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# OVERVIEW

## MISSOURI WELDING INSTITUTE PHILOSOPHY

Our philosophy is to train superior welding craftsmen to fulfill their dreams. It is our ultimate goal to prepare our students for a broad background in welding with many diversified alternatives of employment.

Missouri Welding Institute is dedicated to providing its students with a sound occupational education. We strive to enable students to develop the attitudes, knowledge, quality and skills necessary for them to be effective as a person, a family member and a citizen in an era of rapid social change.

## PROGRAMS OFFERED

<b>Master Pipe Welding and Fitting</b>	18 weeks	720 hours
<b>Master Structural Welding and Fitting</b>	11 weeks	440 hours
<b>Advanced Pipe Fitting</b>	10 weeks	400 hours
<b>Custom Course</b>	1 week ( <i>minimum</i> )	32.5 hours

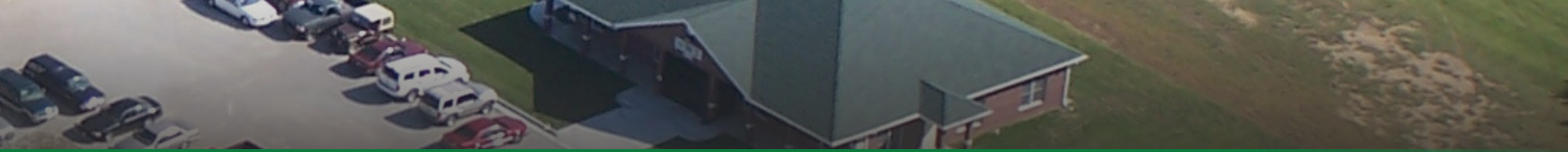
## INSTRUCTIONAL RESOURCES

Physical Facility-The school occupies a total area of 25,430 sq. ft., which includes shop area, pipefitting laboratory, classroom, library and offices. The shop area consists of 86 booths, fully lighted with individual welding machines and articulated clean air retrieval arms. Welding process capabilities are SMAW-(Stick), GTAW-(Tig or Heliarc), GMAW-(Mig or Wire), FCAW-(Dual Shield or Innershield).

## **TRAINING EQUIPMENT**

- **95** AC/DC Arc Welders - SMAW/ GTAW Combination.
- **3** High Frequency Arc Welders
- **14** Complete GMAW/FCAW Power Source and Wire Feeder.
- **21** Hand-Operated Cutting Torches
- **10** Semi-Automatic Plate Cutter and Bevelers
- **10** Pipe Beveling Machines
- **32** Grinding Stations
- Guided Bend Testing Machine (*Destructive Testing*)
- Aluminum Spool Gun
- Plasma Cutting Torch
- Chop Saw
- Pipe model 20 ft. x 20 ft. x 10 ft.
- Bulk Argon system for GTAW





## **SCHOLARSHIPS**

Missouri Welding Institute currently offers two scholarship opportunities: High school seniors who compete in our annual welding competition will receive a \$1,000.00 scholarship to Missouri Welding Institute. Missouri students who qualify for the A+ program will receive a \$1,000.00 scholarship. Students must show proof of qualifications met by providing a stamped final high school transcript. *(see pg. 5 for more details)*

## **HOUSING**

Students are required to live in housing provided by Missouri Welding Institute. Exemptions can be made for those that graduated from a high school within 50 miles of the Missouri Welding Institute campus and living with parents or grandparents, married students and students with children (but please keep in mind we have housing for families) and those that served in the military. To be exempt from MWI housing, it is first required that MWI receive an application for housing exemption.

**NOTE:** An application for housing exemption does not guarantee a student will be exempt. An application for housing exemption must be received by the school no later than two weeks prior to your start date and must be approved by a school official to be valid.

Missouri Welding Institute has several housing options available for students and their families. While Missouri Welding Institute does not have on-campus housing, there are several apartments, rental homes, RV sites and motel accommodations within easy commuting distance. An admissions representative will gladly assist you in finding the best option. For more information on housing, please ask for a copy of our housing policies and procedures. *(see pg. 8 for more details)*

## **TUITION, BOOKS AND EQUIPMENT**

Tuition and fees are due on or before the starting date. Fee costs include all tools, books and other equipment students will need to complete their course. If a student requires additional tools or equipment they can be purchased separately. Missouri Welding Institute is not responsible for any equipment left behind when students graduate or are terminated. Educational institutions must have a policy that ensures that they will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs

## **DRESS CODE**

Students are expected to dress appropriately for a welding vocation. No tennis shoes allowed. Slip-on or lace-up steel toed boots are mandatory. Suggested dress will be blue jean pants with a denim or khaki shirt. Safety glasses shall be worn in the shop area at all times. If proper dress code is not followed, students will be sent home to obtain proper attire.







# ADMISSIONS INFORMATION

## **ADMISSIONS REQUIREMENTS**

Prospective students are encouraged to call and schedule a tour of the school facilities and meet with a school official. Prospective students unable to visit the school are mailed a catalog with a class registration form. This form must be completed and mailed to the school, along with a \$100.00 reservation fee. When registration form and fee have been received, notification of start date will be finalized.

Prospective students will be contacted by an admissions representative and encouraged to enroll in school, in the event that the registration form and fee have not been received.

All tuition and fees are required on or before start date. Other financing arrangements may be made by contacting our admissions representatives.

**NOTE:** Students shall be admitted to Missouri Welding Institute, trained and referred to potential employers without regard to race, color, creed, sex, religion or national origin.

## **ADMISSIONS PROCEDURES**

A \$100.00 reservation fee is required and shall be applied to the student's tuition.

Student applicants must be 17 years of age or older. A 17-year-old applicant must sign an enrollment agreement form jointly by a parent, guardian or guarantor.

**NOTE:** No applicants under the age of 17 will be admitted to this school. Student applicants must have good eyesight, using corrective lenses if necessary.

This institution extends training to the handicapped and is designed for the handicapped student. Previous welding experience is not required for most courses offered at this institution.

All applicants will be subject to an evaluation by a school official. Prior credit will be evaluated; however, credits are not accepted for substitution or advancement for any course work at Missouri Welding Institute. If, in the opinion of the school official conducting the evaluation, any applicant that would not be able to complete the course or would restrict the progress of other students, admission shall be denied.

## **STUDENT CONDUCT**

1. Students shall be required to abide by acceptable Missouri Welding Institute standards of behavior. These standards and regulations will be posted in the shop area, visible to all students. These standards shall be strictly enforced.
2. Possession, solicitation and use of drugs and alcohol shall not be tolerated. The only exception is necessary prescription medication authorized by a physician.
3. A student shall be dismissed for unsatisfactory conduct and will not be allowed to return to the premises.

***\* MWI does not accept hours or credit from previous training.***



# SCHOLARSHIP AND GRANTS

## LIST OF SCHOLARSHIPS AND GRANTS

**UMOS** – Farming grant, contact **Mary Kay** at **417-771-8200**. Students qualify with recent farm work history.

**WIOA** – Grant through local career centers. Students must qualify according to WIOA standards.

**SER** – Farming grant for student located in Kansas. Please contact **Henry Coronado** at **620-249-3304**.

**GAMM** – [gamminc.org](http://gamminc.org) or call **Vicky** at **660-213-3221**. Students must qualify according to GAMM standards. Northeast Missouri students only.

**AWS SCHOLARSHIP** – <https://scholarship.aws.org/application/>

**MIKE ROWE WORKS SCHOLARSHIP** – [profoundlydisconnected.com](http://profoundlydisconnected.com)

**VOCATIONAL REHABILITATION** – Grant through local office. Students must qualify for this via IEP, ADD, ADHD, etc.

**A+** – MWI approved scholarship of **\$1000.00** for having the A+ certification. Applies to Missouri students only and requires an official transcript.

**MWI WELDING COMPETITION** – Annual Welding Competition put on for High School Seniors held every January. Every participant receives a **\$1000.00** MWI Scholarship.

***\* If you have further questions, please contact us at 1-800-667-5885.***

**Missouri Welding Institute** does not determine eligibility for grants or scholarships; each agency has their own methods determining eligibility. The grant agencies require the individual applicant to contact them directly. We do not determine your eligibility; each agency has their own methods of determining eligibility. Consequently, we will officially refer you directly to that specific agency, and in some cases directly to the individual case worker.





# LOAN OPTIONS

## **MISSOURI WELDING INSTITUTE'S STUDENT LOAN OPTION**

**Sallie Mae Financial Corporation** has partnered with the **Missouri Welding Institute** to offer:

### **CAREER TRAINING LOANS:**

- Fast approval process, usually 3 business days

### **THE CAREER TRAINING LOAN PROGRAM IS AVAILABLE FOR INDIVIDUALS:**

- Enrolled in Career Training Courses
- Attending a two-year proprietary school
- Needing educational related equipment
- Enrolled in an internet or correspondence school
- Attending a four-year college in less time

### **BORROWER AND CO-BORROWER ELIGIBILITY REQUIREMENTS:**

- US Citizen or US National or Permanent Resident
- Credit Score of at least 650
- Must be currently employed

### **LOAN LIMITS:**

- Minimum Amount: \$1000.00
- Maximum Amount: \$28640.00

**Interest Rates:** The interest rate is variable and based upon the prime-lending rate. A margin is added to the current prime rate that will then be your annual percentage rate. Your margin will be determined based on you and your co-borrower's credit profile. The margin begins at 0% above the prime-lending rate.

### **REPAYMENT AND DEFERRED PAYMENT TERMS:**

- Standard term is for 10 years. Sallie Mae has no penalty for early payoff.
- Payments can be deferred for up to 6 months after graduation.
- During the deferment period, the minimum payment is interest only or \$25/month.

**Fees:** This loan is an unsecured loan. To offset the need for collateral, Sallie Mae will add a supplemental fee to the loan amount financed. The supplemental fee is based on you and your co-borrower's credit profile.

**IT'S QUICK AND EASY TO APPLY!**

Apply online at [www.salliemae.com/CTSmartLoan](http://www.salliemae.com/CTSmartLoan)

# FINANCIAL FAQ'S

## MOST COMMON LOAN QUESTIONS

### **HOW DO I APPLY?**

Apply online at [www.salliemae.com/CTSmartLoan](http://www.salliemae.com/CTSmartLoan) or Call **855-429-9759**

### **WHAT ARE MY PAYMENTS GOING TO BE? WHAT IS THE INTEREST RATE FOR MY LOAN?**

The monthly payment and interest rate is based upon the loan amount requested, repayment terms, and you and your co-borrower's credit score or debt to income ratio. We will not know these figures until the loan is approved.

### **HOW MANY MONTHS SHOULD I LIST THAT I AM IN SCHOOL?**

You will need to put 5 months in the application box. Understand that the maximum program MWI offers is 18 weeks or 4 ½ months. If you put 4 ½ months in the application box, Sallie Mae will not recognize the ½ month and will round the payments back to 4 months. Effectively having you make a full payment the last month that you are in school.

### **MORE QUESTIONS?**

Call one of our admissions representatives at **1-800-667-5885**.







# HOUSING

## **MISSOURI WELDING INSTITUTE'S STUDENT HOUSING OPTIONS**

Missouri Welding Institute has options from one bedroom “efficiency” apartments to two-bedroom houses and duplexes. We will help to find the best fit for you. Students are required to live in housing provided by MWI. Exemptions can be made for those that graduated from a high school that is within 50 miles of the MWI campus and living with parents or grandparents, married students, students with children (please keep in mind we have housing for families) and those that served in the military. To be exempt from MWI housing it is first required that MWI receive an Application for Housing Exemption form. NOTE: An Application for Housing Exemption does not guarantee that you will be exempt. An Application for Housing Exemption must be received by the school no later than 2 weeks prior to your start date and must be approved by a school official to be valid.

**\* Payments for Housing will be made to Missouri Welding Institute.**

**PRICING FOR UNITS:** *prices are per student*

**1 Bedroom Units:** \$650 - \$750 per month

**2 Bedroom Units:** \$650 per month

**DAMAGES:** When vacating the unit, if any damages are found your certifications and diploma will be held until the amount of the damages are paid to the school in full.

MWI Admissions will let you know who your landlord will be, their contact information, and the address of your housing one week prior to your start date.

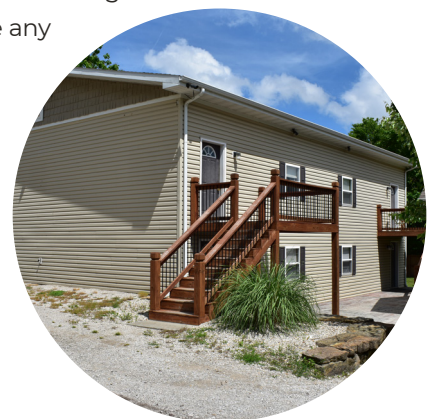
**NOTE:** All units are semi-furnished with furniture and appliances. Contact your landlord for exact furnishings. The prices include all utilities (excluding telephone and internet) and in some cases cable TV. Students are responsible for bringing their own bedding, towels, toiletries, cooking utensils (including pots and pans), TV, alarm clock, vacuum cleaner and any other personal items.

### **NO PETS ALLOWED IN STUDENT HOUSING.**

All Student Housing may be subject to “house checks” or maintenance with advanced notice.

MWI is not in any way affiliated with, or responsible for the acts or omissions of any off-campus student housing provider. MWI does not make any warranties or representations, either expressed or implied, to any student with respect to any of the housing or services provided by such housing providers, nor does MWI assume any obligation of any kind on behalf of such housing providers. MWI ensures that accommodations will be made to students with disabilities. If a student feels that he or she may require special accommodations please contact the school prior to start date.

**RV OR 5TH WHEEL:** you may wish to bring your RV or 5th wheel. Osage Prairie Park has special rates for students attending MWI. Call 417-667-2267 for more information.



# SCHEDULE

## CLASS START SCHEDULE

Students will begin training on every other Monday of each month subject to booth availability. If Monday is a holiday, that start date will be on Tuesday. Dates are subject to change.

2024			
January 15*	April 15	July 8	October 7
January 29	April 29	July 22	October 21
February 12	May 13	August 5	November 4*
February 26*	May 28	August 19*	November 18
March 11	June 10*	September 9	December 2
March 25	June 24	September 23	December 16

*\*10 Week Advanced Pipefitting Course start dates.*

*\* Completion dates are based on the number of weeks for each program offered.*

## HOLIDAY SCHEDULE

Welding Competition - Jan. 25-26	Labor Day - Aug. 30 - Sept. 2
Tom Hollands Day - April 12	Thanksgiving - Nov. 27-29
Memorial Day - May 24-27	Christmas/New Years - Dec. 23 - Jan 3
Independence Day - July 4-5	

*\* Holidays are subject to change.*

SHIFT	MONDAY-THURSDAY	FRIDAY
1st Shift	6:00 a.m. – 2:30 p.m.	5:00 a.m. – 12:15 p.m.
2nd Shift	2:00 p.m. – 10:30 p.m.	11:00 a.m. – 6:15 p.m.
3rd Shift	10:00 p.m. – 6:30 a.m.	9:00 p.m. – 4:15 a.m.



# CURRICULUM

## **ORIENTATION**

An orientation session is scheduled for each incoming class to acquaint students with school policies, training facilities and safety procedures. Students will be notified of their orientation date.

## **JOB PLACEMENT ASSISTANCE**

Missouri Welding Institute provides students extensive job search training. Our placement department has a proven track record of placing hundreds of recent and former graduates in jobs throughout the United States and abroad. Missouri Welding Institute maintains contact with a large number of employers and construction projects in need of welders. Ample employment opportunity is the true reward a graduate will receive.

*\* Students must be aware that by law, Missouri Welding Institute cannot guarantee a job to anyone.*

## **BRUSH-UP TIME**

MWI offers free brush-up time to all graduates in good standing. Graduates are allowed up to 5 days of brush-up time every 6 months. All brush-up time will be conducted between 7am - 3pm.







# MASTER PIPE WELDING AND FITTING

**Length of course:** 720 hours

**Total Weeks:** 18

**Hours per Week:** 40

**Tuition:** \$17,300

**Gear:** \$720

**Metal & Supplies:** \$4,700

**Books:** \$180

**Total: \$22,900**

**NOTE:** Day, evening and graveyard shifts available

## COURSE OBJECTIVE

Training the individual student to become proficient and employable in the field of pipe and structural steel Welding. This course is designed for welders who may work in the areas of field construction or shop manufacturing.

## COURSE DESCRIPTION

This course contains a core curriculum of the Master Pipe Welding and Fitting Course. Upon completion of the core curriculum, a student shall make a choice of either field pipe welding, consisting primarily of the SMAW (stick) and GTAW (Tig) welding processes, or manufacturing pipe welding using the GMAW (Mig) and FCAW (Flux Core) welding processes. If a student's progress is above average, they may perform both field and manufacturing pipe welding.

This program prepares a graduate for journeyman level positions as a pipe welder or fitter or combination pipe welder/fitter in the manufacturing or job shop area. This course also prepares the individual for pipe welding and pipe fitting positions in the field construction industry, consisting of shutdowns, turnarounds, add-ons and new construction of various plants including power plants, petro/chemical plants, pulp and paper plants, food processing plants and refineries.

This course is a competency-based program. Students may progress at their own pace per American Welding Society (AWS) and American Society of Mechanical Engineers (ASME) code standards. It is mandatory that the student shall complete a minimum of 648 clock hours, complete the employment training (exit interview and call training) and retain passing grades. Students who have not completed the required elements shall receive neither a diploma nor welder performance certification papers.

Each day will be composed of one hour of classroom lecture and seven hours of hands-on training in the shop.

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### COURSE COMPETENCY SUBJECTS

- Orientation
- Structural Steel Welding and Fitting (*All positions*)
- Pipe Welding and Fitting (*All positions*)
- Welding Theory
- Blueprint Reading and Interpretation
- Basic Trade Math and Application
- Welding Safety
- OSHA 10
- Employment Training (*Job Search Techniques*)

### WELDING PROCESSES PERFORMED

- SMAW – *Shielded Metal Arc Welding (Stick)*
- GMAW – *Gas Metal Arc Welding (Mig or Wire)*
- FCAW – *Flux Core Arc Welding (Dual or Innershield)*
- GTAW – *Gas Tungsten Arc Welding (Tig or Heliarc)*



# MASTER STRUCTURAL WELDING AND FITTING

**Total: \$16,750**

**Length of course:** 440 hours

**Total Weeks:** 11

**Hours per Week:** 40

**Tuition:** \$13,370

**Gear:** \$720

**Metal & Supplies:** \$2,480

**Books:** \$180

**NOTE:** Day, evening and graveyard shifts available

## COURSE OBJECTIVE

Training the individual student to become proficient and employable in the field of structural steel welding. This course is designed for welders who may work in the areas of field construction or shop manufacturing. A student may emphasize one area over the other, depending on a student's employment objective and overall capabilities.

## COURSE DESCRIPTION

This program prepares a graduate for journeyman level positions as a structural welder or fitter, or a combination structural welder/fitter in the manufacturing or job shop area.

This course also prepares the individual for structural welding and fitting positions in the field construction industry, consisting of shutdowns, turnarounds, add-ons and new construction of various plants including power plants, petro/chemical plants, pulp and paper plants, food processing plants and refineries.

This course is a competency-based program. Students may progress at their own pace per American Welding Society (AWS) and American Society for Mechanical Engineers (ASME) code standards. It is mandatory that the student shall complete a minimum of 440 clock hours, complete the employment training (exit interview and call training) and retain passing grades. A diploma and welder performance certification papers will be issued when the student has fulfilled the required elements. Students who have not completed the required elements shall receive neither a diploma nor welder performance certification papers.

Each day will be composed of one hour of classroom lecture and seven hours of hands-on training in the shop.

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## COURSE COMPETENCY SUBJECTS

- Orientation
- Structural Steel Welding and Fitting (*All positions*)
- Welding Theory
- Basic Trade Math and Application
- Welding Safety
- Employment Training (*Job search techniques*)

## WELDING PROCESSES PERFORMED

- SMAW - *Shielded Metal Arc Welding (Stick)*
- GMAW - *Gas Metal Arc Welding (Mig or Wire)*
- FCAW - *Flux Core Arc Welding (Dual or Innershield)*
- GTAW - *Gas Tungsten Arc Welding (Tig or Heliarc)*

# ADVANCED PIPE FITTING

**Length of course:** 400 hours

**Total Weeks:** 10

**Hours per Week:** 40

**Tuition:** \$9,498

**Gear:** \$450

**Metal & Supplies:** \$3,170

**Books:** \$180

**Total: \$13,298**

**NOTE:** Day shifts only. New class starts every 10 weeks.

## COURSE OBJECTIVE

Training the next generation of pipefitters entering a much-needed industry. Our mission is to train individuals to a technical level, ensuring future work placement and skill training.

## COURSE DESCRIPTION

This program will prepare individuals entering the pipe industries with blueprint and isometric interpretation, hands-on instruction of tool use, and the knowledge base to use these skills in a variety of different work settings.

This course is a competency-based program. Students will progress at their own pace. A minimum of 360 hours will be required with an attendance record of 90%. Performance and completion certifications will be issued on completion of course.

Job placement and interview training are part of every graduate's curriculum.

Each class day will be composed of two hours of classroom lecture and four hours of hands-on training in the shop.

## COURSE COMPETENCY SUBJECTS

- Orientation
- OSHA 10
- Isometric Training
- Blueprint Interpretation
- Basic Trade Math
- Advanced Trade Math
- Hands-on training for various piping situations
- Job Placement and Interview Training





# CUSTOM COURSE

## Hourly Cost:

**\$39** /hour

## Length of course:

1 week (*minimum*) to

10 weeks (*maximum*)

This course is for qualified welders only. Applicants will be evaluated by skills testing. A copy of the custom designed course will be kept in permanent student record files. Grading system shall be the same as other welding courses offered.

## COURSE OBJECTIVE

To increase the welding proficiency level based on a fit for purpose course. This course would be designed to progress the welder above his or her demonstrated ability.

## COURSE DESCRIPTION

This course may consist of any portion of training covered in any other courses offered by this institution and will be custom designed by a qualified school official. It will pertain only to the individual needs of the student who already has a background in welding and fitting, and who is seeking to specialize in any areas of training provided by Missouri Welding Institute.

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## WELDING PROCESSES PERFORMED

- SMAW - *Shielded Metal Arc Welding (Stick)*
- GMAW - *Gas Metal Arc Welding (Mig or Wire)*
- FCAW - *Flux Core Arc Welding (Dual or Innershield)*
- GTAW - *Gas Tungsten Arc Welding (Tig or Heliarc)*



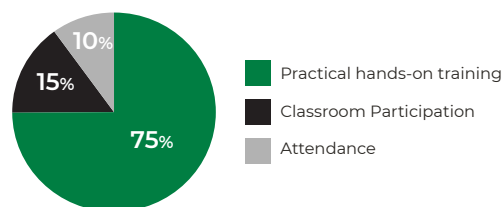
# GRADUATION INFORMATION

## PROGRESS STANDARDS

Grading System - Students are expected to maintain passing grades while attending school. Grades will become part of the student's permanent record. A grade will also be given for each phase of the designed program. A student's final grade consists of an average of all subject grades contained in the student progress report designed for each course.

The percentage proportion of the final grade for each course shall be:

A	4.0 GPA	Excellent
B	3.0 GPA	Good
C	2.0 GPA	Average
D	1.0 GPA	Poor
F	0.0	Failing



**NOTE #1:** Students must maintain a grade point of 1.0 to graduate. Although a D grade or 1.0 is passing, it reflects poor quality performance, which may limit the student's job availability. Any student who averages below a 2.0 in any phase of a course shall be personally counseled in the area or areas of training which reflect a poor quality of performance. A student who receives a grade of D or 1.0 will be placed on a 30-day probation and will be given this period to make improvements. A student will return to good standing by improving his or her grade to a C or 2.0. If a student does not improve during the 30-day probation, he or she will be notified of their limited placement potential in the area or areas of concern. Students who have a grade below a D or 1.0 will be terminated. This above information will be placed in the student's permanent file.

**NOTE #2:** A student may leave for employment once they have met the mandatory hours of the designated course.

**Missouri Welding Institute** is responsible for the establishment of a grading system and the acceptable performance level of all students.

## GRADUATION REQUIREMENTS

Students must maintain passing grades and meet school attendance requirements to graduate. A diploma and welder performance certification papers will be awarded upon completion of designated course hours.

## STUDENT TRANSCRIPT INSURANCE POLICY

A student, by written request, shall be given or mailed an official transcript upon satisfactory completion of the program at no expense to the student. The transcript shall accurately identify the name of the student, name and address of the school, the exact award conferred and the date the award was issued. The official transcript issuance shall have the name, title and signature of the authorized school official and the date of issuance. Missouri Welding Institute may not refuse to issue a transcript unless transcript is destroyed by act of nature. Student will not be issued a transcript for the reason of non-payment of a financial obligation to the school. Missouri Welding Institute shall maintain permanently all student transcripts.



# SCHOOL POLICY

## **ATTENDANCE POLICY**

1. Student shall be required to attend school as designated by course design. The first question asked by most employers is, "May I please have an attendance report on this graduate?"
2. Attendance is recorded daily. Students are evaluated a minimum of one time each week by comparing the percentage of days attended with the percentage of days absent.
3. Unexcused absences will not be made up.
4. Two tardies equal one unexcused absence. A tardy is arriving within the first hour of scheduled start time. If a student arrives after the first hour, they will be considered absent.
5. If attendance drops below 90% after the probationary period during any course, the student will be subject to a period of attendance probation. During the probationary period, the student will remain in school and shall maintain 90% attendance during the designated probationary period. If the student successfully complies with probationary requirements, the student shall return to good standing. If continued absenteeism persists during the probationary period, the student is subject to termination.
6. There will be a 2-week probation period beginning the first day of class during which time you may not have an unexcused absence or more than 1 tardy as 2 tardies equal 1 unexcused absence. In the event of an unavoidable absence, which is deemed excused per the director, it must be made up by the end of the probation period. By the end of the probation period, you must have 80 hours completed or you will be terminated. 8 hours will be credited to you for orientation day.

**NOTE:** The only exception will be an excused absence on the last day of your probation period, it must be made up on your next day of school.

7. Excused absences after probationary period shall be made up within 10 school days after the absence occurred.

**NOTE:** If absences have not been made up within the prescribed time period, the remaining absences shall be unexcused.

8. Proof of excused absences will be required by the school director.

**NOTE:** Excused absences are defined as follows: Student illness with physician's documentation that states that the student is too ill to attend school, death in immediate family, required court appearance with supporting documentation. Any other absences are unexcused unless approved by the school director.

9. Three consecutive absences will result in automatic probation or termination (subject to the discretion of the school director).
10. Emergency leaves of absence shall be granted when approval has been given by the school director.
11. A leave of absence for personal reasons cannot exceed 60 calendar days. A maximum leave of absence for medical reasons shall be 90 calendar days. All medical leaves of absence must have proper documentation submitted to the school director. Only one leave of absence, either personal or medical, will be allowed per 12 consecutive month period. Leave of absence requests must be submitted in writing. A student who does return from a leave of absence will be terminated on the day after the expected return date.





## **WITHDRAWAL AND REFUND POLICY**

You may cancel your enrollment at any time prior to midnight of the third business day after signing the enrollment agreement and making initial payment or any time prior to the first day of class via a written notice and receive a full refund.

If the school rejects an enrollment application, all money received by the school will be refunded.

A student terminating their training after the cancellation period, but are still within their first week of training, will receive a 75% refund of the tuition and metal/supplies, less \$100.

A student terminating their training during the second week to the end of the first quarter of the course will receive a refund of the tuition and metal/supplies, less \$100.

A student terminating during the second quarter of the course will receive a 50% refund of tuition and metal/supplies, less \$100.00.

A student terminating training after completing half of the course will receive no refund. If the student is of minor age, notice of termination must be made by guarantor.

The course completion percentage is calculated by dividing the number of hours the student is in school, prior to termination date, by the length of the course expressed in hours. Termination date will be the last day in attendance.

An official student withdrawal after a student commences training shall consist of a written statement by the student explaining the reasons for withdrawal submitted to the front office.

## **SPECIAL CASES**

In case of student prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both the student and the school.

**Notice:** There will be no refund made on textbooks or welding equipment after the student starts class.

## **STUDENT TERMINATION POLICY**

Students shall be terminated for violation(s) above the allowable limits stated in this catalog or for violation(s) of standards, rules or regulations of or pertaining to students behavior and/or safety. Violations in the school catalog are pertaining to attendance policy, student conduct, dress code, progress standards and drug and alcohol policy may result in termination. A student shall be terminated if the enrollment agreement has been violated.

## **GRIEVANCE PROCEDURE**

Any student who has a grievance of any kind against Missouri Welding Institute may immediately seek resolution in writing or verbally from his or her instructor, director of training, director of school or the owner of the school. The grievance must be addressed and resolved within 48 hours of the time it was received by any party named above. A student who is not satisfied with the grievance resolution may appeal one time to the owner of Missouri Welding Institute.

Students dissatisfied with the resolution may contact the Missouri Department of Higher Education to file a formal grievance.

***"Equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTU access and/or telephone relay services 1-800-676-3777 (V/TTY) 1-800-676-4290 (Spanish) 1-877-787-1989 (Speech-to-Speech)"***

# CAMPUS MAP



Industrial Pkwy.

Mac Blvd.



Tiger Ave.



Parking Lot

**1** SHOP AREA

**2** LIBRARY

**3** MAIN OFFICE

**4** CLASSROOM

**5** BREAKOUT ROOM/CAFETERIA

**6** PIPE FITTING LABRATORY

Over the course of his 50 years in the field construction and manufacturing industry, Mr. Hollands remained dedicated to helping others by teaching the craft of welding and sharing his knowledge to help communities locally and abroad.

After graduating from Oklahoma Military Academy in Claremore, Oklahoma, Mr. Hollands attended Kansas University and Baker University before beginning his welding career. Twenty-two years of his career were directly associated with welder training, classroom instruction, practical hands-on welding and fitting instruction. He served a number of professional positions, including job placement director, quality control manager, welding consultant, chief estimator and manager of welder qualification testing laboratory.

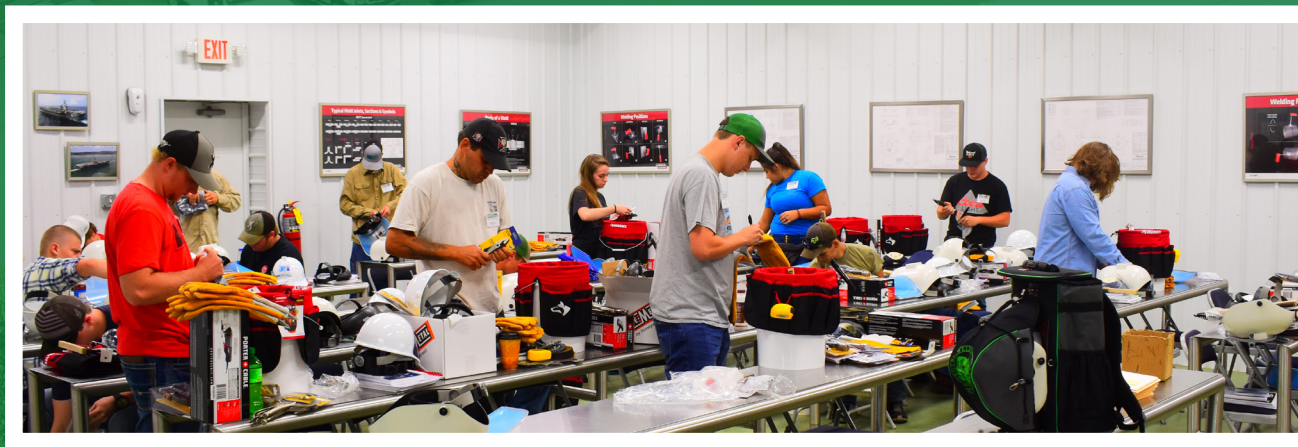
Mr. Hollands worked on two overseas projects in Mozambique and Zimbabwe and taught over 12,000 hours of hands-on welding, classroom, seminars, practical fitting and contract training, along with international welder training in Africa.

Mr. Hollands shared his knowledge through seven seminars and membership in professional organizations, including American Society for Nondestructive Testing (ASNT), American Society for Metals (ASM), American Society for Quality Control (ASQC). He also served as chairman of the board and publicity chairman for the American Welding Society (AWS).

Mr. Hollands' technical background and experience is fundamentally the credibility and integrity of Missouri Welding Institute.







## NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## NOTES

[illegible]



# CLASS APPLICATION FORM

## Missouri Welding Institute

The reservation fee of \$100.00 must accompany this form to be valid.

**\* Please Print Clearly and fill out completely**

Name (Mr./Mrs./Ms.) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Or (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address \_\_\_\_\_ Marital Status \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Highest Grade Completed \_\_\_\_\_ Current Occupation \_\_\_\_\_

How did you hear about MWI? \_\_\_\_\_

Prior credits or welding experience \_\_\_\_\_

I do hereby make application to enroll in the following course:

		<u>Total Tuition</u>
(____)	<b>Master Pipe Welding and Fitting Course</b> 18 weeks	\$22,900.00
(____)	<b>Advanced Pipe Fitting</b> 10 weeks	\$13,298.00
(____)	<b>Master Structural Welding and Fitting Course</b> 11 weeks	\$16,750.00
<b>* Note: Student's gear kit is included in the above pricing.</b>		
(____)	<b>Customized Welding &amp; Fitting Course</b> (1 week minimum - 10 week maximum)	\$39.00/hour

*Continued on Reverse Side*

Start Dates are filled based on booth space availability. A student's funding will need to be secured one week prior to start date. If funds are not secured by projected start date their booth space may be forfeited to the next booth date available. Day, Evening or Graveyard shift are assigned by the Director of Admissions prior to your start date.

My **First** Preferred Start Date is Monday, \_\_\_\_ / \_\_\_\_ / \_\_\_\_.  
(Subject to booth availability) Month/Day/Year

My **Second** Preferred Start Date is Monday, \_\_\_\_ / \_\_\_\_ / \_\_\_\_.  
(Subject to booth availability) Month/Day/Year

**A Missouri Welding Institute representative will inform you of the next available start if your first and second date choices are full.**

*I, the undersigned applicant, agree to pay a non-refundable \$100.00 Application fee. A total of \$100.00 is enclosed. I am fully aware that this form is a Class Application Form, and that an official enrollment form will be completed at Missouri Welding Institute prior to orientation on the actual start date. Classes are filled based on receipt of this application form.*

**A Reservation Fee of \$100.00 must accompany this Class Application Form for it to be valid.**

**My anticipated payment method is:**

☐ Grants ☐ Tuition Loans ☐ Own Funds ☐ VA Benefits

I **will** \_\_\_\_ or **will not** \_\_\_\_ need housing (check one)

**If you will need housing what is your preference:**

☐ Single Apartment ☐ 2 Bedroom Apartment

If you are wanting to room with a friend, please write his/her name here: \_\_\_\_\_

\_\_\_\_\_

**My admissions representative is:**

☐ Jerad Hembree ☐ Will Carneal ☐ Wes Winchell  
☐ Montana Hembree ☐ Rylan Resco

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please mail your completed Class Application Form and Fee to:

**Missouri Welding Institute, Inc.**  
**P.O. Box 445**  
**Nevada, Missouri 64772**  
**1-800-667-5885 toll free or 1-417-667-5885 fax**  
**www.missouriweldinginstitute.com**