



## **Student Handbook**

**This institution is regulated by:**

Office for Career and Technical Schools  
10 N Senate Avenue, Suite SE 308  
Indianapolis IN 46204  
[OCTS@dwd.in.gov](mailto:OCTS@dwd.in.gov)  
<http://www.in.gov/dwd/2731.htm>

The Abtrex Industries School of Welding Student Handbook is designed to serve as a guide to our students informing them of our requirements and procedures. As a student, you are agreeing to the policies and procedures that are contained within the following pages. They are not meant to be exhaustive and we are free to change these procedures as the situation warrants.

## **Student Requirements**

The workplace regulations of Abtrex Industries, Inc. will hold precedence over all student activities. All workplace safety regulations are to be adhered to and will be reviewed during the first teaching session. Students are expected to act as responsible individuals respecting all employees of Abtrex Industries, Inc. By enrolling in Abtrex Industries School of Welding (AISOW), students assume responsibility for obeying the regulations and accepted practices of the school and the company.

All local, state or federal laws must be adhered to and any violation is subject to the authority of the police. Students engaged in illegal activity may also face disciplinary action by the school.

Any student not willing to accept the responsibility of their commitment to AISOW may face withdrawal. This will depend upon the weightiness of the infraction relating to the specific conduct that violates school rules or policies, and behavior that is not consistent with the students' assigned daily lab work or class participation.

We are committed to maintaining an atmosphere of honor that facilitates learning. Anyone not respecting this commitment will be subject to the appropriate disciplinary actions.

All students of AISOW must enter the office before entering the welding area. Only students, staff of AISOW, and Abtrex Industries, Inc. employees are allowed in welding area.

## **Admissions Requirements:**

- GED or high school diploma
- Minimum age requirement is 18 years old, or 17 years old with parental consent
- Acceptable vision for welding and inspection tasks
- Ability to perform physical requirements in the welding profession such as lifting and necessary body motions

## **Student Drug and Alcohol Policy**

It is our desire that all students present themselves in a professional manner. We are manufacturing facility first and there is a production schedule that is being met during the hours you are here attending classes.

We also cannot bring anyone into this workplace environment that is not “work-ready.”

Students are required to present themselves for class prepared to listen and learn. If a student attends class while under the influence of any of the following substances, they will be asked to leave for the day and will not be allowed to participate. If this occurs more than once, they will be subject to dismissal.

- **Alcoholic Beverages:** The possession or consumption of alcoholic beverages at AISOW is prohibited. It is also prohibited to be under the influence of alcoholic beverages at any time while at the school.
- **Drugs:** Students may not be under the influence, possess or use (without valid medical or dental prescription), manufacture, furnish, or sell narcotic, mood altering, or dangerous drugs controlled by federal or state law. Appropriate representatives of the school reserve the right to require a student to show proof of a drug-free condition including drug testing whenever such officials suspect or have reason to believe that an individual(s) might be engaging in drug use. Further, the school and its officials reserve the right to determine what constitutes “suspicion” or “reason to believe” to include common symptoms routinely identified with a person under the influence. For a student to violate the drug policy in any way is a major policy violation and will result in the immediate loss of privilege to attend AISOW.

## **Student Conduct**

- **Theft:** No student shall take, attempt to take, or keep in his or her possession items of property belonging to other students, faculty, staff, visitors, or employees of Abtrex Industries, Inc, without proper authorization. Whenever theft occurs, the student should contact the instructor immediately. If deemed appropriate the school will conduct an investigation, including searches. The Sheriff's Department may be asked to assist with an investigation. AISOW cannot be responsible for any personal item students bring to class.
- **Weapons/Explosives:** Students are prohibited from possession of firearms, knives, bows, arrows, sling shots, water guns, BB or pellet guns, paintball guns, fake weapons of real appearance, or other weapons on school property. Pocket knives 4" or smaller in size are allowed. Students are prohibited from possessing, furnishing, selling, or using explosives of any kind. The possession or use of fireworks on school property is prohibited.
- **Fire Safety:** No student shall tamper with fire safety equipment. Violation is an extremely serious offense.
- **Tobacco:** Tobacco products and any type of vapor devices are allowed only in designated areas.
- **Parking:** Students are to park vehicles in designated areas assigned by the instructor.
- **Wireless Communication Devices:** The use of cell phones or any other communication devices are prohibited in the welding shop. Cells phones should only be used during designated breaks and lunch time.

## **Unacceptable Activities**

- Violation of security or safety rules, failure to observe safety practices, failure to wear required safety equipment, or tampering with school equipment
- Negligence or any careless action which endangers the life or safety of an employee or another person.
- Engaging in criminal conduct, acts of violence, or making threats of violence toward any person
- Refusing to obey instructions issued by an Instructor pertaining to a student's work
- Threatening, intimidating or coercive behavior at any time
- Engaging in an act of sabotage, willfully or with gross negligence causing the destruction or damage of school property, or the property of fellow students
- Dishonesty, falsification, misrepresentation, or alteration of any record, including testing materials, time sheets or other school materials

## **Safety and Health:**

- In order to ensure a safe work environment, the school needs the cooperation of all students maintaining a clean and orderly work environment. Please report to the Instructor any unsafe working conditions, injuries or accidents, no matter how slight. All students are required to complete Safety Training during the first day of class. AISOW takes safety very seriously and requires all students to follow the proper safety procedures at all times.

## **Attendance:**

Excellent attendance is an expectation of all students at AISOW. Daily attendance is especially important for our students to gain the maximum amount of knowledge needed to obtain a career in welding. When you miss class, you will not only fall behind in new material, but you miss the hands-on welding training that will improve your opportunity for success. It is important to attend class to receive continual learning and develop or refine your skills. Your attendance in the classroom is a very good indicator of what an employer can expect when you get on the job. Your future employer will be inquiring about your attendance and we know from experience they will be looking for students with perfect or near-perfect attendance! If you are going to be tardy or absent, you are expected to call the school to advise the instructor.

## **Graduation:**

A student must achieve 85% cumulative attendance for graduation or 13 of 16 classes.

## **Furnished Equipment**

Abtrex Industries School of Welding (AISOW) students are entitled to utilize the equipment assigned for the purpose of the course at scheduled times. You will be provided a textbook for your use during class time. Welding machines will be furnished for fulfilling lab requirements.

## **Tracking:**

Attendance is tracked every day by the instructor. Students must sign in when they arrive at the main office. Each day the instructor records attendance in the roll book.

## **Tardiness and Early Departures:**

Students are expected to be in class on time every day. When you arrive late to class you not only miss the material that has been presented, but you disrupt both the instructor and your fellow students. If you arrive late for class, the instructor will record a tardy. If you leave before the instructor dismisses class, the instructor will record an early departure.

## **Attendance Probation:**

If you do not have cumulative attendance of at least 85% at any evaluation point in your program, you will be placed on Attendance Probation until the end of your program. You must meet with the class instructor to schedule Make-up hours.

A student on Attendance Probation must meet the 85% cumulative attendance requirement by the end of his/her probation period. Failure to do so may result in termination from the school. Students not meeting the 85% cumulative attendance requirement by their graduation date will not be allowed to graduate.

## **Make-Up Hours:**

Make-up time will be available to students on designated Fridays throughout the students' programs or other days as allowed by the instructor. Students are required to register in advance for make-up time. Only time spent on instructor-approved welding tasks will count as make-up hours. Students must sign in and out on the Weekly Make Up Time Sheet in order to receive credit for their make-up time.

## **Consecutive Absences:**

A student who is absent for three (3) consecutive scheduled class days without an approved leave of absence will be terminated from the program.

## **Dismissal:**

Any student dismissed for attendance related reasons— i.e. consecutive absences, failure to maintain 85% cumulative attendance, excessive tardiness or early departures, or failure to return from a leave of absence— may restart classes in the next class cycle only with the Vice President's written authorization.

## **Incident Weather Policy:**

Occasionally, the school areas experience bad weather with snow and ice on the roads making it difficult for employees and students to get to work. Normally, AISOW does not cancel classes due to bad weather. On those rare occasions when conditions indicate that a delay or a cancellation is necessary, an official announcement will be broadcast on local television stations and/or our Facebook page. The announcement will state that classes either will be delayed or will be cancelled for a specific period of time. In the event the school is not officially closed, students experiencing problems (icy roads, dead battery, etc.) should contact their Instructor by telephone for reporting instructions.

## **Make-Up Work:**

The student must arrange with the instructor to ensure all work is made up before the end of class. Arrangements to take a missed test must be made with the instructor and are encouraged to be made up during designated make up time. All arrangements are subject to approval by the instructor.

## **Termination of Training:**

AISOW reserves the right to terminate training, place on probation, suspend, or dismiss any student based on unsatisfactory performance, unexcused absence, or failure to comply with published rules. Any student with an open container of alcohol, drugs, or weapons on the school grounds is subject to immediate dismissal. Any student cheating on skill or written tests is also subject to immediate dismissal.

**Note:** The use, sale, or possession of illegal drugs or firearms will result in immediate dismissal and notification of proper authorities. AISOW has a “no firearms policy.” No person shall possess, have under his or her possession or control, convey or attempt to convey, a deadly weapon or dangerous ordnance onto AISOW premises.

## **Complaints:**

If students have complaints about a classroom situation, they should first attempt to resolve the situation with the instructor. If resolution cannot be made with the instructor, or if the complaint is about a general school policy over which the instructor has no jurisdiction, then the student may contact the Vice President.

If the complaint cannot be resolved at the school level through its complaint procedure, students may contact the Office for Career and Technical Schools in the state of Indiana. We are providing a complaint process form with our online student materials. AISOW will make every effort to resolve student complaints.

## **Refund Policy:**

### OFFICE FOR CAREER AND TECHNICAL SCHOOLS REFUND POLICY

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each postsecondary proprietary educational institution as follows:

#### **1. A student is entitled to a full refund if one (1) or more of the following criteria are met:**

- (a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
- (b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
- (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
- (d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty

percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

#### Student Protection Fund

IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed "Student Complaint Form." This form can be found on OCTS's website at <http://www.in.gov/dwd/2731.htm>.

OCTS Refund Policy  
Revised 8/21/17

## Preferred Employers List

We are committed to the employment of our students. We have created a "Preferred Employer" List where companies are willing to interview graduates of our weld school to fill employment openings as they have need.

We cannot guarantee a job for you after you graduate but we will work hard to assist you in every way. Our instructor has volunteered to go over your current job resume and give advice in expressing proper welding terminology and conveying your welding skill level.

## Continuing Education:

We want to provide a continued educational opportunity for our graduates. Currently we have created space for four students in each class. We will allow participants of the current class to have first selection for continuing their education in the next class. This offer will be extended to our current students in week six allowing them to express interest and secure participation in the next semester's class.

## Graduation:

Students must have 85% attendance and a Cumulative GPA of 70% or greater in order to receive a Certificate of Completion.

## AWS Certification:

Upon passing required tests, students may obtain professional credentials such as certified welder in: GMAW, SMAW Plate, and SMAW Pipe. All students wishing to obtain professional credentials must notify their instructor upon successful completion of all labs and tests. The cost for these certificates is \$200. AISOW will pay for and provide one test per instructor-approved and qualified student. The student is responsible for their own success in passing this qualification.