



# 2023 CATALOG



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# 2023 Calendar

*For Catalog Period: 01/01/2023 to 12/31/2023*

We are closed for holidays, trade shows and facility maintenance:

- Martin Luther King's Birthday, January 16<sup>th</sup>, 2023
- Presidents' Day Holiday, February 20<sup>th</sup> to 21<sup>st</sup>, 2023
- Memorial Day Holiday, May 26<sup>th</sup> to 29<sup>th</sup>, 2023
- Facility Maintenance, June 9<sup>th</sup>, 2023
- Independence Holidays, July 3<sup>rd</sup> to July 7<sup>th</sup>, 2032
- Facility Maintenance, July 28<sup>th</sup> to August 1<sup>st</sup>, 2023
- Labor Day Holiday, September 1<sup>st</sup> to September 4<sup>th</sup>, 2023
- Facility Maintenance, October 13<sup>th</sup>, 2023
- Veterans' Day Holiday, November 10<sup>th</sup> 2023
- Thanksgiving Holiday, November 23<sup>th</sup> to November 24<sup>th</sup>, 2023
- Christmas and New Year Holidays, December 18<sup>th</sup> to January 2<sup>nd</sup>, 2024

## Hours

### Workshops:

Monday to Friday:	9:00 am to 1:00 pm
Monday & Wednesday:	2:00 pm to 6:00 pm
Tuesday and Thursday:	4:00 pm to 8:00 pm
Friday (by appointment):	9:00 am to 1:00 pm*
Saturday (twice a month, by appointment):	8:00 am to Noon*

*Students meet in the classroom for the first 30-45 minutes of each session for sign-in, review of assigned homework/quizzes before hands-on training begins.*

Classroom only (Blueprint Reading Workshops): TBD

Classroom only (LA City Code Book Clinics): TBD

### Scheduled Breaks:

Monday to Friday mornings:	10:00 am to 10:10 am
Monday & Wednesday afternoons:	4:00 pm to 4:10 pm
Tuesday & Thursday evenings:	6:00 pm to 6:10 pm
Saturday:	10:00 am to 10:10 am

### Administration and Admission Office Hours:

Monday to Thursday:	10:00 am to 5:00 pm (closed for lunch 1-2pm)
Tuesday & Thursday:	5:00 pm to 7:00 pm
Saturday (by appointment):	9:00 am to noon

Classes are scheduled year-round, weekdays in 4-hour or 8-hour blocks. We reserve the right to reschedule a training class date, if attendance drops to less than four students.

\*Additional labs may be scheduled by appointment on Friday afternoons and Saturdays.

## Workshops: Hobbyists

**Title: HB-1 Hobbyist Mig Workshop**

**Prerequisite:** None (no previous welding experience required)

**Description:** Learn beginner welding skills on steel sheet metal and tubing with GMAW process for a hobbyist.

**Fees:** Tuition \$1580

Material Fee \$215

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$1895

**Total Charges for the Entire Educational Program: \$1,895**

**Length:** 24-hours or 3 Days

Students who pass their final project will be awarded a Certificate of Completion.

**Title: HB-2 Hobbyist Combo Mig Workshop**

**Prerequisite:** None (no previous welding experience required)

**Description:** Learn beginner welding skills on steel sheet metal with GMAW process and on structural steels with FCAW process for a hobbyist.

**Fees:** Tuition \$1580

Material Fee \$315

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$1995

**Total Charges for the Entire Educational Program: \$1,995**

**Length:** 24-hours or 3 Days

Students who pass their final project will be awarded a Certificate of Completion.

**Title: HB-3 Hobbyist Stick Workshop**

**Prerequisite:** None (no previous welding experience required)

**Description:** Learn beginner welding skills on structural steels with SMAW process.

**Fees:** Tuition \$1580

Material Fee \$315

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$1995

**Total Charges for the Entire Educational Program: \$1,995**

**Length:** 24-hours or 3 Days

Students who pass their final project will be awarded a Certificate of Completion.

## Workshops: Beginners

**Title: B-1 Beginning Mig Workshop**

**Prerequisite:** None (no previous welding experience required)

**Description:** Learn beginner to intermediate welding skills on steel sheet metal and tubing with GMAW process and learn basic oxyacetylene cutting; for use in fabricating or repairing light gauge steel projects.

**Fees:** Tuition \$1860

Material Fee \$235

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2195

**Total Charges for the Entire Educational Program: \$2,195**

**Length:** 32-hours or 4-Days

Students who pass their final project will be awarded a Certificate of Completion.

**Title: B-2 Beginning Combo Mig Workshop**

**Prerequisite:** None (no previous welding experience required)

**Description:** Learn beginner welding skills on steel sheet metal with GMAW process and on structural steels with FCAW process; for use in fabricating or repairing light gauge and structural steel projects.

**Fees:** Tuition \$2140

Material Fee \$255

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2495

**Total Charges for the Entire Educational Program: \$2,495**

**Length:** 32-hours or 4 Days

Students who pass their final project will be awarded a Certificate of Completion.

*B-3 No longer offered*

**Title: B-4 Beginning Stick Workshop**

**Prerequisite:** None (no previous welding experience required)

**Description:** Learn beginner welding skills on structural steels with SMAW process.

**Fees:** Tuition \$2140

Material Fee \$255

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2495

**Total Charges for the Entire Educational Program: \$2,495**

**Length:** 32-hours or 4 Days

Students who pass their final project will be awarded a Certificate of Completion.

**Title: B-5 Beginning Tig Workshop**

**Prerequisite:** Passing Free Welding Skill Assessment Test (Previous Welding Experience)

**Description:** Learn beginner to intermediate welding skills on steel sheet metal and tubing with GTAW process.

**Fees:** Tuition \$1860

Material Fee \$535

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2495

**Total Charges for the Entire Educational Program: \$2,495**

**Length:** 28-hours or 3-1/2 Days

Students who pass their final project will be awarded a Certificate of Completion.

## Workshops: Refresher

**Title: R-1 Refresher Mig Workshop**

**Prerequisite:** Passing Free Welding Skill Assessment Test (Previous Welding Experience)

**Description:** Refresher weld training on steel sheet metal and tubing with GMAW process.

**Fees:** Tuition \$1020

Material Fee \$175

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$1295

**Total Charges for the Entire Educational Program: \$1295**

**Length:** 16-hours or 2 Days

Students who pass their final project will be awarded a Certificate of Completion.

**Title: R-2 Refresher Combo Mig Workshop**

**Prerequisite:** Passing Free Welding Skill Assessment Test (Previous Welding Experience)

**Description:** Refresher weld training on steel sheet metal and tubing with GMAW process and on structural steels with FCAW process.

**Fees:** Tuition \$1580

Material Fee \$315

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$1995

**Total Charges for the Entire Educational Program: \$1,995**

**Length:** 24-hours or 3 Days

Students who pass their final project will be awarded a Certificate of Completion.

**Title: R-3 Refresher Mig Flux Core Workshop**

**Prerequisite:** Passing Free Welding Skill Assessment Test (Previous Welding Experience)

**Description:** Refresher weld training on structural steels with FCAW process.

**Fees:** Tuition \$1020

Material Fee \$275

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$1395

**Total Charges for the Entire Educational Program: \$1,395**

**Length:** 16-hours or 2 Days

Students who pass their final project will be awarded a Certificate of Completion.

**Title: R-4 Refresher Stick Workshop**

**Prerequisite:** Passing Free Welding Skill Assessment Test (Previous Welding Experience)

**Description:** Refresher weld training on structural steels with SMAW process.

**Fees:** Tuition \$1020

Material Fee \$275

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$1395

**Total Charges for the Entire Educational Program: \$1,395**

**Length:** 16-hours or 2 Days

Students who pass their final project will be awarded a Certificate of Completion.

**Title: R-5 Refresher Tig Steel Workshop**

**Prerequisite:** Passing Free Welding Skill Assessment Test (Previous Welding Experience)

**Description:** Refresher weld training on steel sheet metal and tubing with GTAW process.

**Fees:** Tuition \$1700

Material Fee \$595

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2395

**Total Charges for the Entire Educational Program: \$2,395**

**Length:** 24-hours or 3 Days

Students who pass their final project will be awarded a Certificate of Completion.

**Title: R-6 Refresher Tig Aluminum Workshop**

**Prerequisite:** Passing Free Welding Skill Assessment Test (Previous Welding Experience)

**Description:** Refresher weld training on aluminum sheet metal and tubing with GTAW process.

**Fees:** Tuition \$1700

Material Fee \$695

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2495

**Total Charges for the Entire Educational Program: \$2,495**

**Length:** 24-hours or 3 Days

Students who pass their final project will be awarded a Certificate of Completion.



*R-7 No longer offered*

*R-8 No longer offered*

**Title: R-9 Refresher Combo Tig Workshop**

**Prerequisite:** Passing Free Welding Skill Assessment Test (Previous Welding Experience)

**Description:** Refresher weld training on steel and aluminum sheet metal with GTAW process.

**Fees:** Tuition \$1700

Material Fee \$695

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2495

**Total Charges for the Entire Educational Program: \$2,495**

**Length:** 24-hours or 3 Days

Students who pass their final project will be awarded a Certificate of Completion.

## Workshops: Cutting

*Cutting workshops are taught in 4-hour sessions, twice a week (8-hours per week).*

**Title: CUT-1 Oxyacetylene Cutting**

**Prerequisite:** None

**Description:** To learn cutting safety and how to cut materials using an Oxyacetylene rig.

**Fees:** Tuition \$1020

Materials Fee \$130

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$1250

**Total Charges for the Entire Educational Program: \$1,250**

**Length:** 16-hours or 2 Days

Students who pass their final project will be awarded a Certificate of Completion.



**Title: CUT-2 Air-arc Cutting**

Prerequisite: None

Description: To learn cutting safety and how to cut and back-gouge large structural materials, such as i-beams using an air-arc gun.

Fees: Tuition \$1020

Materials Fee \$130

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$1250

**Total Charges for the Entire Educational Program: \$1,250**

Length: 16-hours or 2 Days

Students who pass their final project will be awarded a Certificate of Completion.

**Title: CUT-3 Combo Oxyacetylene and Air-arc Cutting**

Prerequisite: None

Description: To learn cutting safety and how to cut materials using an Oxyacetylene rig and how to cut and back-gouge large structural materials, such as i-beams using an air-arc gun.

Fees: Tuition \$1020

Materials Fee \$130

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$1250

**Total Charges for the Entire Educational Program: \$1,250**

Length: 16-hours or 2 Days

Students who pass their final project will be awarded a Certificate of Completion.

## Workshops: D1.1 Certification

**Title: CF-1 1-DAY 3G D1.1 FCAW Cert Workshop**

Prerequisite: Passing Free Welding Skill Assessment Test (Previous Welding Experience)

Description: Take one 3G vertical practice test and the D1.1 Structural Steel 3G test.

Fees: Tuition \$280

Material Fee \$145

Test Fee: \$375

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$800

**Total Charges for the Entire Educational Program: \$800**

Length: 8-hours or 1 Day

Students who pass their practical weld test will be awarded their AWS D1.1 Structural Steel welder certification in the position(s) tested.

**Title: CF-2 2-DAY 3G D1.1 FCAW Cert Workshop**

Prerequisite: Passing Free Welding Skill Assessment Test (Previous Welding Experience)

Description: Refresher weld training on structural steel with FCAW process, take up to two 3G vertical practice tests and the D1.1 Structural Steel 3G test.

Fees: Tuition \$740

Material Fee \$280

Test Fee: \$375

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$1495

**Total Charges for the Entire Educational Program: \$1,495**

Length: 16-hours or 2 Days

Students who pass their practical weld test will be awarded their AWS D1.1 Structural Steel welder certification in the position(s) tested.

**Title: CF-3 2-DAY 3G/4G D1.1 FCAW Cert Workshop**

Prerequisite: Passing Free Welding Skill Assessment Test (Previous Welding Experience)

Description: Take one 3G vertical practice test and 4G overhead practice test; and take D1.1 Structural Steel 3G and 4G tests.

Fees: Tuition \$460

Material Fee \$285

Test Fee: \$750

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$1595

**Total Charges for the Entire Educational Program: \$1,595**

Length: 16-hours or 2 Days

Students who pass their practical weld test will be awarded their AWS D1.1 Structural Steel welder certification in the position(s) tested. These 3G and 4G certifications are approved by the City of Los Angeles Department of Building and Safety for use in obtaining the student's City of Los Angeles Certified Welders License.

**Title: CF-4 3G/4G D1.1 FCAW Cert Workshop**

Prerequisite: Passing Free Welding Skill Assessment Test (Previous Welding Experience)

Description: Refresher weld training on structural steel with FCAW process, take up to two 3G vertical practice tests, take up to two 4G overhead practice tests, and take both D1.1 Structural Steel 3G and 4G tests.

Fees: Tuition \$1300

Material Fee \$345

Test Fee: \$750

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2495

**Total Charges for the Entire Educational Program: \$2,495**

Length: 28-hours or 3-1/2 Days

Students who pass their practical weld test will be awarded their AWS D1.1 Structural Steel welder certification in the position(s) tested. These 3G and 4G certifications are approved by the City of Los Angeles Department of Building and Safety for use in obtaining the student's City of Los Angeles Certified Welders License.

**Title: CS-1 1-DAY 3G D1.1 SMAW Cert Workshop**

**Prerequisite:** Passing Free Welding Skill Assessment Test (Previous Welding Experience)

**Description:** Take one 3G vertical practice test and the D1.1 Structural Steel 3G test.

**Fees:** Tuition \$280

Material Fee \$145

Test Fee: \$375

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$800

**Total Charges for the Entire Educational Program: \$800**

**Length:** 8-hours or 1 Day

Students who pass their practical weld test will be awarded their AWS D1.1 Structural Steel welder certification in the position(s) tested.

**Title: CS-2 2-DAY 3G D1.1 SMAW Cert Workshop**

**Prerequisite:** Passing Free Welding Skill Assessment Test (Previous Welding Experience)

**Description:** Refresher weld training on structural steel with SMAW process, take up to two 3G vertical practice tests and the D1.1 Structural Steel 3G test.

**Fees:** Tuition \$460

Material Fee \$285

Test Fee: \$375

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$1595

**Total Charges for the Entire Educational Program: \$1,595**

**Length:** 16-hours or 2 Days

Students who pass their practical weld test will be awarded their AWS D1.1 Structural Steel welder certification in the position(s) tested.

**Title: CS-3 3G & 4G D1.1 SMAW Cert Workshop**

**Prerequisite:** Passing Free Welding Skill Assessment Test (Previous Welding Experience)

**Description:** Refresher weld training on structural steel with SMAW process, take up to two 3G vertical practice tests, take up to two 4G overhead practice tests, and take both D1.1 Structural Steel 3G and 4G tests.

**Fees:** Tuition \$1300

Material Fee \$345

Test Fee: \$750

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2495

**Total Charges for the Entire Educational Program: \$2,495**

**Length:** 28-hours or 3-1/2 Days

Students who pass their practical weld test will be awarded their AWS D1.1 Structural Steel welder certification in the position(s) tested. These 3G and 4G certifications are approved by the City of Los Angeles Department of Building and Safety for use in obtaining the student's City of Los Angeles Certified Welders License.

## Workshops: D9.1 Certification

Title: **CM-1 1-DAY D9.1 GMAW Cert Workshop**

Prerequisite: Passing Free Welding Skill Assessment Test (Previous Welding Experience)

Description: Practice testing and take the D9.1 Sheet Metal steel test.

Fees: Tuition \$620

Material Fee \$325

Test Fee: \$250

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$1295

**Total Charges for the Entire Educational Program: \$1295**

Length: 8-hours or 1 Day

Students who pass their practical weld test will be awarded their AWS D9.1 Sheet Metal welder certification in the position(s) tested.

Title: **CM-2 2-DAY D9.1 GMAW Cert Workshop**

Prerequisite: Passing Free Welding Skill Assessment Test (Previous Welding Experience)

Description: Refresher training, practice testing and take the D9.1 Sheet Metal steel test.

Fees: Tuition \$1220

Material Fee \$325

Test Fee: \$250

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$1895

**Total Charges for the Entire Educational Program: \$1,895**

Length: 16-hours or 2 Days

Students who pass their practical weld test will be awarded their AWS D9.1 Sheet Metal welder certification in the position(s) tested.

Title: **CT-1 1-DAY D9.1 GTAW Steel Cert Workshop**

Prerequisite: Passing Free Welding Skill Assessment Test (Previous Welding Experience)

Description: Practice testing and take the D9.1 Sheet Metal steel test.

Fees: Tuition \$620

Material Fee \$325

Test Fee: \$250

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$1295

**Total Charges for the Entire Educational Program: \$1,295**

Length: 8-hours or 1 Day

Students who pass their practical weld test will be awarded their AWS D9.1 Sheet Metal welder certification in the position(s) tested.

Title: **CT-2 2-DAY D9.1 GTAW Steel Cert Workshop**

Prerequisite: Passing Free Welding Skill Assessment Test (Previous Welding Experience)

Description: Refresher training, practice testing and take the D9.1 Sheet Metal steel test.

Fees: Tuition \$1220

Material Fee \$325

Test Fee: \$220

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$1895

**Total Charges for the Entire Educational Program: \$1,895**

Length: 16-hours or 2 Days

Students who pass their practical weld test will be awarded their AWS D9.1 Sheet Metal welder certification in the position(s) tested.

Title: **CT-3 2-DAY D9.1 GTAW Aluminum Cert Workshop**

Prerequisite: Passing Free Welding Skill Assessment Test (Previous Welding Experience)

Description: Refresher training, practice testing and take the D9.1 Sheet Metal aluminum test.

Fees: Tuition \$1260

Material Fee \$485

Test Fee: \$935

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2295

**Total Charges for the Entire Educational Program: \$2,295**

Length: 16-hours or 2 Days

Students who pass their practical weld test will be awarded their AWS D9.1 Sheet Metal welder certification in the position(s) tested.

Title: **CT-4 2-DAY D9.1 GTAW Stainless Steel Cert Workshop**

Prerequisite: Passing Free Welding Skill Assessment Test (Previous Welding Experience)

Description: Refresher training, practice testing and take the D9.1 Sheet Metal stainless steel test.

Fees: Tuition \$1380

Material Fee \$715

Test Fee: \$300

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2495

**Total Charges for the Entire Educational Program: \$2,495**

Length: 16-hours or 2 Days

Students who pass their practical weld test will be awarded their AWS D9.1 Sheet Metal welder certification in the position(s) tested.

## Workshops: ASME IX Certification

Title: **PS-1 2-1/2-DAY ASME IX Stick Cert Workshop**

Prerequisite: Passing Free Welding Skill Assessment Test (Previous Welding Experience)

Description: Practice testing on steel pipe with SMAW process and take ASME IX Boiler & Pressure Vessel pipe test.

Fees: Tuition \$1260

Material Fee \$660

Test Fee: \$475

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2495

**Total Charges for the Entire Educational Program: \$2,495**

Length: 20-hours or 2-1/2 Days

Students who pass their practical weld test will be awarded their ASME IX Boiler and Pressure Vessel welder certification in the position(s) tested.

Title: **PT-1 4-DAY ASME IX Tig Cert Workshop**

Prerequisite: Passing Free Welding Skill Assessment Test (Previous Welding Experience)

Description: Practice testing on steel pipe with GTAW process and take ASME IX Boiler & Pressure Vessel pipe test.

Fees: Tuition \$1460

Material Fee \$540

Test Fee: \$395

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2495

**Total Charges for the Entire Educational Program: \$2,495**

Length: 32-hours or 4 Days

Students who pass their practical weld test will be awarded their ASME IX Boiler and Pressure Vessel welder certification in the position(s) tested.

## Workshops: Sanitary Certification

Title: **ST-1 2-Day D18.1 Sanitary Tubing Cert Workshop**

Prerequisite: Passing Free Welding Skill Assessment Test (Previous Welding Experience)

Description: Practice testing on stainless steel tubing with GTAW process and D18.1 Sanitary Tubing weld test.

Fees: Tuition \$1260

Material Fee \$740

Test Fee: \$395

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2495

**Total Charges for the Entire Educational Program: \$2,495**

Length: 16-hours or 2 Days

Students who pass their practical weld test will be awarded their AWS D18.1 Sanitary Tubing welder certification in the position(s) tested.

Title: **ST-2 2-Day D18.3 Sanitary Vessel & Equipment Cert Workshop**

Prerequisite: Passing Free Welding Skill Assessment Test (Previous Welding Experience)

Description: Practice testing on stainless steel sheet metal with GTAW process and D18.3 Sanitary Vessel and Supporting Equipment weld test.

Fees: Tuition \$1220

Material Fee \$740

Test Fee: \$395

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2495

**Total Charges for the Entire Educational Program: \$2,495**

Length: 16-hours or 2 Days

Students who pass their practical weld test will be awarded their AWS D18.3 Sanitary Vessel and Supporting Equipment welder certification in the position(s) tested.

*AE-1 No longer offered*

*AE-2 No longer offered*

*AE-3 No longer offered*



## Workshops: Maintenance Depts

**Title: IM-1 Industrial Maintenance Dept, Mig**

**Prerequisite:** Passing Free Welding Skill Assessment Test (Previous Welding Experience)

**Description:** Hands-on training geared for industrial maintenance technicians and mechanics to learn beginner to intermediate welding skills on steel sheet metal and tubing with GMAW process, on structural steels with FCAW process with both E71T-11 self-shielded and E71T-1M gas shielded wires, and basic welding equipment maintenance; for use in fabricating or repairing structural steel projects.

**Fees:** Tuition \$2140

Material Fee \$255

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2495

**Total Charges for the Entire Educational Program: \$2,495**

**Length:** 32-hours or 4 Days

Students who pass their final project will be awarded a Certificate of Completion.

**Title: IM-2 Industrial Maintenance Dept, Stick**

**Prerequisite:** Passing Free Welding Skill Assessment Test (Previous Welding Experience)

**Description:** Hands-on training geared for industrial maintenance technicians and mechanics to learn beginner to intermediate welding skills on structural steel with SMAW process, and basic welding equipment maintenance; for use in fabricating or repairing structural steel projects.

**Fees:** Tuition \$2140

Material Fee \$255

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2495

**Total Charges for the Entire Educational Program: \$2,495**

**Length:** 32-hours or 4 Days

Students who pass their final project will be awarded a Certificate of Completion.

Title: **W-1 Water Dept, Beginning Pipe Layout**

Prerequisite: Passing Free Welding Skill Assessment Test (Previous Welding Experience)

Description: Hands-on training for public utility and water department maintenance technicians to enhance their existing stick pipe welding skills by learning pipe layout, torch cutting and welding of steel pipe.

Fees: Tuition \$1800

Material Fee \$595

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2495

**Total Charges for the Entire Educational Program: \$2,495**

Length: 24-hours or 3 Days

Students who pass their final project will be awarded a Certificate of Completion.

## Workshops: LA City Code Book

*LA City code book workshops are taught in 2-hour evening sessions.*

*Classes may start any week of the month, dependent upon minimum enrollment of 6 students.*

Title: **CB-1 LA CITY D1.1 CODE BOOK CLINIC**

Prerequisite: None

Description: To prepare students for the LA City Certified Welder License written exam on AWS D1.1 Structural Steel welding code.

Fees: Tuition \$1340

Material Fee \$155\*

LADBS written exam non-refundable deposit \$55

Non-refundable Registration Fee \$100

Non-refundable Student Tuition Recovery Fee \$0

Total Charges for Period of Attendance \$1650

**Estimated Total Charges for the Entire Educational Program: \$1,650**

Length: 32 hours

Required Examinations: Students who pass their written LADBS Certified Welder License Exam with the City of Los Angeles with a minimum 71% or better score will receive their LA City Certified Welder License from the City of Los Angeles Dept. of Building and Safety.

\* Material fee does not include student's D1.1 code book which must be brought to every class session and D1.1 welder certification weld tests.

## Workshops: Brazing

Title: **BZ-1 3-Day C3.4 Torch Brazing Copper Cert Workshop**

Prerequisite: None

Description: Learn to braze on copper tube to couplers, practice testing and 2F horizontal flow test.

Fees: Tuition \$1600

Material Fee \$100

Test Fee: \$320

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2495

**Total Charges for the Entire Educational Program: \$2,495**

Length: 24-hours or 3 Days

Students who pass their practical weld test will be awarded their AWS C3.4 Torch Brazing certification in the position(s) tested.

*BZ-2 No longer offered*

Title: **BZ-3 2-Day C3.4 Torch Brazing Stainless Steel Cert Workshop**

Prerequisite: Passing Free Brazing Skill Assessment Test (Previous Brazing Experience)

Description: Refresher training on stainless tube to couplers, practice testing and 2F horizontal flow test.

Fees: Tuition \$1260

Material Fee \$660

Test Fee: \$475

Registration Fee \$100

Student Recovery Fee \$0

Total Charges for Period of Attendance: \$2495

**Total Charges for the Entire Educational Program: \$2,495**

Length: 16-hours or 2 Days

Students who pass their practical weld test will be awarded their AWS C3.4 Torch Brazing certification in the position(s) tested.

## Information

### **Mission Statement**

The welding and machining industries have great need for skilled workers entering their workforce, because many workers will be retiring within the next 10 years.

Affordable Training USA (referred to as ATUSA) is dedicated to enriching these industries through education; and to providing our students with the skills and knowledge necessary to pursue a successful career.

We do this in a safe and knowledgeable environment using fast track (accelerated) hands-on training methods.

We understand the importance of training under skilled educators, so our instructors are experienced machinists and certified welders. We are truly where the professionals go for training.

### **Catalog Policy:**

This catalog covers the period of 01/01/2023 and ending 12/31/2023. The institution's name, address, telephone number, website and email can be found on the cover page.

Our catalog will be updated every year. Failure to read this catalog does not excuse the students from the requirements, policies and procedures contained in this catalog. Our catalog is available download from our website or by picking up a printed copy at our institution.

### **Location of Class Sessions:**

Classes are held at 9216 Center Avenue, Suite 102, Rancho Cucamonga, CA 91730 USA. Our phone number is (909) 481-9353 and website is <https://affordabletrainingusa.com>.

ATUSA does not offer distance education, or have branch or satellite locations.

We are conveniently located just 2 miles north of the 10 Freeway, by exiting on Haven Avenue, and 6 miles south of the 210 Freeway and 3.7 miles west of the 15 Freeway. Ontario International Airport (ONT) is 3 miles south, Rancho Cucamonga Metro-link railroad station is 1.7 miles east, Ontario Mills Mall is 2.5 miles southeast and the Victoria Gardens Shopping Center is 5.2 miles northeast.

### **Bankruptcy disclosure**

This institution does not have any pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

### **Review of Documentation Prior to Signing:**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

### **Standard Occupational Classification Codes**

The applicable Standard Occupational Classification Code for this institution is:  
51-4121 – Welder, Welders, Arc Welders, Cutters, Solders and Brazers, Welder Pipe

## **General Information**

This institution, its employees and its affiliates do not discriminate on the basis of disability, race, gender, color, religion, national origin or age.

Minors, 16 and older, may enroll in a workshop, if the minor's parents or guardians accompanies them during enrollment, sign their enrollment forms and provides their telephone number so that an instructor may contact them during class.

International students who fulfill our language policy may enroll at the same price as a domestic student. AFUSA does not aid in obtaining a student's visa or provide visa services. We do not vouch for student status, provide interpretation services, housing, daily transportation, meals, travel arrangements, or any other associated charge. Groups of students from an international society or company must make their own arrangements for their interpreter services at a minimum ratio of 1:4 students.

Instruction at this school is taught in English, therefore students should be able to read, write and understand conversational English.

The welding industry can be a physically demanding career choice. Students should have average use their hands, arms and legs; and be able to lift 50 lbs. Student's field of vision must be sharp between 6" to 18" distance from their face. We recommend that students have their vision tested and corrected, if necessary, before attending. If a student requires reading glasses, please bring full size glasses since the bifocal line and progressive lenses can interfere with the ability to focus on the weld. Students need to be aware that eye surgery or contact lenses may affect a student's ability to weld for extended periods and that light sensitive (polychromatic or Transition®) lenses can be damaged by heat or welding sparks and that this institution is not financially responsible.

The welding and machining trades will require that employees have general knowledge and competent skills. Welder certification is often required by many companies.

Los Angeles Department of Building and Safety requires structural welders in the County of Los Angeles to obtain their LA City Certified Welders License.

State of California Contractors State License Board (CSLB) requires welders who are operating as an independent contractor to obtain their Welding (C-60) Contractor License.

Individuals who are employed by a business or contractor and weld at their employer's place of business are not required to obtain their CA Contractor License or LA City License.

## **Accreditation**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education and does not offer a degree program.

## **Notice Concerning Transferability of Credits and Credentials Earned at our Institution**

The transferability of credits you earn at Affordable Training USA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate that you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that

institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Affordable Training USA to determine if your certificate will transfer.

## **Student Tuition Recovery Fund (STRF)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However,

no claim can be paid to any student without a social security number or a taxpayer identification number.

## **Financial Aid, Grants, Veterans, Scholarships and Loans**

This institution does not participate in federal financial aid programs, federal grant programs, state grant programs, G.I. Bill and other veteran benefit programs at this time.

American Welding Society offers scholarships funds that, once awarded, are payable directly to the school to which you have been accepted. To apply for a Welder Training Scholarship, visit <https://www.aws.org/foundation/page/scholarships>.

This institution does not offer school loans. Students may obtain a personal or private loan through an outside financing company. If a student obtains loan(s), the student is responsible to repay the entire loan plus interest.

## **Training Schedule**

Workshops are fast track programs, completed by clock hours, not credits. Workshops are typically completed in less than 36 clock hours.

Workshops are offered year-round. Training is scheduled Monday through Friday. Saturdays are available by appointment only. Students will set up their daily attendance schedule with admissions at the time of enrollment. Actual number of days or weeks to complete a workshop will depend upon the student's daily attendance schedule.

Workshop description discloses the total clock hours for completion; with option of days for completion (which is based upon 8 clock hours scheduled per day).

Flexible schedules – this institution may offer its students personalized part-time attendance schedule in order to accommodate their work or school schedules. These students may take longer to complete a workshop than anticipated, but their program must be completed within four weeks of enrollment.

## **Class Size**

This institution's ideal class size is 6 students per instructor, so we attempt to schedule the students' courses and skills training programs accordingly. But since we offer flexible schedules for our working students, actual class size may vary from our ideal. ATUSA reserves the right to reschedule a workshop, if attendance drops below the minimum size.

This institution will adhere to the following class size standards:

### **Skills Training or Labs:**

Maximum class size is 12 students per instructor. Minimum class size is 4 students per instructor.

### **Classroom Training:**

Maximum class size is 24 students per instructor. Minimum class size is 6 students per instructor.

## **Standards for Student Achievement , Grading System and Passing Requirements**



This institution's standards for student achievement include general welding and/or machining knowledge and reasonable skill proficiency.

Workshop grading is dependent upon the student's knowledge, skills and attendance.

Quizzes and tests are graded as follows: Pass 100% to 71% or Fail 70% or lower

Students who pass their final project will be awarded a Certificate of Completion. Grading of a student's final project is either Acceptable (Pass) or Rejected (Fail) as per industry standard.

Some workshops will include a physical welder qualification test for certification in the industry related welding code. Grading of a welder qualification test is either Pass or Fail. Welder qualification tests are inspected by an American Welding Society Certified Welding Inspector and judged either Acceptable (Pass) or Rejected (Fail) as per the standards of the applicable welding code.

This institution cannot guarantee that every student will pass their workshop or welder qualification test; or have reached an adequate job skill level.

## **Curriculums**

Students will receive their curriculum for their course during their first class session. A typical curriculum will include a description of the workshop, homework, quizzes and skill milestones. Student's first class session will also include a safety lecture and written safety test.

Certification Workshops for experienced welders programs have specific curriculums dependent upon their welding code and are discussed in depth in the student's first class session. Weld tests are usually taken in the last class session(s).

Workshops that are computer based, self-paced study programs will have course lengths that based upon an average student's progress. Some students may finish quicker or may require additional class sessions in order to finish their program. Some students may require tutoring. Students may discuss these options with the instructors and admissions office.

## **Advancement and Transition**

ATUSA may advance a student, if the student can demonstrate satisfactory proficiency by passing a skills assessment test and either a verbal or a written test.

ATUSA reserves the right to transition a student to a different training program. If in the judgment of the instructor, the student is unable to advance in their selected program, the instructor will meet with the student and administration to discuss transitioning the student and the student's record will document any such action.

Final projects and/or certification tests may be initially scheduled based upon a typical student's learning curve. Since these are impartial practical items, we can offer no guarantee that a student will pass. We may recommend additional training before certification testing or we may advance their test date depending upon their skill level.

## **Attendance Policy**

Students will set up their training schedule with the admissions office. **Once the agreed upon schedule has been set-up, students are required to be on time for each scheduled class; to participate in each class and laboratory session; to honor break times; and to remain at ATUSA through the completion of their scheduled daily program.**

Regular attendance and participation is necessary to give a student every opportunity to excel in their training program. Absences, being tardy, leaving early or missing classes reduce the student's ability to pass their course. Because the welding industry takes attendance seriously, so does ATUSA.

Students who leave early from their scheduled class without prior permission of their instructor, will be clocked out at the end of their scheduled class. There is no saving of class time and there is no make-up of missed class time.

Students who fail to show up for their scheduled class, are considered absent. All missed time is deducted from the student's program unless a student schedules a make-up class.

## **Library**

This institution's library consists of welding videos, welding code books, workbooks and other resources. This institution's library exceeds the minimum requirement set forth by American Welding Society and City of Los Angeles, therefore is more than sufficient to support the instructional needs of its students. This institution's library is in English, but some reference material may be available in Spanish.

Policy and Procedures: Library books and resources are available for students to use in our classroom during normal school hours. Students may check-out a welding video or book with a fully refundable deposit, if the book or video is returned in acceptable condition (as-new condition and without highlights, marks, notations, dog-ears or scratches) and if returned within 5 days of completing their workshop. Refundable deposits range from \$50 to \$450 per item.

Students who are unable to purchase required code books for a LA City or AWS written exam, may rent the institution's library book(s) for a reasonable rental fee. Non-refundable rental fees range from \$50 to \$300 per item.

If the library book or video is not returned within 5 days of completing the educational program or 5 days after exam date, or if it's returned in unacceptable condition, the deposit fee(s) will not be refunded, because the institution will have to purchase replacements.

## **Safety Policy**

All students are required to attend safety lectures and pass their written safety tests with a score of 100% before they will be allowed to cut or weld. Topics covered will include the institute's Safety Procedures and Code of Conduct; welder health and safety; and cutting equipment usage and safety.

## **Safety Wear:**

Required safety wear consists of:

- Personal Protection Equipment (PPE):
  1. Welding helmet\*

2. Closed-toe, high-top leather shoes, preferably steel toe work-boots. Cloth or fabric athletic shoes are not permitted
  3. Welding jacket\*
  4. Long sleeve shirt, either button-up style or t-shirt style in order to reduce your neck's exposure to ultraviolet rays which are produced when welding (no rayon, nylon or silk, which may melt).
  5. Long pants such as 100% cotton denim jeans, no cuffs or baggies
  6. Safety glasses\*\*
  7. Welding gloves\*\*
  8. Welding cap\*\*, hat or a 100% cotton bandana
- Do not wear hair gels, mousse or sprays
  - Long hair must be pulled back and secured
  - No jewelry or watches are permitted

Absolutely no shorts, open-toe shoes, short sleeve shirts, baggy clothing and/or clothing with holes or frayed ends. Flame resistant long sleeve shirt or 100% cotton coveralls are an acceptable option instead of long sleeve shirt and long pants. If a participant arrives in inappropriate clothing, the instructor has the right to deny their access to the facility and student will be marked absent. Students may request a complementary pair of safety glasses in their first class session. Loaner safety glasses are readily available on a daily basis upon request.

\* The institute may have loaner helmets and jackets available for check-out

\*\* Students may purchase in our student store.

#### First Aid:

Students are not covered by the institution's or any affiliate's insurance or industrial compensation. Students are responsible for the expense of their own medical treatment. Self-service first aid station(s) are available at the facility to treat minor injuries or burns. Locations and use of self-service first aid will be discussed during the safety lecture of the training program. ATUSA reserves the right to transport a participant for required medical care or call 911, without accepting financial responsibility for their care.

#### Safety Policy Major Infractions:

1. If, in the judgment of the instructor or administration, a student is under the influence of an illegal drug, alcohol or other controlled substance.
2. If, in the judgment of the instructor or administration, a student exhibits violence, insubordination or inappropriate language toward any staff or another student.

First violation of this institution's Safety Policy or Safety Procedures, the instructor has the right to deny the student access to the facility, issue them a written warning, place them on probation and they will be marked absent. Repeated violations, will cause termination of the student's training program or testing and they will be given a dismissal form.

#### Code of Conduct

1. Students are expected to conduct themselves in a respectable manner while on the institution's property or event.
2. Students will not be under the influence of an illegal drug, alcohol, marijuana, prescription drugs or other controlled substance while on the institution's property or event.
3. Students will not exhibit violence or carry a weapon while on the institution's property or event.
4. Students will not exhibit insubordination or use inappropriate language toward any staff or another student.

5. Students will not cause deliberate damage, theft or vandalism to tools, equipment or facility.
6. Students will not interfere with another student's weld testing or interfere with the institution's staff during examinations and inspections.
7. Students will not bring guests, children and/or pets to training sessions. The institute's administration will consider allowing a registered service animals if the animal's requirement is discussed at the time of enrollment and the animal's documentation is provided.

First violation of this institution's code of conduct, the instructor has the right to deny the student access to the facility, issue them a written warning, place them on probation and they will be marked absent. If the first violation is illegal or threatening to others or if a second violation occurs, student will have their training program terminated immediately and they will be given a dismissal form.

### **Testing Procedures**

Students must read and sign the institution's welder qualification test procedures before taking a welding certification test, including but not limited to the instructions that no other person shall enter the welding booth during testing. Students who violate the institute's testing procedures will have their training program terminated and they will be given a dismissal form.

### **Probation Policy**

Students will be issued a written warning and placed on probation:

1. when absences exceed 20% of their course
2. first safety or code of conduct violation, if minor infraction

Administration will monitor the student's attendance or code of conduct for a period of two weeks. If the student corrects their attendance or does not incur a 2<sup>nd</sup> safety or code of conduct violation, they will be released from probation.

### **Dismissal (Termination) Policy**

This institution reserves the right to immediately terminate a student's training or testing for the following reasons:

1. If, in the judgment of the instructor or administration, a student incurs a major infraction of the institute's Safety Policy, Safety Procedures or Code of Conduct Policy, including being under the influence of an illegal drug, alcohol or other controlled substance.
2. If, in the judgment of the instructor or administration, a student violates the institution's Testing Procedures, including interfering with another student who is testing.
3. If, in the judgment of the instructor or administration, a student exhibits violence or threatening language toward any staff or another student.
4. If a student's nonattendance exceeds 50% of their course.
5. If a student fails to complete their workshop within 4 weeks of the original start date of their course or training program.

Any injury to a student or others as a result of a student's failure to comply with the institute's Safety Policy, Code of Conduct or Testing Procedures is solely the fault of the student(s), and this institution, its affiliates, administration and employees will be held harmless of any wrong doing or liability.

The instructor will document the student's termination and it must be signed and dated both the student and the institute's administration, and a copy will be placed in the student's record. If the student refuses to sign the form, the instructor may request another student to sign as a witness of

the termination and a copy will be supplied to the dismissed student by mail. Terminated students will be issued a refund, as per the institute's refund policy.

## **Student Grievance Policy**

Students have the right to pursue a complaint for an alleged violation the institution's policies. The steps for filing the complaint and resolving the problem would be as follows: 1.) Discuss the matter with the instructor; 2.) If not resolved within one week, submit the complaint in writing to the Admissions Office. The complainant will be kept informed as to the status of the complaint as well as the final resolution. Students are not required to invoke an internal institutional dispute procedure before enforcing any contractual or other legal rights or remedies.

## **Smoking, Vaping or Chewing Tobacco**

This institution does not allow smoking, vaping or chewing tobacco inside our facility or parking lot.

## **Clean-up**

Students are responsible to maintain and clean up their welding booths at the end of their training session. Unused steel must be returned to their steel bins and scrap must be placed in the appropriate recycling receptacles. Unused welding rod or wire (full or partial) must be returned to the instructor. Students who are observed more than once throwing away unused or partially used rod, wire or steel will be charged additional material fees. Loaner grinders and safety gear (leathers, welding helmets, face shields, etc.) must be reasonable clean before being neatly rehung on their hooks. Any damaged loaner gear must be reported to the instructor so repair or replacement may be completed in a timely manner.

## **Recording Policy**

There is no video or audio recording of the training sessions.

## **Parking**

Parking is available at the school's campus. Students are encouraged to park in the school's parking stalls or on the street, not in the neighboring businesses' parking stalls.

## **Photographs**

Welder certification wallet cards require this institution to take the student's photograph for identification verification.

Students understand that they may be included in a photograph or videos taken during training or events which may be used in publications and/or websites. Students have the right to opt-out and can pick up an Opt-out form in the admissions office.

## **Testing**

Workshops may include:

- 1.) A written safety test graded during the first class session and that must be passed before welding begins.
- 2.) Written tests or quizzes, which are usually graded the at the next class session in the classroom during the instructor's lecture.
- 3.) Practical skills milestones, which are usually graded at the end of the class session.
- 4.) Final skill project, which will be graded Pass or Fail at the end of the class session.
- 5.) Welder certification tests which are graded as Pass or Fail. Results and/or reports from in-house test specimen examinations are available in 7 to 10 business days and out-sourced test specimen examinations are usually available in 15 to 20 business days.

If faster welder certification test reports are requested, processing can be expedited for an additional fee. Expedited in-house processing fees are available for an additional 50% of test fee for 3 to 4 business days or additional 100% for 2 days or less. Expedited welder certification test fees for out-sourced examinations and documentation will be quoted on a case by case basis.

## **Reserved Rights**

This institution reserves the right to modify its class schedule due to conditions outside the institute's control, such as extreme temperature, poor air quality, power failure or any other such cause. We reserve the right to refuse service.

## **Student Property**

ATUSA is not responsible for damage or loss of student property, including but not limited to personal protective equipment, grinders and other hand tools, computer devices or cell phones.

## **Release of Liability**

Students understand that serious accidents can occasionally occur and that hazardous materials are present. Students assume those risks and that under no circumstances will they present any claim against Affordable Training USA, its parent company, its affiliate companies, and its owners, officers, employees, contractors and agents.

## **Enrollment Agreement**

Enrollment forms will include an itemization of the institutional charges and fees. Separate signed enrollment forms and deposit of \$250 U.S. dollars is required for each student.

Students who wish to satisfy a course or workshop's prerequisite may schedule a free 30-minute welding skills assessment test.

Full payment is due on the first day of class or within 10 days of enrolling. Payment by cash, debit card, credit card, money order or cashier check are accepted on first day; but wire transfers, Pay-pal® and checks must be paid at least 3 days before student's first class session. Additional credit card and Pay-pal® processing costs and bank fees are: 4% for American Express, MasterCard, Visa, Discover, Pay-pal®; or debit cards without PIN (processed as a credit card); or \$35 per wire transfer. Students will be charged a \$45 fee for checks returned due to insufficient funds. These fees are subject to change without notice.

A Company purchase order may be submitted with the enrollment forms in lieu of the \$250 deposit and ATUSA will invoice the sponsoring Company or Agency, but the invoice must be paid-in-full by the first class session to get the Catalog's prepaid price the same as other students. If a company requires net 30 day terms, cost of the workshop will be invoiced for a minimum of 15% more than the prepaid catalog price. Purchaser agrees to pay a service charge of 1.5% per month (18% annually) on any amounts overdue after 30 days.

ATUSA reserves the right to retain test results, documentation, certificates and/or proof of training until all charges have been paid-in-full and until all library books and loaner equipment has been returned in good condition or damaged items have been reimbursed.

Students will provide their name, address, age, home and/or business phone number, mobile phone number, email address; chosen course or workshop code, title and cost, session start and



end date, agreed upon daily attendance schedule and signed release of liability with notification of non-coverage under this institute's workers compensation insurance.

Enrollment forms will include an itemization of all of the institutional charges and fees for the educational program including refundable and non-refundable fees. All workshops have specific fees that include tuition, material fee, certification exam fee, non-refundable registration fee and non-refundable student tuition recovery fee (refer to the workshops description).

Fees charged by an entity other than the institution (also called 3<sup>rd</sup> party fees) may include credit card processing fees, bank processing fees, tutoring fees, American Welding Society membership fees or books and/or Los Angeles Dept. of Building and Safety certified welder license fees.

If applicable, additional institutional charges may include student requested library deposit fees, library book rental fees, rescheduling fees, expedite fees and/or temporary material surcharge fee. A temporary material surcharge fee may be added to a workshop cost after this catalog has been printed because of the fluctuating market cost of materials. A notice of an upcoming additional temporary material surcharge fee will be posted in our reception area at least two weeks in advance of implementation. Students will not be charged for a temporary material fee after the fact (after their workshop was paid in full). These fees are subject to change without notice.

The admissions office can assist students with filling out their enrollment forms.

## **Cancellation and Refunds**

Notice of cancelation for withdrawal must be made in writing and in-person during admission's office hours. This notice must include the reason for the student's cancellation and it must be signed and dated.

A withdrawal may be effectuated by the student's written notice or by the student's conduct (by violating the institute's Safety Policy, Safety Procedures, Code of Conduct or Testing Procedures) or student's lack of attendance.

The student has the right to cancel and obtain a full refund of charges, less application fee and reasonable deposit (not to exceed \$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Students who have completed 60% or less of the period of attendance shall receive a pro-rata (pro-rated) refund of unearned (unused) institutional charges, by making a written notice of cancellation. Pro-rata refund is determined by subtracting the daily charge for the program multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal from the total institutional charge of the program and then subtracting any applicable additional institution charges (i.e. rescheduling fees, library deposits/rentals, 3<sup>rd</sup> party fees, etc.).

No refund will be issued when the notice of cancelation is received after 61% of the instructional clock hours in the student's course.

Refundable fees include unused tuition, unused supplies and books; and if applicable, unused certification testing fees.

Non-refundable fees include used tuition; used supplies, books and used items purchased from our student store; fees charged by entities other than the institution; library deposit or rental fees if



book not returned in accordance to the institute's policy; late or rescheduling fees; and \$100 application fee and up to \$150 of deposit. Refunds will be mailed within 45 days from the date of the written notice of cancellation.

## **Job Placement Services**

This institution does not promise job placement assistance or guarantee employment. We do provide our students with access to our Job Bulletin Board, which include incoming email requests for welders from employment agencies, manufacturers and contractors. We do provide our students with the address of the local Employment Development Department (EDD) office, which provides individuals with free resume assistance and applicable available job listings.

## **Transportation, Housing and meals**

Students are responsible for their own transportation, housing and meals. This institution does not have a dormitory facility. There are numerous hotel/motel accommodations within 5 miles of the school, prices range from approximately \$75 to \$120 a night for a 2-star accommodation to \$130 to \$250 a night for a 3-star accommodation. ATUSA does not have any responsibility to locate or assist students in finding housing.

## **Recordkeeping**

This institution shall maintain permanent academic records of the name, address, email address and telephone number of each student who is enrolled. ATUSA shall also maintain permanent records of the certificate(s) granted, the courses and/or skills training program(s) on which the certificate(s) were granted and the student's grades in each.

This institution utilizes both use of secure record storage of paper records and electronic. Paper records are maintained for a period of five years and electronic records permanently. For security and safekeeping, paper records are maintained in fire-proof file cabinets and electronic records are stored in a locked fire-proof safe.

If a student loses their certificate of completion or welder certification, the student must either come in person to request a copy or mail their request letter and AFUSA will mail the photocopy within 3 business days to the student's address on file.

If the student requires this institution to issue new original certificate or welder certification, there will be a reasonable fee of \$25 to remake each document and \$25 to remake a welder's wallet card. If the welder certification date is outside the welding codes certification time period, the student may have to schedule and retake their welder certification test at the current testing price.

## **Tools and Other Resources**

This institution will supply the necessary welding machine and equipment for each station; practice materials and filler metals (as referred to the specific course description).

Welding students must wear industry standard personal protective equipment (PPE), as follows: Welding helmet, welding jacket or leather cap and bib, steel toe work boots, long work pants or jeans, safety glasses, dust mask, ear plugs, welding cap and welding gloves.

Machinist students must wear industry standard personal protective equipment (PPE), as follows: Machinist apron or long jacket, steel toe work boots, long work pants or jeans, safety glasses, dust mask and ear plugs.

Since welders and machinists must have their own PPE when employed, we advise students to purchase their own protective equipment before entering the job market. Students may bring their own PPE to classes if they prefer. Instructors have the option to inspect their equipment as a safety precaution, since excessively worn, scratched or damaged equipment will not be allowed. Loaner Personal Protective Equipment (PPE), including welding helmet, face shield, welding jacket or leather cape and bib, and machinist apron are available for check out. We do not loan ear plugs, dust masks, welding caps, gloves, safety glasses or lights, which may be available for purchase in the student store.

Loaner grinders and loaner hand tools are available for check-out. Since some employers will require their welders to provide their own grinders and hand tools, students may bring their own equipment to classes if they prefer. Students may not use an instructor's or other student's PPE or equipment. Students who use an instructor's or other student's property without permission, is responsible for its replacement cost. Students must return ATUSA provided loaner PPE and equipment in reasonably clean and working order, at the end of each daily class session. Students are responsible for the replacement cost of any loaner items that are damaged by the student beyond normal wear and tear, or if not returned.

Students must take their personal PPE and equipment with them at the end of each class session. ATUSA is not responsible for items left behind. ATUSA reserves the right to dispose of forgotten books, PPE, equipment, etc. if left on premises for more than 7 days.

## **Student Store**

Personal Protection Equipment (PPE) may be available for purchase in our student store at current market prices. Prices are subject to change. Used items are not returnable for a refund.

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Affordable Training USA LLC				Enrollment Form		
9216 Center Ave, Unit 102, Rancho Cucamonga, CA 91730, USA (909) 481-9353				2023		
www.affordabletrainingusa.com, email: affordabletrainingusa@gmail.com						
Student:		Birth Date (if Minor):		Parent or Guardian's Mobile Phone:		
Address:		City:		State		Zip
Mobile Phone:		Home Phone:		Work Phone:		email:
Company Name (if applicable):		Company Phone:		Company Contact:		

  

Catalog Workshop Code	Catalog Title / Description	Workshop Cost	Clock Hours	Non-Refundable Fees		
				Registration/ Application Fee	STRF Fee	Fees charged by other entities
				\$100	\$0	

  

Skill Evaluation Results:

  

<b>Workshop start date requested:</b>  1st Choice:  2nd Choice:  School Confirmation:	<div style="text-align: right;">TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: _____</div> <div style="text-align: right;">TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: _____</div> <div style="text-align: right;">Credit Card or Bank Processing Fee (if applicable): _____</div> <div style="text-align: right;">Deposit at Registration (\$250 minimum): _____</div> <div style="text-align: right;">Balance Due On or Before 1st Day: _____</div>
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<input type="checkbox"/> Cash  <input type="checkbox"/> Money Order or Cashier Check  <input type="checkbox"/> Check Number: _____ <i>check pymts 3 days before class</i>  <input type="checkbox"/> Debit (in person with PIN) + 1%  <input type="checkbox"/> Wire transfer + \$35 fee  <input type="checkbox"/> Company P.O. No: _____ (copy attached) <i>Purchase order accepted instead of deposit, but must be paid-in-full by the 1st day for pre-paid prices in catalog.</i>	<input type="checkbox"/> Visa, Mastercard, Discover, or Debit without PIN + 4% fee  <input type="checkbox"/> Amex + 4.5% fee  <input type="checkbox"/> Paypal + 4.5% fee (domestic) <input type="checkbox"/> Paypal + 5.5% fee (international)  <input type="checkbox"/> Square Payments + 6.5% fee <input type="checkbox"/> Paypal Payments + 8% fee	Card Number: _____  Cardholder Name: _____  Cardholder Address (if different from above): _____  Cardholder Signature: _____  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Expiration Date: _____</div> <div style="width: 55%;">Authorized Credit Card Amount \$</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">3 or 4-digit V Code: _____</div> <div style="width: 55%;"></div> </div>
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I, print name \_\_\_\_\_ have read and understand this enrollment agreement including the schools' Catalog which contains this institution's attendance, grading, code of conduct, cancelation and refund policies, Student Tuition Recovery Fund (STRF), Student's Right responsibility to repay any loan obtained, transferability of credits and credentials earned at this institution and contact information for questions to cancel or complaints to the Bureau for Private Postsecondary Education. **I UNDERSTAND THAT THIS IS A LEGALLY BINDING CONTRACT. MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD, AND AGREED TO MY RIGHTS AND RESPONSIBILITIES, AND THAT THE INSTITUTION'S CANCELATION AND REFUND POLICIES HAVE BE CLEARLY EXPLAINED TO ME.**

Student's Signature:	Enrollment Date:	School Representative:
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Original - School

Copy - Student