

# **LAREDO WELDING ACADEMY**

## **Course Catalog**

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# **LAREDO WELDING ACADEMY**

## **Course Catalog Contents**

Our Mission.....	4
Approval.....	4
Our Facility.....	4-5
Our Faculty.....	5
Welding Training Curriculum .....	6
Lab Hours .....	6-7
Courses.....	8
Shielded Metal Arc Welding (SMAW-Plate) 8-9	
Pipe Welding (SMAW-Pipe) .....	10-11
Gas Tungsten Arc Welding (GTAW-TIG) .	12-13
Flux Core Arc Welding (FCAW) .....	14-15
Gas Metal Arc Welding (GMAW) .....	16-17
A.P.I. Pipe Line Welding Downhill 1104.....	20
Hours of Operation .....	21
Course Fees.....	21
Other Fees.....	22
Method of Payment.....	22
Grading Policy.....	22
Grading.....	22
Satisfactory Progress .....	23

Progress Evaluation .....	23
Probation Policy .....	23
Unsatisfactory Progress Resulting In Termination.....	24
Progress Reports.....	25
Incompletes, Withdrawals and Repeat Courses.....	25
School Calendar .....	26
Inclement Weather Policy .....	26
Admission Policy .....	27
Re-admission Policy .....	27
Previous Credit.....	27
Attendance Policy .....	28
Leave of Absence .....	28
Make-up Work .....	29
Conduct Policy .....	29
Cancellation Policy.....	31
Refund Policy .....	31
Refund Policy for Active Military Service Student.....	34
Payment Plan .....	35
Graduation Requirements .....	36
Job Placement Assistance Policy .....	36
Grievance Policy.....	36
Service Denial Policy.....	37
Alcohol and Drug Policy.....	37

## **OUR MISSION**

**We help students learn, weld, and achieve.**

Our objective at Laredo Welding Academy (LWA) is to mold students to become knowledgeable welders and learn the trade of welding through a uniquely designed curriculum. Our curriculum is taught by our dedicated instructors with over 50 years of combined experience. We provide the required training to meet and exceed industry standard. Students can succeed and gain the required skills through dedication in their training.

## **APPROVAL**

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

## **OUR FACILITY**

Laredo Welding Academy is located in Pasadena, Texas. Our facility consists of a one story building which is comprised of our administrative office, welding lab, and classroom section. LWA is a state-of-the-art welding school that accommodates 12 students per instructor. The environment is conducive and designed to look like a job site. It allows for real-life scenarios and use of a student's welding skills. During their time at LWA, students are assigned to a welding machine and welding booth for their use during the length of their course. The use of individual welding booths allows students to use their skills on an individual level but also a collective manner. We provide students with flexible schedules and short-

term training. The one-on-one instruction provided allows students to gain welding skills that will be essential for the industry. LWA is committed to providing quality education and training based on industry needs.

## **OUR FACULTY**

LWA Welding Instructors are accredited by the American Welding Society (AWS), the multi-faceted nonprofit organization advancing the science, technology, and application of welding and related disciplines across the United States.

The instructors at LWA have worked with welders of all levels, skills, and companies. LWA instructors have more than 50 combined years in the welding industry. The instructors have worked as combination welders.

Due to their experience in the field, students can rely on their continuous preparation to pass AWS exams and increase their welding skills.

Founder, Eduardo Inocencio III is a dedicated professional with over 25 years training experience in the welding industry.

Instructor, Alfonso De La Cruz is a highly experienced and dedicated professional with over 25 years of experience as a combination welder.

Director, Samantha Inocencio-Morris is a highly experienced, dedicated professional with over 9 years of experience in Human Resources Development. Samantha's experience also entails several years of management, and training in the workforce. She has

several higher educational degrees such as a Master of Arts and a Master of Science in Human Resource Development.

## **WELDING TRAINING CURRICULUM**

LWA can assist students in their pursuit of learning, discovery, and in increasing their welding skills through cutting edge technology and highly motivated instructors. During their training, one hour each day is spent in the classroom on theory and safety training, the remainder of the time is spent on hands on instruction. LWA is fully equipped for teaching up to 12 students per instructor. Students will be prepared for their future, emerge as leaders and skilled welders, and launch careers that improve the world. LWA trains students for entry level, intermediate and advanced level welding which lead to a variation of jobs. Our objective is to provide a unique curriculum that enhances a student's experience and increases their abilities through individualized method teaching via our instructors. Students will complete each course with knowledgeable instructors to become qualified welders through an emphasis on safe procedures.

## **LAB HOURS**

Normal lab hours are Monday through Thursday 7:30 am- 11:30 am, 12:30 pm – 4:30 pm and 5:00 pm – 9:00 pm. LWA will determine the level at which each student is currently proficient at to help determine

which course is more suitable. By determining a student's level, LWA can determine a likely path to pursue. Once an appropriate course is chosen, LWA will work to help a student achieve his/her personal goals. A student may need to take one or more courses to achieve their long-term goals. LWA places an emphasis on an outcome-based education which means that students should have achieved their goal by the completion of one or more courses. Through classes, educational opportunities, and multiple assessments, a student can achieve the specified outcome they desire. Students will continuously prove their knowledge and skills through practical testing in accordance to nationally recognized welding codes and standards.

# COURSES



## **Shielded Metal Arc Welding (SMAW-Plate)**

### **Course Description**

The Shielded Metal Arc Welding course is designed to teach students about arc welding safety and the Shielded Metal Arc Welding process (SMAW-Plate), proper techniques and electrode selection for welding plate in various welding positions (1G,2G,3G,4G) to meet ASME welding code. Shielded Metal Arc Welding (SMAW) is an arc welding process in which coalescence of metals is produced by heat from an electric arc that is maintained between the tip of a consumable covered electrode and the surface of the base metal in the joint being welded. This course contains 12 hours of lecture and 84 hours of lab, which totals 96 clock hours. In order to complete course student must pass a skills test. At the end of each



course each student will receive proof of course completion.

### **Shielded Metal Arc Welding Outline Subject**

- Introduction to Shielded Metal Arc Welding
- Lab

### **Clock Hours**

### **Lecture/Lab/Total**

12 / 84 / 96

The time to complete the SMAW Plate Course is six weeks for the day and evening classes.

### **Introduction to Shielded Metal Arc Welding Description**

An introduction to the shielded metal arc welding process. Emphasis is placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. (No prerequisite)

### **Lab Description**

Each student will perform SMAW operations in various positions using selected electrodes and different joint designs

Students will weld in various positions. In order to complete the course student must be able to pass a skills test after each welding position which consist of a visual inspection and bend test.



## **Pipe Welding (SMAW-Pipe)**

### **Course Description**

This course will instruct students in welding safety of the Shield Metal Arc Welding process (SMAW-Pipe), proper techniques and electrode selection for welding pipe in various welding positions (1G,2G,5G,6G) to meet ASME welding code. Upon completion of this course, the student will be able to perform general entry level production and maintenance welding in fabrication shop, machine shop, oil field, pipeline, petro chemical, power plant or refineries on mild steel, stainless steel and carbon steel. This course contains 12 hours of lecture and 84 hours of lab, which totals 96 clock hours. In order to complete the course a student must pass a skills test. At the end of each course each student will receive proof of course completion.

## **Pipe Welding Outline Subject Title**

- Introduction to Pipe Welding
- Lab

## **Clock Hours**

### **Lecture/Lab/Total**

12 / 84 / 96

The time to complete the SMAW Pipe Course is six weeks for the day and evening classes.

## **Introduction to Pipe Welding Description**

Students will have to weld with E6010 and E7018 and will have the skills to pass the 6G weld test to ASME & other standards. (Prerequisite: SMAW)

## **Lab Description**

Each student will learn safety, welding rod functions, cutting procedures using a cutting torch or gauging. Students will weld in various positions. In order to complete the course student must be able to pass a skills test after each welding position which consist of a visual inspection and bend test.



## **Gas Tungsten Arc Welding (GTAW-TIG)**

### **Course Description**

The Gas Tungsten Arc Welding course is designed to teach students about arc welding safety and the gas tungsten arc welding process (GTAW-TIG) and proper techniques for welding. Upon completion of this course, the student will be able to perform general entry level production and maintenance welding in fabrication shop, machine shop, oil field, pipeline, petro chemical, power plant or refineries on mild steel, stainless steel and carbon steel. This course contains 12 hours of lecture and 84 hours of lab, which totals 96 clock hours. In order to complete course student must pass a skills test. At the end of each course each student will receive proof of course completion.

## **Gas Tungsten Arc Welding Outline Subject Title**

- Introduction to Gas Tungsten Arc Welding
- Lab

## **Clock Hours**

### **Lecture/Lab/Total**

12/ 84 / 96

The time to complete the Gas Tungsten Arc Welding Course is six weeks for the day and evening classes.

## **Introduction to Gas Tungsten Arc Welding**

### **Description**

Each student will have an understanding of how the GTAW-TIG process works and be able to perform a fillet and groove weld with and without backing in all positions. (No prerequisite)

### **Lab Description**

Each student will learn safety, welding rod functions, cutting procedures using cutting torch or gauging. Students will weld in various positions. In order to complete the course student must be able to pass a skills test after each welding position which consist of a visual inspection and bend test.



## **Flux Core Arc Welding (FCAW)**

### **Course Description**

The Flux Core Arc Welding course is designed to teach students about arc welding safety and the flux core arc welding process (FCAW) and proper techniques for welding. Upon completion of this course, the student will be able to perform general entry level structural welding in fabrication shop, machine shop, petro chemical, power plant and refineries. This course contains 12 hours of lecture and 36 hours of lab, which totals 48 clock hours. In order to complete course student must pass a skills test. At the end of each course each student will receive proof of course completion.

### **Flux Core Arc Welding Outline Subject Title**

- Introduction to Flux Core Arc Welding
- Lab

## **Clock Hours**

### **Lecture/Lab/Total**

12 / 36 / 48

The time to complete the Flux Core Arc Welding Course is three weeks for the day and evening classes.

### **Introduction to Flux Core Arc Welding Description**

Each student will have an understanding of how the FCAW process works and be able to perform a fillet and groove weld with and without backing in all positions. (No prerequisite)

### **Lab Description**

Each student will learn safety, FCAW functions and how to do cutting procedures using cutting torch or gauging. Students will weld in various positions. In order to complete the course student must be able to pass a skills test after each welding position which consist of a visual inspection and bend test.



## **Gas Metal Arc Welding (GMAW-MIG)**

### **Course Description**

The Gas Metal Arc Welding course is designed to teach students about arc welding safety and the gas metal arc welding process (GMAW-MIG) and proper techniques for welding. Upon completion of this course, the student will be able to become employed and perform general entry level structural welding in fabrication shop, machine shop, petro chemical, power plant and refineries. This course contains 12 hours of lecture and 36 hours of lab, which totals 48 clock hours. In order to complete course student must pass a skills test. At the end of each course each student will receive proof of course completion.



## **Gas Metal Arc Welding Outline Subject Title**

- Introduction to Gas Metal Arc Welding
- Lab

## **Clock Lecture/Lab/Total**

**12/36/48**

The time to complete the Gas Metal Arc Welding Course is three weeks for the day and evening classes.

## **Introduction to Gas Metal Arc Welding Description**

Each student will have an understanding of how the GMAW process works and be able to perform a fillet and groove weld with and without backing in all positions. (No prerequisite)

## **Lab Description**

Each student will learn safety, GMAW-MIG functions and how to do cutting procedures using cutting torch or gauging. Students will weld in various positions. In order to complete the course student must be able to pass a skills test after each welding position which consist of a visual inspection and bend test.



## **A.P.I. 1104 Pipeline Downhill Welding**

### **Course Description**

The A.P.I. Pipe Line Downhill Welding 1104 course is designed to introduce students to The American Petroleum Institute (API) downhill shielded metal-arc pipe welding process. Upon completion of this course, the student will be able to transition pipe welding skills to the downhill process using specialized electrodes, fabricate a shielded metal-arc weld on 6" pipe in a downhill fixed 5G position and perform a shielded metal-arc weld on 6" pipe in a downhill fixed 6G position. This course contains 6 hours of lecture and 90 hours of lab, which totals 96 clock hours. In order to complete course student must pass a skills test. At the end of each course each student will receive proof of course completion.

## **A.P.I. Pipe Line Downhill Welding 1104 Outline**

### **Subject Title**

- Introduction to A.P.I. Pipe Line Welding Downhill 1104
- Lab

### **Clock Lecture/Lab/Total**

**6/90/96**

The time to complete the A.P.I. Pipe Line Downhill Welding 1104 Course is six weeks for the day and evening classes.

### **Introduction to A.P.I. Pipe Line Downhill Welding 1104 Description**

Each student will have an understanding of the API downhill welding process. (Prerequisite: SMAW)

### **Lab Description**

Each student will learn safety, and skills to prepare for The American Petroleum Institute (API) downhill shielded metal-arc pipe welding process. Students will weld in various positions. In order to complete the course student must be able to pass a skills test after each welding position which consist of a visual inspection and bend test.

# **POLICIES**

## Hours of Operation

### Office hours:

9 AM – 5 PM Mon – Thurs

9 AM – 12 PM Friday

### Class/Lab Hours: Mon – Thurs

**Morning Class:** 7:30 AM – 11:30 AM

**Day Class:** 12:30– 4:30 PM

**Evening Class:** 5 PM – 9 PM

Classes are 4 hours per day with no scheduled breaks; however, students can take 5-10 minute breaks if needed.

## Course Fees

- SMAW (Plate) \$2,700
- SMAW (Pipe) \$3,300
- GTAW (Pipe) \$3,500
- FCAW (Plate) \$3,000
- GMAW (Plate) \$3,000
- A.P.I. Downhill Welding (Pipe) \$3,300

Fees include tuition, book, tools and consumables (e.g. welding rods, gases, grinding disk and all metal plates and pipes).

## Other Fees

Registration Fee (non-refundable) \$50

Returned check \$30

Payment Plan Processing Fee \$20

Replacement of Proof of Course completion \$10

Copy of receipt/proof of course certificate (additional)  
\$1

## Method of Payment

Accepted methods of payment are: cash, check, cashier's check, money order, debit, and credit cards.

## Grading Policy

- Daily class participation/homework 25%
- Skills and comprehension 75%
- Progress reports available weekly

## Grading

A – Excellent Work

B – Good Work

C – Average Work (Student moves on to next level)

D – Poor (Made effort but must repeat Course)

F – Failure (Must repeat course)

I – Incomplete

W – Withdrawal

## **Satisfactory Progress**

Students enrolled at LWA are required to maintain satisfactory progress toward completing all the modules of LWA curriculum in order to obtain proof of course completion. Satisfactory progress as defined by LWA mandates that all students must complete any welding course with an 75% overall completion rate. Detailed below is the criteria used by LWA to measure student achievement.

## **Progress Evaluation**

Each student will be reviewed weekly on their competency of welding knowledge, class participation, homework completion and demonstrated ability to complete all welding lab assignments. Students will receive progress evaluations each week throughout the course and may meet with LWA Instructors to discuss the notes and/or comments of their instructor in order to improve on their performance. Students who disagree with progress evaluation may do so by writing their concerns down and submitting them to the LWA Director for resolution in accordance with the grievance policy of LWA.

## **Probation Policy**

Students not making satisfactory progress at midpoint of registered course(s) shall be placed on probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student's

enrollment shall be terminated. During probation students will have to meet with their instructor each day 15 minutes prior to class to establish goals to accomplish during that school day and will be required to meet with their instructor for 15 minutes at the conclusion of the school day to review the day's curriculum. During these meetings students will be assessed on their ability to follow and complete each day's assignments along with their level of interest for the course.

## **Unsatisfactory Progress Resulting In Termination**

Students on probation who fail and/or refuse to complete any part of corrective action necessary to receive satisfactory progress evaluation will be terminated from LWA.

Unsatisfactory progress may also consist of any student's failure to follow the safety rules of LWA that may result in other students being placed at considerable risk of bodily harm.

Students possessing any unlawful substances on the campus of LWA will also be terminated and may be referred to the appropriate authorities for prosecution where warranted.

Students whose behavior is considered disruptive to the educational process, misuse of LWA, provide false information, steal or damage property, display violent or threatening behavior, possess unauthorized firearms, discriminate or harass, use or sell illegal substances may be terminated from LWA.



During termination students are not allowed to be on the premises of LWA unless prior request and/or notification are given by the faculty of LWA. Students whose enrollments are terminated for unsatisfactory policy may not reenter until a minimum of one grading period has passed (e.i. six weeks). Such reenrollment does not circumvent the approved refund policy. Prior to being readmitted to LWA, all terminated students must attend a meeting with the following persons present: LWA Director, LWA Instructor and Designated LWA Student Liaison (to be determined at the discretion of the Director prior to the meeting).

## **Progress Reports**

Progress reports are passed out every Thursday at the conclusion of each class. Students should review their reports and be prepared to implement any suggestions the following Monday at the beginning of the class week. Progress reports are also available for sponsors every Thursday. Sponsors requesting progress reports should call LWA business office to inquire.

## **Incompletes, Withdrawals and Repeat Courses**

Incomplete, withdrawals and repeat courses under the title 40, Texas Administrative Code section 132.061 (f) a student who is obligated for the full tuition may request an “incomplete” status if the student withdraws for an appropriate reason

unrelated to the student's academic status. A student receiving incomplete status may re-enroll in the Course during the 12 month period without payment of additional tuition.

A written request must be submitted to the LWA Director to be eligible for a grade of "incomplete". In the event the course has been discontinued when the student returns that student will be placed in a similar course or may request a partial refund according to refund policy.

## **School Calendar**

Classes will start the first Monday after New Year's Day and end six weeks from the start day for the 6-week course and end 3 weeks from the start date for the 3-week course. Classes will proceed every 6 weeks for the 6-week course and every three weeks for the 3-week course (excluding holidays).

Closed all major holidays: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and following Friday, Christmas Eve, Christmas Day and post Christmas Day, Thanksgiving Break, and the Winter Break.

## **Inclement Weather Policy**

Providing a safe and secure environment for our students, faculty and staff is a top priority for Laredo Welding Academy. In the event of serious inclement

weather conditions, classes will be cancelled. Students will be notified by phone, email or text message. Current information must be provided to receive communication. There will also be a posting on the school's Facebook page. Weather cancellations will not count as part of student's clock hours.

## **Admission Policy**

Individual must meet with staff personnel. Be at least 17 years of age (applicants under the age of 18 must provide written permission from a parent or legal guardian in order to enroll). No high school diploma or GED required. However, a basic skill test will be administered to determine skill and functioning level.

## **Re-admission Policy**

Students may re-enter the academy as long as they left in good standing and are able to maintain standards of acceptable behavior as defined by the academy. Students terminated for violation of attendance may re-enroll after six weeks.

## **Previous Credit**

All previous education, training, or experience will be reviewed by LWA.

## **Attendance Policy**

All courses are very intensive and therefore students' full attention is required during class. Students will be terminated if he/she fails to attend class for more than 25% of the total course hours or if he/she fails to return as scheduled from an approved leave of absence. Students whose enrollments are terminated for violation of the attendance policy may not reenter until a minimum of one grading period has passed (i.e. 6 weeks). Students who are terminated must attend a meeting with the following persons present: LWA Director, LWA Instructor and Designated LWA Student Liaison (to be determined at the discretion of the Director prior to the meeting).

## **Leave of Absence**

The school director may grant a leave of absence after determining a good cause is shown. A student may not have more than two leaves of absence in a 12-month calendar period, and may be on leave of absence no more than 30 calendar days during the 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted will be placed in the student's permanent file. The statement will be signed by both student and school official indicating approval. The student should remain in contact with the administrative staff and notify them of any change in plans. A student's enrollment in the program will be

terminated if the student fails to return as scheduled from an approved leave of absence.

## **Make-up Work**

Make-up hours may be offered on a case by case basis. No more than 5% of the course time hours may be made up. Make up hours may only be available based on instructor and space availability. Make-up work shall:

- Be supervised by an instructor approved for the class being made up.
- Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session.
- Be completed within one week of the end of the grading period which absence occurred.
- Be documented by the school as being completed, recording the date, time duration of the make-up session, and the name of the supervising instructor.
- Be signed and dated by the student to acknowledge the make-up session.

## **Conduct Policy**

Prohibited Student Conduct – conduct for which students are subject to dismissal includes but is not limited to:

- Any behavior that is disruptive to the educational process
- Misuse of LWA Facilities
- False Information – furnishing false information, forging, unauthorized altering or misusing of any document, record or instrument of identification, withholding information from the academy, falsely claiming to represent the academy
- Theft of or Damage to Property
- Violent, Threatening, or Intimidating Behavior
- Weapons - possession or use of unauthorized firearms or other weapons
- Discrimination or Harassment – discriminating or harassing conduct
- Alcoholic Beverage and Illegal Substances – using, selling, or possessing alcoholic beverages or controlled substances or being under the influence of alcohol or controlled substances on academy property
- Threat of physical harm such as physical abuse, sexual assault or coercion, harassment and intimidation, whether physical, verbal (oral or written) or nonverbal

Students whose enrollments are terminated for violation of the conduct policy may not reenter until a minimum of one grading period has passed. Students who are terminated must attend a meeting with the

following persons present: LWA Director, LWA Instructor and Designated LWA Student Liaison (to be determined at the discretion of the Director prior to the meeting).

## **Cancellation Policy**

Applicants may cancel their enrollment in person or in writing before the beginning of classes. A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days (It should be noted that a scheduled class is the equivalent of twelve (12) hours as class days are computed by four (4) hour clock hour sessions).

## **Refund Policy**

LWA's refund policy is governed and implemented as follows:

- Refund computations are based on scheduled clock hours of class attendance through the last day of attendance

Leave of absences, suspensions and school holidays will not be counted as part of class attendance.

The effective date of termination for refund purposes will be the earliest of the following:

The last day of attendance, if the student is terminated by the school;

The date of receipt of written notice from the student;  
If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100.00 in non-refundable administrative fees shall be retained by the school for the entire program.

Any student who enters a residence program and withdraws or is otherwise terminated, the school or college may retain not more than \$100.00 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of the tuition, fees and other charges that the number of hours remaining in the portion of the course for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course for which the student has been charged, except that a student may not collect a refund if the student has completed 75% or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

Refund for books, tools or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, book and tools until such time as these materials are required. Once the materials are purchased, no refund will be made. For



full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

A student who withdraws for a reason unrelated to the student's academic status after 75% completion mark and request a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12month periods following the date the student withdrew without payment of additional tuition for that portion of the course or program.

A full refund of all tuition and fees is due and refundable in each of the following cases:

An enrollee is not accepted by the school;

If the course of instruction is discontinued by the school and this prevents the student from completing course; or

If the student's enrollment was procured as a result of misrepresentation in advertising, promotional materials or the school or representations by the owner or representatives of the school.

Full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

## **Refund Policy for Active Military Service Student**

A student who withdraws from LWA as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each course in which the student is enrolled:

- If the tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees or other charges paid by the student for the course and cancellation of any unpaid tuition, fees or other charges owed by the student for the portion of the course the student does not complete following withdrawal;
- A grade of incomplete with the designation “withdrawn military” for the course in the program, other than courses for which the student has previously received a grade on the student progress report, and the right to re-enroll in the course, or substantially equivalent course if that course is no longer available, no later than the first anniversary of the date the student is discharge from active military duty without payment of additional tuition, fees or other charges for the course other than any previously unpaid balance of the original tuition, fees, and charges for the books for the course; or
- The assignment of an appropriate final grade for the courses in the program, but only if the instructor or instructors of the program determine

that the student has satisfactorily completed 75% of the required coursework for the program; and demonstrated sufficient mastery of the program material to receive credit for completing the course.

**\*\***All refunds will be totally consummated within 60 calendar days after the effective date of termination.

**\*\***

## **Payment Plan**

Students may opt to pay tuition and fees on the installment plan. This plan allows a student to pay 50% of total tuition and fees at enrollment and the remaining tuition and fees in five equal installments thereafter for the six week course and 2 weeks thereafter for the three week course. The installments will be due every Monday. A nonrefundable \$20 fee is assessed at the time the installment plan is executed. Any student failing to make the 2nd or 3rd installment plan is subject to fines/penalties, withdrawals for non-payment and may forfeit credit for courses. If a student is withdrawn for non-payment, all tuition, fees, fines and penalties are collected along with a \$100 reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the following term.

The installment plan is a legally binding contract. Installment plans are available at the beginning of registration.

## **Graduation Requirements**

In order to obtain proof of completion for a course. Laredo Welding Academy students must pay tuition and fees in full and average a cumulative letter grade of C or above as well as complete any welding course with 75% or more of program clock hours.

## **Job Placement Assistance Policy**

Laredo Welding Academy is not only committed to providing technical training but also assist with resumes and character letters to make our students as marketable as possible while locating industry related job opportunities for our graduates.

Laredo Welding Academy cannot guarantee employment.

## **Grievance Policy**

If you have any issues you wish to address or any suggestions on how we can improve our services please contact the Instructor. Contact can be made in person or by e-mail. The instructor will do their best to address your issue(s) within 3 working days.

In the event the instructor is not able to address the issue or it is not handled to the student's satisfaction, the student may raise the issue to the Director in person or by email. The Director will meet with the student within 3 business days upon receiving the

complaint via email or in person to investigate the issue at hand. Please provide a detailed description of the issue(s) you wish to have the Director to address.

Any unresolved issue(s) may be directed to:

Texas Workforce Commission  
Career Schools and Colleges, Room 226T  
101 East 15th Street  
Austin, Texas  
78778-0001  
Phone:  
(512)936-3100  
[Texasworkforce.org/careerschools](https://texasworkforce.org/careerschools)

## **Service Denial Policy**

Laredo Welding Academy has the right to deny or revoke any student that pose a safety threat to other students or employees of the training facility.

## **Alcohol and Drug Policy**

Laredo Welding Academy forbids the use, unlawful possession, distribution of alcoholic beverages, intoxicants, hallucinogens, or material by students and employees on facility owned or leased property which might produce effects which alter the mental processes or normal physical functions.

**Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.**

**The information contained in this catalog is true and correct to the best of my knowledge.**