produce groove and fillet welds on carbon steel. American Welding Society techniques for visual inspections of a weld and mechanical testing, such as a bend test, are used, at the discretion of the instructor, to determine quality of welds.

303 Gas Tungsten Arc Welding Pipe (160 Clock Hours: 48 Lecture Clock Hours 112 Lab Clock Hours)

This course will provide students with an understanding of Gas Tungsten Arc Welding. Students will gain a basic understanding on how to walk the cup in the 2G, 5G, and 6G pipe positions. Students will have a technical understanding of the characteristics of performing a weld in the Gas Tungsten Arc Welding process. Upon completion of the course, students are trained to use the Gas Tungsten Arc Welding process to produce groove welds on carbon steel pipe. The student will learn pipe preparation and pipe weld defects. American Welding Society techniques for visual inspections of a weld and mechanical testing, such as a bend test, are used, at the discretion of the instructor, to determine quality of welds.

401 Pipe Fitting (20 Clock Hours: 20 Lecture Clock Hours)

This course will cover the study and development of pipe welding. This program incorporates pipe layout for welders and fitters. This course uses a combination of shop time and classroom instruction. Students will learn high standards of bead uniformity, safety, fit up, and assembling pipe. The student is trained in math. Students will learn to identify slag inclusion, small surface defects, and pockets caused by gas. Students will work with 2G, 5G, and 6G welding processes.

402 Welding Symbols (20 Clock Hours: 20 Lecture Clock Hours)

This course will cover the study and development of welding symbols with students gaining a technical understanding that welding symbols are a shorthand language for the welder. Students will learn how to read and understand a welding symbol chart and to interpret the welding symbols chart.

403 Blueprint Reading (20 Clock Hours: 20 Lecture Clock Hours)

This course will cover the study and development of blueprint reading skills as they apply to the welding and fabrication trades. Training will include the importance of communication and interpreting blueprints, joint design, and joint parts. In addition, students will learn sectional views, cutaways, and detail views.

Testing:

Graduates are prepared to sit for the AWS/ASME Certification exam. (*AWS/ASME Certification is not required.*)

Program 104 -Combination Structural/Pipe Welding Specialist

Length: 900 Clock Hours

Program Schedule:
- 26 Weeks (approximate) for First Shift/ 35 Clock Hours per Week
- 30 Weeks (approximate) for Second Shift/ 30 Clock Hours per Week

Cost: $19,000
- Registration Fee (*Non-refundable*): $100
- Welding Kit (*Non-refundable*): $150
- Tuition: $18,750

Required Textbooks (Not included in costs listed above):
- *Blueprint Reading for Welders and Fitters*, Hobart Institute of Welding Technology (Estimated Cost$29.00)
- *Symbols for Welding,* Hobart Institute of Welding Technology (Estimated Cost $27.00)
- *Pipe Layout for Welders and Fitters*, Hobart Institute of Welding Technology (Estimated Cost$45.00)
- SMAW BASIC, SMAW PRE-PIPE, SMAW PIPE, GMAW, FLUX CORED, GTAW BASIC, GTAW PIPE books, Hobart Institute of Welding Technology (Estimated Cost $276.00)

Description:
Combination Welding covers Structural, and Pipe Welding. Welding processes taught include SMAW ("Stick" welding), GMAW ("Mig" welding), FCAW ("Flux-Cored" welding), GTAW ("Tig" welding), and pipefitting. Additionally, all Combination Welding students will complete introductory courses in Blueprint Reading and Welding Symbols. All successful graduates will be able to produce high quality single v-groove welds on schedule 40, and schedule 80 carbon steel pipe. Future career options include process pipe welding, construction and maintenance, or repair welding. Graduates are prepared for entry-level positions as structural and/or pipe welders.

Course Competencies/Objectives:
Upon the completion of the program, the student will be able to:
- Describe the essential variable in Oxyfuel cutting operations, Shielded Metal Arc Welding, Gas Tungsten Arc Welding, Gas Metal Arc Welding, and Flux Cored Arc Welding.
- Safely set up and operate all machinery and equipment presented in the welding lab activities.
- Demonstrate the ability to weld fundamental weld joints with the SMAW, GTAW, GMAW, and FCAW processes.
- Demonstrate ability to select the appropriate preparation and process by which to join them.

Course Outline/Descriptions:
101 Oxyfuel Cutting/Safety (20 Clock Hours: 6 Lecture Clock Hours 14 Lab Clock Hours)
Students will have a technical understanding and use of oxyfuel gas cutting in theory, safety, and care of equipment. Students will develop skills in the application of the oxy-fuel cutting processes. Training will cover cutting bevel edges on carbon steel pipe. Students are trained to cut to a desired size. Students will learn about different types of gases, personal protection equipment, and safety inspections.

Vocational Programs, Continued

Course Outline/Descriptions (Continued):

102 Shielded Metal Arc Welding (95 Clock Hours: 28.5 Lecture Clock Hours 66.5 Lab Clock Hours)

This course provides a general and basic knowledge of safety and operation of welding equipment. Students will have a technical understanding of machine polarities, equipment set-up, applications, tools, and materials. Training will cover 2F, 3F and 4F fillet welds. American Welding Society techniques for visual inspections of a weld and mechanical testing, such as a bend test, are used, at the discretion of the instructor, to determine quality of welds.

104 Shielded Metal Arc Welding, Pre-Pipe (125 Clock Hours: 37.5 Lecture Clock Hours 87.5 Lab Clock Hours)

This course is an advanced study in Shielded Metal Arc Welding with students learning theory and practices. This course features the opportunity to develop out-of-position welding on plate. Students will study destructive weld tests. Students will work with E6010 and E7018 electrodes and learn to make saw cuts. American Welding Society techniques for visual inspections of a weld and mechanical testing, such as a bend test, are used, at the discretion of the instructor, to determine quality of welds.

105 Shielded Metal Arc Welding Pipe-Uphill (160 Clock Hours: 48 Lecture Clock Hours 112 Lab Clock Hours)

This course enables students to learn supplemental welding skills in the Shielded Metal Arc Welding Pipe-Uphill process. Technical understanding of pipe welding nomenclature, weld quality, and uphill pipe procedures is taught. This course features the opportunity to develop out-of-position welding abilities on 2G, 5G, and 6G pipe. Studies of methods of welding tests, certification procedure, and a basic understanding of pipe fit up are taught. American Welding Society techniques for visual inspections of a weld and mechanical testing, such as a bend test, are used, at the discretion of the instructor, to determine quality of welds.

201 Gas Metal Arc Welding (80 Clock Hours: 24 Lecture Clock Hours 56 Lab Clock Hours)

The course provides students with an understanding of safety procedures used in the Gas Metal Arc Welding process. Students will have an understanding of machinery and wire sizes. Students are trained to produce a Gas Metal Arc weld in the 1G, 2G, and 3G positions. Short circuit and spray transfer methods are introduced. Students will also learn to trouble shoot, apply corrective measures, and perform quality checks on welds. American Welding Society techniques for visual inspections of a weld and mechanical testing, such as a bend test, are used, at the discretion of the instructor, to determine quality of welds.

Vocational Programs, Continued

Course Competencies/Objectives (Continued):

204 Flux Cored Arc Welding (80 Clock Hours: 24 Lecture Clock Hours 56 Lab Clock Hours)

The course provides students with an understanding of safety procedures used in the Flux Cored Welding process. Students will have an understanding of machinery and wire sizes. Students are trained to produce a Flux Cored Arc weld in the 1G, 2G, and 3G process. Students will also learn to trouble shoot, apply corrective measures, and perform quality checks on welds. American Welding Society techniques for visual inspections of a weld and mechanical testing, such as a bend test, are used, at the discretion of the instructor, to determine quality of welds.

301 Gas Tungsten Arc Welding (120 Clock Hours: 36 Lecture Clock Hours 84 Lab Clock Hours)

This course will provide students with an understanding of Gas Tungsten Arc Welding. Students will gain a basic understanding on how to walk the cup in the flat position. Students will have a technical understanding of the characteristics of performing a quality weld in the Gas Tungsten Arc Welding process. Upon completion of the course, students are trained to use the Gas Tungsten Arc Welding process to produce fillet welds on carbon steel. American Welding Society techniques for visual inspections of a weld and mechanical testing, such as a bend test, are used, at the discretion of the instructor, to determine quality of welds.

303 Gas Tungsten Arc Welding Pipe (160 Clock Hours: 48 Lecture Clock Hours 112 Lab Clock Hours)

This course will provide students with an understanding of Gas Tungsten Arc Welding. Students will gain a basic understanding on how to walk the cup in the 2G, 5G, and 6G pipe positions. Students will have a technical understanding of the characteristics of performing a weld in the Gas Tungsten Arc Welding process. Upon completion of the course, students are trained to use the Gas Tungsten Arc Welding process to produce groove welds on carbon steel pipe. The student will learn pipe preparation and pipe weld defects. American Welding Society techniques for visual inspections of a weld and mechanical testing, such as a bend test, are used, at the discretion of the instructor, to determine quality of welds.

401 Pipe Fitting (20 Clock Hours: 20 Lecture Clock Hours)

This course will cover the study and development of pipe welding. This program incorporates pipe layout for welders and fitters. This course uses a combination of shop time and classroom instruction. Students will learn high standards of bead uniformity, safety, fit up, and assembling pipe. The student is trained in math. Students will learn to identify slag inclusion, small surface defects, and pockets caused by gas. Students will work with 2G, 5G, and 6G welding processes.

402 Welding Symbols (20 Clock Hours: 20 Lecture Clock Hours)

This course will cover the study and development of welding symbols with students gaining a technical understanding that welding symbols are a shorthand language for the welder. Students will learn how to read and understand a welding symbol chart and to interpret the welding symbols chart.

Vocational Programs, Continued

Course Competencies/Objectives (Continued):

403 Blueprint Reading (20 Clock Hours: 20 Lecture Clock Hours)

This course will cover the study and development of blueprint reading skills as they apply to the welding and fabrication trades. Training will include the importance of communication and interpreting blueprints, joint design, and joint parts. In addition, students will learn sectional views, cutaways, and detail views.

Testing:
Graduates are prepared to sit for the AWS/ASME Certification exam. (*AWS/ASME Certification is not required.*)

Continuing Education

Program 201 – Refresher Welding - BOOTH RENTAL

Length: 35 Clock Hours
Program Schedule: 1 Week
Price: $1250

Description:
Refresher Welding is for the experienced welder who needs to attain or maintain a Certification in a particular welding process in which they have already demonstrated their skill level in a working environment. **The student will work alone in the booth without Instructor assistance.** *A Basic certificate is awarded upon completion. AWS/ASME Certification is a separate cost.*

Program 202 – Basic Welding - BOOTH RENTAL

Length: 70 Clock Hours
Program Schedule: 2 Weeks
Price: $2100

Description:
Basic Welding is for the experienced welder who has finished a vocational school or who has worked a number of years on the job as a welder in a particular process such as SMAW ("Stick"), GMAW ("MIG"), FCAW ("Flux Cored"), or GTAW ("TIG") welding and wants to refresh their skills in one of those processes. Students must furnish their own welding helmet, gloves, and hand tools. Students have access to all of the welding machines. Materials will be provided, such as carbon steel. **The student will work alone in the booth without Instructor assistance.** *A Basic certificate is awarded upon completion. AWS/ASME Certification is a separate cost.*

BOOTH RENTAL - 1 DAY BOOTH RENTAL

Booth rental is open to the public for experienced welders only. Cost and availability quoted on a case-by-case basis. Renters must provide their own equipment and supplies. No Instructor.

Illinois Board of Higher Education Disclosure Information by Program

Program Outcomes	102	103	104
1. Number of students who were **admitted** in the program as of **7/1/2023 - 6/30/2024**	20	7	14
2. The number of additional students admitted in the program during next 12 month for **new starts**.	16	11	18
3. The number of additional students admitted in the program during next 12 month for **Re-enrollment**.	0	0	0
4. The number of additional students admitted in the program during next 12 month for **transfers in another program at the school.**	0	0	0
5. The **total number** of students admitted in the program during 12 month period.	20	7	14
6. The number of students enrolled in the program during the **12 month reporting period who transferred** to other programs.	-8	+2/-1	+7
7. The number of students enrolled in the program during the **12 month reporting period who graduated**.	9	8	21
8. The number of students enrolled in the program during the **12 month reporting period who withdrew**.	3	0	0
9. The number of students enrolled in the program during **12 month reporting period who are still enrolled**.	0	0	0
10. The number of students enrolled in the program who were placed in their **field of study**.	9	5	18
11. The number of students enrolled in the program who were placed in **a related field**.	0	0	0
12. The number of students enrolled in the program who were placed **out of the field**.	0	0	0
13. The number of students enrolled in the program who were **not available for placement** due to personal reasons.	0	2	3
14. The number of students enrolled in the program who were **not employed**.	0	1	0
15. The number of graduates who obtained employment in the field who **did not use the school's placement assistance** during the reporting period.	0	0	0
16. Average starting salary for all graduates employed.	$22.00	$27.00	$22.00

2025-2026 Program Schedule for 1st Shift

MONTHLY START DATES 2025	Structural Welding #102 525 clock hours (15 wks approx) Cost $12,000	Pipe Welding #103 700 clock hours (20 wks approx) Cost $15,000	Combination Structural/Pipe Welding #104 900 clock hours (26 wks approx) Cost $19,000
Start Date	**Projected Graduation Date**	**Projected Graduation Date**	**Projected Graduation Date**
January 6	05/2/25	06/06/25	08/22/25
February 03	06/06/25	08/08/25	09/19/25
March 03	06/20/25	08/15/25	09/26/25
April 07	08/01/25	09/06/25	10/17/25
May 05	08/29/25	10/03/25	11/14/25
June 02	09/26/25	10/31/25	12/05/25
August 04	11/14/25	01/09/26	01/30/26
September 02	12/12/25	02/06/26	03/06/26
October 06	02/06/26	03/13/26	04/10/26
November 03	03/06/26	03/27/26	05/01/26
December 01	04/03/26	05/08/26	06/05/26



Thomas Rygula
(Graduate)



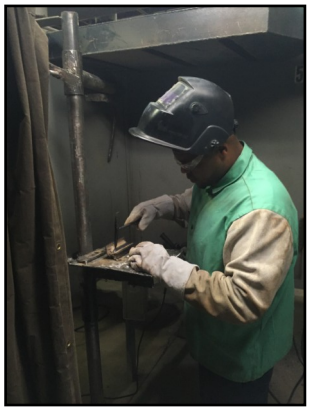
IWS First Shift Graduates

Brittany Mohr
(Graduate)



2025-2026 Program Schedule for 2nd Shift

MONTHLY START DATES 2025	Structural Welding #102 525 clock hours (18 wks approx) Cost $12,000	Pipe Welding #103 700 clock hours (24 wks approx) Cost $15,000	Combination Structural/Pipe Welding #104 900 clock hours (30 wks approx) Cost $19,000
Start Date	**Projected Graduation Date**	**Projected Graduation Date**	**Projected Graduation Date**
January 06	05/23/25	08/08/25	09/26/25
February 03	06/20/25	08/22/25	10/03/25
March 03	07/31/25	09/05/25	10/17/25
April 07	08/29/25	10/10/25	11/21/25
May 05	09/19/25	10/31/25	12/12/25
June 02	10/17/25	11/28/25	01/30/26
August 04	12/05/25	02/06/26	03/30/26
September 02	01/23/26	03/06/26	04/17/26
October 06	02/27/26	04/10/26	05/29/26
November 03	03/27/26	05/08/26	06/19/26
December 01	04/25/26	06/05/26	08/07/26



Matias Amos
(Graduate)



IWS Second Shift Graduates

Wesley Ybarra
(Graduate)



Class Schedule

Classes convene on scheduled start dates year round. (Please see Program Schedule.)

Students in the 102 Structural Welding Specialist Program and 103 Pipe Welding Specialist Program and the 104 Combination Structural/ Pipe Welding Specialist will attend as follows:

1st Shift: Monday through Friday
8:00 am – 3:30 pm
10:00 am – 10:15 am Break
12:00 pm – 12:40 pm Lunch
2:00 pm — 2:15 pm Break

2nd Shift: Monday through Friday
4:00 pm – 10:00 pm
6:30 PM - 7:05 PM Lunch
8:15 pm – 8:30 pm Break

Continuing Education Courses
Students enrolled in Continuing Education courses, 201 Refresher Welding or 202 Basic Welding, attend either 1st or 2nd shift during the scheduled class times, dependent upon availability.

Custom Course Schedules
Custom Course schedules may be arranged based on verified need at the discretion of the Administration. Reasons for a custom course schedule may include work schedule, family obligations, or similar. For a custom course schedule to be approved, the student must commit to the same start and end time on all scheduled days and must attend school a minimum of 22 hours per week. Different class times on different days of the week are not allowed. Students will sign a schedule agreement at the time of enrollment. Once in training, a student can change their schedule one time at the discretion of the Administration.

Holidays

Holidays	**2025**	**2026**
Martin Luther King Jr Day	January 20	January 19
President's Day	February 17	February 16
Good Friday	April 18	April 3
Spring Break	April 21 - 25	April 20 - 24
Memorial Day	May 26	May 25
Summer Break/ Independence Day	July 4 - July 25	July 3 – July 24
Labor Day	September 1	September 7
Columbus Day	October 13	October 12
Veterans Day	November 11	November 11
Thanksgiving Break	November 26 — November 28	November 25— November 27
Winter Break	December 15 — January 2	December 14 — January 1

Admissions & Enrollment

APPLICATION FOR ADMISSION
Applicants must be 18+ years of age or high school diploma and parent waiver. Each applicant must be able to read, write, and speak English. A high school diploma or equivalent is required for all vocational programs: 102, 103 and 104.

All applicants must make an appointment to attend a guided tour with a school administrator prior to acceptance into a program. During this visit, we recommend that you discuss your career goals and training objectives. We can help you direct an education and training plan based on your goals.

To apply for admission, please contact Illinois Welding School to schedule an appointment for an interview and tour of the school facilities. At that time, we will complete an application for enrollment and you will receive a copy of our catalog. Please bring **a copy of your high school diploma, AND transcript or equivalent**. In addition, we will need **a photo of your driver's license or a government issued photo ID, and a copy of your SSN Card.**

Because of the specialized nature of the training offered, transfer credits are not accepted. The school does not guarantee the transferability of credits to another school, college, or university. Credits/clock hours or coursework are not transferable; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

It is the policy of Illinois Welding School to not discriminate any individual in the United States on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States.

TUITION PAYMENT OPTIONS
Tuition payment arrangements must be made prior to final acceptance into any program.

SELF PAY
Students may pay in full or set up an individualized payment plan prior to enrollment. Payments may be made in cash, check or credit card. Illinois Welding School accepts VISA, MasterCard and Discover, credit card transaction fees apply. The tuition balance must be paid in full before graduation.

PAYMENT PLAN POLICY FOR SELF-PAYMENTS
Payment is due before the start of classes. However, Illinois Welding School (IWS) is committed to helping individuals pursue their welding career dreams, even when the finances may be a hindrance. All tuition ideally should be paid prior to starting the welding training. However, for those individuals who need assistance in paying their tuition, a payment plan has been implemented. IWS is offering a payment plan that does not involve a credit check or any financial charges, with the exception of credit card fees, while at the same time maintaining operational costs, in an effort to make pursuing a welding career doable. With this in mind, the following particulars will apply to this payment plan:

A written arrangement will be established with the student and IWS.

Admissions & Enrollment , Continued

If the payment or arrangements are not made when the payment is due, the student may be sent home. Until the payment is paid or arrangements are made, the student may not be allowed to attend the school, at the discretion of the Administration.

If a student is on a leave of absence and still does not adhere to the payment plan arrangements, their booth space may be given away, at the discretion of the Administration.

In the event that a student withdraws from or is terminated from IWS, the standard refund policy will apply.

PERSONAL LOANS
Students may work with their personal banking institution to obtain a loan for the amount of program tuition.

THIRD-PARTY FUNDING
Scholarships from organizations such as WorkForce Network, Careerlink, Department of Human Services, American Welding Society, and any other sources are welcome.

EMPLOYER BENEFITS
If your employer wishes to pay your educational costs, we will work with you and your company to create personalized payment arrangements.

If, for any reason, an applicant is not accepted by Illinois Welding School, all tuition and fees will be refunded.

TEXTBOOKS
Students are responsible for purchasing the required textbooks. Textbooks can be purchased directly through the Hobart Institute for Welding Technology's website at www.welding.org, under "Books>Programmed Learning Packets."

SUPPLIES
Students are responsible for purchasing steel toed, above the ankle boots, face shield, 4 ½ inch grinder. These supplies can typically be purchased at a hardware store. If students have any questions about obtaining these supplies, they are encouraged to ask IWS staff or faculty members who will be happy to help with recommendations. Students taking Programs #103 or #104 must also purchase a Pipe Trades Pro Calculator. This calculator may be purchased on Amazon or as an app for your phone.

Refund Policies

Any applicant rejected for admission by Illinois Welding School, will be refunded all tuition and fees within 30 days.

BUYER'S RIGHT TO CANCEL
The student has the right to cancel the enrollment agreement until 8 a.m. of the first day of classes or within 3 days after signing the enrollment agreement, whichever comes last, with full refund for all fees and tuition paid. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within ten (10) days of cancellation. Cancellation must be submitted to the authorized official of the school in writing.

TUITION REFUND SCHEDULE
If a student does not begin classes and fees and/or tuition have been collected, a full refund of tuition and/or fees shall be made within thirty (30) days of the start of the program.

When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, Illinois Welding School may retain the non-refundable registration fee of $100, an amount not to exceed 10% of the tuition and other instructional charges of $300, whichever is less, and the cost of any non-refundable materials which may have been provided by the school. (See sample refund calculation #1.)

Refund Calculation <u>Sample #1</u> – Prior to 5% completion:
Start Date: 10/5/17
Scheduled End Date: 6/7/18
Withdrawal/Termination Date: 10/13/17
Last Date of Attendance: 10/9/17
Percent of Completion: 35 clock hours completed/900 total clock hours = **4%**

Program Name: Program 104 – Combination Structural Pipe Welding Specialist
Registration Fee (*Non-refundable*): $100
Welding Kit (*Non-refundable*): $150
Tuition: $15,250

<u>Calculation:</u>
4% of Tuition: $15,250 x 4%= $610 (**exceeds max of $300**)

<u>IWS Retains:</u>

Registration Fee…….$100
Welding Kit…… $150
Pro-Rata Tuition…….$300
Total……$550

<u>IWS ALSO RETAINS, DUE TO USAGE OF</u>
MATERIALS: which is based on clock hours completed in your course:
01% - 25% of clock hours = 10%
26% - 50% of clock hours = 15%
51% - 60% of clock hours = 20%

<u>Student Refund Amount: $14,950*</u>
** Please note: the refund amount due will be subtracted from any balance owed to the school by the student.*

Refund Policies, Continued

When a student has completed in excess of 5% of the course of instruction, Illinois Welding School may retain the non-refundable registration fee of $100, an amount computed pro-rata by days in class plus 10% of tuition and other instructional charges up to completion of 59% of course of instruction, and the cost of any non-refundable materials which may have been provided by the school. (See sample refund calculation #2.)

Refund Calculation Sample #2 – After 5 % but prior to 60% completion:

Start Date: 10/5/17
Scheduled End Date: 6/7/18
Withdrawal/Termination Date: 12/14/17
Last Date of Attendance: 11/27/17
Percent of Completion: 252 clock hours completed/900 total clock hours = **28%**

Program Name: Program 104 – Combination Structural Pipe Welding Specialist
Registration Fee (*Non-refundable*): $100
Welding Kit (*Non-refundable*): $150
Tuition: $15,250

Calculation:
28%+10% of Tuition: $15,250 x 38%=
$5,795

IWS Retains:
Registration Fee…….$100
Welding Kit…… …$150
Pro-Rata Tuition…….$5,795
Total……$6,045

IWS ALSO RETAINS, DUE TO USAGE OF MATERIALS: which is based on clock hours completed in your course:
01% - 25% of clock hours = 10%
26% - 50% of clock hours = 15%
51% - 60% of clock hours = 20%

Student Refund Amount: $9,455*
** Please note: the refund amount due will be subtracted from any balance owed to the school by the student.*

When a student has completed an excess of 60% of a course of instruction, the Illinois Welding School may retain the entire amount tuition and other charges.

Applicants not accepted by the school shall receive a refund of all tuition and fees paid within thirty (30) calendar days of determination of non-acceptance.

The school shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student within fifteen (15) calendar days of the postmark date of notification. Such written acknowledgment is not necessary if a refund has been mailed to the student within the 15 calendar days.

All student refunds shall be made by the school within thirty (30) calendar days from the date of receipt of the student's cancellation or from the date of the student's termination by the school.

A student may give notice of cancellation to the school in writing. The unexplained absence of a student from school for more than fourteen (14) calendar days shall constitute constructive notice of cancellation to the school.

For purposes of refund calculation, the date shall be the last day of attendance.

Refund Policies, Continued

The school shall refund all monies paid to it in any of the following circumstances:

- The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or brochure.
- The school cancels or discontinues the program of instruction in which the student has enrolled.
- The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

Students' Records

A copy of the transcript is provided to the student upon graduation. Additional copies of the transcript can be provided to the graduates upon request. Graduates must bring, or send via email, verification of identification (picture of Driver's License/ID/Passport) in order to receive transcripts. Transcripts may be sent to other institutions only upon written request of the student.

Transcript requests should be made to:
Illinois Welding School
1315 Enterprise Drive
Romeoville, IL 60446

Conduct Policy

Students are expected to conduct themselves in a responsible, professional, and ethical manner while enrolled at the Illinois Welding School. Students' conduct in school is a direct reflection of future attitude, work ethic, and reliability on the job. All employers consider attitude and work habits to be a major factor in the hiring process. Students are expected to demonstrate respect to the instructors, staff, and classmates with a positive attitude. Additionally, Illinois Welding School is a real working world environment for students to learn and practice welding; therefore, students must follow safety regulations at all times so as not to put themselves or others in danger. Students will be terminated if arrested, caring a concealed weapon or involved in any criminal activity while enrolled at the school at the discretion of the Administration. Violations of the school's policy include, but are not limited to the following:

- Destroying or damaging school property.
- Use of any illegal drugs or alcohol while on school property or attending school while under the influence of illegal drugs or alcohol.
- Cheating in any manner.
- Violence, insubordination, or inappropriate language.
- Unlawful or improper actions towards staff or others students.
- Fighting or being disruptive on school property.
- Failing to follow safety rules.

Any student that violates Illinois Welding School's conduct policy will be subject to termination at the discretion of the President/Vice-President and the Administration.

Academic Policies

Student Academic and Attendance performance is measured weekly throughout the training program.

SAFETY
Students will be observed on how well they adhere to Illinois Welding School's Safety Policy. At IWS, safety is a way of life. We believe personal injuries can be prevented and that no job is so important that it should be performed in an unsafe manner. At IWS, safety is the responsibility of all employees and students.

As part of our safety program, all students are required to wear safety glasses with side shields when in the shop area. Contact lenses are not advised, but may be worn at the risk and discretion of the student. During orientation, the pros and cons of contact lenses are discussed. Prescription safety glasses are the responsibility of the student. Steel toed, above the ankle, leather upper work shoes, 4 1/2 in. grinder, face shield w/clear/dark lenses and a Pipe Trades Pro Calculator (for Programs #103 & #104 only) are required and must be provided for by the student.

GRADING SCALE

A	Excellent	90-100
B	Good	80-89
C	Average	70-79
D	Poor	60-69
F	Fail	59 and below

Students who withdraw or are terminated from the institution will not receive a grade point penalty. However, hours attempted will be considered for the purpose of determining successful course completion percentages.

GRADE APPEAL
Final grades are issued at the end of each program. A student may appeal a final grade by following the procedures listed below:

- The appeal must be made in writing to the President/Vice President or the Administration within five (5) business days of the end of the course.
- A grade appeal must state specific grounds for challenging the grade based on an assertion of mistake, unfair treatment, or other extenuating circumstances with appropriate documentation submitted with the written appeal.

The decision of the President/Vice-President or the Administration will be made within three (3) business days of receipt of the written appeal and is final.

TESTING AREAS
Grades in each course will be based on the testing areas described below:

WELDING SKILL: Both visual and destructive weld tests are taken at the instructor's discretion, based on the student's performance throughout his/her training. A minimum of C (Average) of all welding skills tests is required to receive a passing grade.

KNOWLEDGE: Written tests are incorporated in all phases of training. All written tests are graded on a percentage basis using the standard grading scale.

Academic Policies , Continued

SATISFACTORY ACADEMIC PROGRESS
Students must maintain satisfactory academic progress in order to remain eligible to continue in the program. Satisfactory academic progress is determined by calculating the student's grade point average and the student's rate of progression toward completion based on clock hours (quantitative measurement). All periods of enrollment are used in determining academic progress. All students in the program must have a minimum cumulative grade point average (GPA) of 70% (C) and maintain appropriate cumulative attendance per program.

MAXIMUM TIME FRAME
The maximum time frame is defined as 150% of the normal program length in clock hours in which the educational objective must be successfully completed. Program length is defined as the number of clock hours required to complete the program.

FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS
A student who fails to meet satisfactory academic progress will be placed on warning for a period no longer than one course. The student will be notified of his/her warning status in writing following a meeting with the President/Vice President or the Administration in which an academic improvement plan will be developed. The notice of warning and terms and conditions of the warning period will be signed by the student and the President/Vice President or the Administration.

Student's progress will be monitored throughout the warning period. Documentation will be maintained in the student file.

Students may be placed on probation for one additional course if failing to meet satisfactory academic progress at the end of the warning period. An academic improvement plan will be prepared and signed by both the student and the President/Vice President or the Administration. Failure to meet satisfactory academic progress requirements by the end of the probationary period will result in termination from the program.

The academic improvement plan serves to guide a student toward meeting satisfactory academic progress requirements within a specified time and method.

SATISFACTORY ACADEMIC PROGRESS APPEALS PROCESS
A student who is not making satisfactory academic progress and who believes that there are mitigating or extenuating circumstances that led to failure to maintain satisfactory progress may appeal by written request to the President/Vice President or the Administration. Mitigating circumstances may include injury or illness, the death of a relative, or other special circumstances. The written appeal should be submitted to the President/Vice President or the Administration within five (5) business days after notification. The appeal should be accompanied by supporting documentation regarding why the student failed and what changed in the student's situation that will allow him/her to make satisfactory progress by the next evaluation.

Academic Policies , Continued

The President/Vice President or the Administration will conduct a review of all circumstance and make a final decision within five (5) days. If the appeal is granted, the student will receive one additional course in which to regain satisfactory academic progress and meet the requirements as specified in the student's academic improvement plan. If at the end of this probationary period, the student is not making academic progress, he/she will be terminated from the program. **The decision of the President/Vice President or the Administration is final.**

GRADUATION REQUIREMENTS
Upon successful completion of the program, students will receive a Diploma.

In order to receive a diploma from the program, a student must meet the following requirements:

- Maintain an overall average of 70% (C)
- Maintain appropriate attendance
- Complete a minimum of 80% of program clock hours and entire course curriculum
- ***(at the discretion of the Administration)***
- Complete the course curriculum within 150% of program clock hours
- Pass all welding skill tests with a minimum of a 70% (C)
- Pass all knowledge tests with a minimum grade of 70% (C)
- Have fulfilled all financial obligations to the school

ATTENDANCE

You are expected to be " always" in attendance for ALL classes at ALL times.

Documented extenuating circumstances MAY be excused at the discretion of the President/Vice President and/or the Administration.

When a student misses' school due to personal sickness or extreme sickness of an immediate family member, the student must bring in **"the next day"** legitimate documentation to confirm that sickness. After the Administration has confirmed that the documentation is authentic, the student will not lose clock hours for that day or days. In other words, you will not have clock hours counted against you when you were not at the school.

If a student is looking to request time off and be approved by the Administration, **the student will also be required to bring in legitimate documentation** for the approval and have your clock hours stopped and not be counted against you.

IWS students are expected to notify the school when you can't report to school at your scheduled time, regardless of the reason. The only exception will be when an extreme emergency occurs not permitting you to call the school. **The number to call is 630-679-0566 or 630-725-8231, which can receive text messages.**

Academic Policies , Continued

ATTENDANCE POLICY

- If the student is absent for **5%** of their program clock hours they will receive a **written warning** from the Administration.
  Program #102— 26 Clock Hours or 4 Days
  Program #103— 35 Clock Hours or 5 Days
  Program #104— 45 Clock Hours or 6.5 Days

- If the student is absent for **8%** of their program clock hours they will be placed on **attendance probation*** by the Administration.
  Program #102— 42 Clock Hours or 6 Days
  Program #103— 56 Clock Hours or 8 Days
  Program #104— 72 Clock Hours or 10 Days

- If the student is absent for **10%** of their program clock hours they will be **terminated** from their program, **at the discretion of the Administration.**
  Program #102— 53 Clock Hours or 7.5 Days
  Program #103— 70 Clock Hours or 10 Days
  Program #104— 90 Clock Hours or 13 Days

***ATTENDANCE PROBATION**
If the student misses 8% of their program clock hours they will be placed on attendance probation. A counseling session with the President/Vice President or the Administration will outline the terms and conditions of the attendance probation notice. **It is at the discretion of the Administration to suspend the student as a part of their probation.**

TRACKING
At the beginning and end of each class period, the instructor conducts roll call, indicating which students are present/have arrived on time and which students have been present the entire school day. The Administration inputs the attendance in the Attendance spreadsheet.

TARDINESS AND EARLY DEPARTURES
Students are expected to arrive to class on time and remain throughout the entire class period. Students arriving 15 minutes or more late will be considered tardy. Students leaving 15 minutes or more prior to the end of class will be considered to have departed early. Tardy students will be spoken to by the Administration and sent home when appropriate.

MAKE-UP HOURS
Make-up hours must be prearranged with the President/Vice President or the Administration. Only time spent on approved activities will count as make-up hours. Such activities may include completing skill assignment (s), viewing learning resources, or finishing other course-related assignments. A student can make up no more than 10% of the program hours.

Academic Policies , Continued

CONSECUTIVE ABSENCES
A student who is absent for ten (10) consecutive class days or fourteen (14) consecutive calendar days will be terminated.

DISMISSAL
Any student dismissed for attendance-related reasons: consecutive absences, failure to maintain the attendance percentages, excessive tardiness or early departures, failure to meet the terms of attendance probation, or failure to return for a leave of absence, will be terminated from the institution. However, the student may restart classes at the next available start date only with Administration's written authorization and completing appropriate applications and signing a new enrollment agreement. Previously successfully completed courses will be accepted toward program completion.

LEAVE OF ABSENCE
There may be legitimate reasons such as extended illness, extended illness of close family members, or military service, in which a student needs an interruption in his/her training program. In such cases due to specified and approved reasons and with appropriate documentation, the student may request a leave of absence. The leave of absence is considered a temporary break in a student's attendance during which he/she is considered to be continuously enrolled. In order to obtain a leave of absence, the following policy must be adhered to prior to approval of the leave:

- The leave-of-absence is limited to **180 calendar days in any 12-month period or one-half of the published program length**, whichever is **shorter**. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.
- The leave of absence must be requested in writing in advance of the beginning date of the leave unless circumstances prevent the student from doing so. If the student does not request a leave of absence within a timeframe consistent with the 14-day consecutive absence policy, the student will be withdrawn, unless contact has been made with the Administration due to unforeseen circumstances.
- The student must sign and date the leave-of-absence request and specify a reason for the leave so that the institution may have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested. The request must specify the specific date of return following the leave.
- The leave-of-absence request must be approved and signed by the President/Vice President or the Administration.
- Failure to return from the approved leave of absence on the exact return date as shown on the leave-of-absence written request will result in termination from the program of study.

Documentation of requests for leaves of absence will be maintained in the student file and monitored by the institution to ensure that the student returns by the scheduled end of the leave or is terminated from the institution should the student not return on schedule.

DISMISSAL & READMISSION
You may be placed on probation, suspended or dismissed based on unexcused absence, unsatisfactory performance or failure to comply with school rules. If you are dismissed, you may be readmitted based upon individual circumstances. All readmissions are at the discretion of the Illinois Welding School. You must maintain minimum standards of progress and attendance in all areas to remain in good standing.

Academic Policies , Continued

COMPLAINTS

All student complaints should be brought directly to the attention of Illinois Welding School Staff, either verbally or in written form. Illinois Welding School shall resolve all student grievances in a fair and timely fashion. No student shall be subject to punitive action due to complaints filed. All student grievances shall be documented and kept on file by IWS.

ANY STUDENT THAT FEELS THE SCHOOL HAS OPERATED IN A FASHION IN VIOLATION OF OUR APPROVER may file a written complaint to pursue disciplinary action.

ILLINOIS BOARD OF HIGHER EDUCATION

Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 North Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1377
Phone: (217) 782-2551
Fax Number: (217) 782-8548

Complaints can also be filed at http://complaints.ibhe.org/, which is accessible through http://www.ibhe.org. The IBHE online complaint site includes step-by-step instructions and key information about the complaint process.

Student Services

Job Placement Assistance
Students who successfully complete Program 102 Structural Welding Specialist, Program 103 Pipe Welding Specialist, or Program 104 Combination Structural/Pipe Welding Specialist are eligible for placement assistance. Our dedication to the Illinois Welding School "Learn to Earn" training concept is continued through the employment process. The entire Illinois Welding School staff is working toward preparing each student for a job in the welding industry. Illinois Welding School cannot and does not guarantee employment, but we do feel quality job placement is the standard by which a successful training program measures its performance.

Job Skills and Resume Writing Workshop
In addition to solid welding skills, the Illinois Welding School aims to instill the proper professional skills and habits that make a tradesman/tradeswoman truly marketable in today's industry. Students are introduced to all the resources necessary for a successful job search:

Professional Work Habits, Thank You Letters
Resume Writing, Follow-up Procedures
Cover Letters, Interview Techniques and Role Playing

IWS is often the first to hear about welding employment opportunities. We encourage students to perform their best and earn an outstanding recommendation from their instructor.

Learning Resources
Illinois Welding School provides learning resources to students in the form of books, journals, videos, and internet. Students can access learning resources, as needed, during the hours of operation.

One-on-One Student Assistance
Students who need extra help have access to assistance from the instructors who will join them in the booth one-on-one to provide feedback and recommendations on adjustments to improve their skills. This additional assistance is provided at no extra charge to the student.

AWS/ASME Certification Testing Policy
The Illinois Welding School is an approved AWS/ASME testing center. Students who choose to take the AWS/AMSE certification exam can do so conveniently, on campus, rather than traveling to another testing location.

<u>If a student chooses to take a certification, they will have two options.</u>
Option #1
Certification may be taken before a student graduates, IF TIME ALLOWS.

Option #2
If a student chooses to take a certification after they graduate, they will be allowed 3 days of booth rental at no additional charge to practice and take their certification. After 3 days, the student will be charged a booth rental fee at a discounted rate. The cost of booth rental is $170 per day; however, students will be charged a discounted rate of $100 per day.

3G/4G Certification: $360.00 **6G Certification: $410.00**

Student Services, Continued

Supplies
As part of the Welding Kit, students receive all supplies needed, with the exception of steel toed, above the ankle boots, a 4 ½ inch grinder, and a clear/dark face shield (A Pipe Trades Pro Calculator is also needed for Program #103 or #104). The supplies are for Program 102 Structural Welding Specialist, Program 103 Pipe Welding Specialist, or Program 104 Combination Structural/ Pipe Welding Specialist. One of each of the following supplies will be provided: auto darkening hood, safety glasses, cap, welding gloves, safety jacket, wire scratch brush, chipping hammer, positioning magnet, welding cup goggles, standard tip cleaner, single flint lighter, soapstone and holder, Mig welders pliers, Tig gloves, bag, grinding stones, earplugs, cut off wheels, and flap discs. Any additional personal welding equipment and replacement equipment needed during training will be the responsibility of the student to purchase.

Individuals wishing to rent welding shop time and students attending Course 201 Refresher Welding or Course 202 Basic Welding are required to furnish their own personal welding equipment. You may also be required to furnish any nonstandard materials for these two courses. Please check with the school one week before you start to verify the availability and charges for any nonstandard materials.

Additional Information

Housing
The school does not provide housing or meals. We will be pleased to help you find affordable accommodations in the greater Romeoville area.

Insurance
Illinois Welding School students are not covered by school health insurance or workers compensation plans.

Students are responsible for their own health and accident treatment expense.

Student of the Month
Beginning in May 1998, Illinois Welding School started a Student of the Month recognition program. All students enrolled for the entire current month are eligible to be recognized as Student of the Month. To qualify, students are judged in five categories: attendance, test scores, attitude, most improved and welding skill level.

President's Award
In 2009, the President felt that students who had overcame challenges during their training should have an opportunity to explain how they overcame those obstacles. As a graduate, the current students would learn first-hand that everyone goes through challenges but they also come through and graduate.

To qualify, the graduate must type a double spaced essay and be willing to either read or share the challenges with the students during their graduation.

A monetary gift is also presented along with a President's Award Certificate, if approved by the President/Vice President and staff.

VA Catalog Addendum

This addendum contains Student Catalog Policies for Students Receiving GI Bill Benefits at the Illinois Welding School.

Any student using Chapter 31 Vocational Rehabilitation and Employment or Chapter 33 Post 9/11 GI Bill benefits, even though the United States Department of Veterans Affairs has not yet paid tuition and fees, no institution (public, not-for-profit or for profit), can have a policy in effect that:

- prevents enrolling,
- assesses a late penalty fee,
- requires securing alternative or additional funding, or
- denies access to any school resources that are available to other students that have paid.

However, an institution may require such students to:

- produce the VA's Certificate of Eligibility by the first day of class,
- provide written request to be certified, and
- provide additional information needed to properly certify

REQUEST FOR PRIOR WELDING TRAINING
AT OTHER EDUCATION INSTITUTIONS

Any student that does apply to the IL Welding School is required to inform the school of any previous welding training from any other Education Institution prior to starting training at the IL Welding School. You will be required to sign off on a form stating that you have no previous welding experience from another **Post Secondary School**. All Veterans understand that the IL Welding School can contact the VA to request Military Transcripts @ https//jst.doded.mil/jst/ to verify any questions concerning previous welding training. If the veteran has had previous training that is exactly like ours, their time at the school will be adjusted for less time needed at the IL Welding School.

VA Catalog Addendum, Continued

SATISFACTORY PROGRESS POLICY FOR VETERANS
The Satisfactory Progress Policy found in the this Catalog applies to all students who are receiving federal veterans education benefits (GI Bill), except that these veterans must adhere to more stringent requirements as defined in this Addendum.

Evaluation Time Frames
The Illinois Welding School will evaluate veteran students' attendance every week through our SAP. Grades for all approved programs will be monitored on a regular basis through our Progress Reports.

Attendance Progress
A student must maintain an acceptable attendance average, based on our Attendance Policy, throughout their time at the school in order to be considered making satisfactory progress. Any student absent for 14 consecutive days will be terminated from the GI Bill program.

Probation and Dismissal
Illinois Welding School will place students failing to meet either the attendance or the academic progress requirements on probation.

Illinois Welding School will reevaluate a student's progress at the conclusion of the probationary period. If Illinois Welding School determines at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Contrarily, if Illinois Welding School determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, Illinois Welding School will terminate the student from the GI Bill program.

Illinois Welding School, however, may grant a second probationary period of one month if extenuating circumstances warrant such action. Illinois Welding School will reevaluate a student's progress at the conclusion of this second probationary period. If Illinois Welding School determines at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Contrarily, if Illinois Welding School determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, Illinois Welding School will terminate the student from the GI Bill program.

Reinstatement of Students Dismissed for Unsatisfactory Progress
Students dismissed for failing to meet standards of academic progress may not be re-admitted.

STATEMENT ON ATTENDANCE FOR VA CERTIFICATION
The Illinois Welding School will certify a veteran's enrollment in an approved program to the United States Department of Veterans Affairs (USDVA). This certification, in part, requires the Illinois Welding School to report to the USDVA the amount of clock hours per week a veteran will be in attendance. If a veteran fails to attend the certified amount of hours per week and this failure results in a change of pursuit as defined by the USDVA, the Illinois Welding School must report this issue to the USDVA. This report may result in a lesser monthly payment from the USDVA to the veteran and possible overpayments from the USDVA to the veteran and the Illinois Welding School. The Illinois Welding School strongly advises veterans to pursue their training as specified in the Enrollment Contract.

VA Catalog Addendum, Continued

REFUND POLICY FOR STUDENTS RECEIVING GI BILL BENEFITS

All tuition is subject to the following pro-rata refund policy and will be paid no later than 40 days from date of cancellation and date of receiving payment.

Percentage of days in class completed	Percentage of tuition and instructional charges that school may retain
At notice of cancellation	15%
In excess to 5% to 10%	20%
In excess to 10% to 15%	25%
In excess to 15% to 20%	30%
In excess to 20% to 25%	35%
In excess to 25% to 30%	40%
In excess to 30% to 35%	45%
In excess to 35% to 40%	50%
In excess to 40% to 45%	55%
In excess to 45% to 50%	60%
In excess to 50% to 55%	
In excess to 55% to 60%	65%
In excess to 60% to 65%	70%
In excess to 65% to 70%	75%
In excess to 70% to 75%	80%
In excess to 75% to 80%	85%
In excess to 80% to 85%	90%
In excess to 85% to 90%	95%
In excess to 90% to 95%	100%
In excess to 95% to 100%	

This policy applies to all approved programs offered by Illinois Welding School.

VA STUDENTS: CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Students **must** report all education and training. The school **must** evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified. Proof of prior education and training, along with the credit evaluation, will be retained in the student's file.

VA Pending Payment Compliance

Beginning August 1, 2019, and despite any policy to the contrary, the educational institution, ILLINOIS WELDING SCHOOL, will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).