

2023

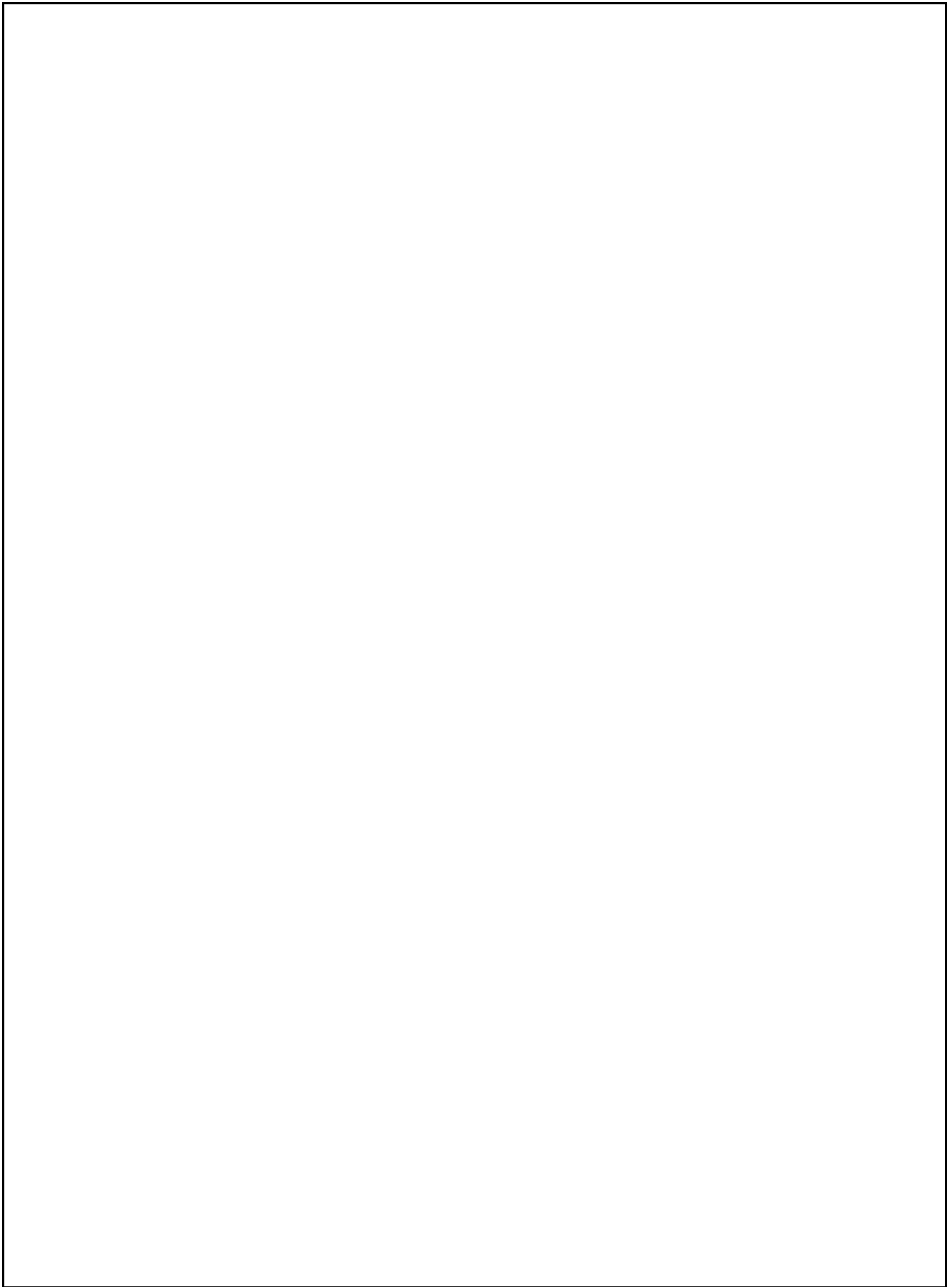
South Eastern Welding School Catalog

2023 Volume 12

Licensed by the Commission for Independent Education,
Florida Department of Education School # 4478

Index

| | |
|--|--------|
| • Mission | Pg. 2 |
| • Entrance/Admission Requirements | Pg. 3 |
| • Enrollment Policy | Pg. 3 |
| • Instructional Facilities | Pg. 3 |
| • Hours of Operation | Pg. 3 |
| • Program Objective | Pg. 3 |
| • Program Description | Pg. 3 |
| • Job Placement | Pg. 4 |
| • Instructional Schedule | Pg. 4 |
| • Admissions Policy | Pg. 4 |
| • Courses Offered | Pg. 5 |
| • Credit Hours | Pg. 5 |
| • Course Description | Pg. 5 |
| • Equipment and Materials Needed for Instruction | Pg. 6 |
| • Academic Progress | Pg. 7 |
| • Student Services | Pg. 7 |
| • Re-Enrollment / Re-Entrance | Pg. 8 |
| • Grievance / Complaint Procedure | Pg. 8 |
| • Educational Funding Options | Pg. 8 |
| • Schedule of Payment | Pg. 9 |
| • Policies and Practices Regarding Financial Aid | Pg. 9 |
| • South Eastern Welding School's Payment Plan | Pg. 9 |
| • Student Housing | Pg. 10 |
| • School Library | Pg. 10 |
| • Code of Conduct | Pg. 10 |
| • Transfer of Credit Earned | Pg. 10 |
| • Administration | Pg. 11 |
| • Instructor | Pg. 11 |
| • Welding Workforce | Pg. 11 |
| • Cancellations, Withdrawals and Refunds | Pg. 11 |
| • Retention of Student Records | Pg. 12 |
| • Attendance Policy | Pg. 12 |
| • Graduation Requirements | Pg. 13 |
| • Disclosures | Pg. 13 |





SOUTHEASTERN WELDING SCHOOL

Let Us Put a Spark in Your Career

MISSION:

To teach students the skills and techniques needed to become successful welders who are ready to work upon completion of the program.

CONTACT INFORMATION

Address: 6973 Highway Avenue, Unit 107
Jacksonville, FL 32254
Phone: (904)781-8701
Fax: (904)781-8703
Email: southeastweld@att.net
Website: <http://www.southeasternweldingschool.com>

PROGRAM CONSISTS OF:

- **JOB SAFETY/OSHA STANDARDS**
- **CLASSROOM TRAINING**
- **GMAW**
- **FCAW**
- **SMAW**
- **TEST PROCEDURES**

This Catalog is valid for the period of February 1, 2023 through February 1, 2024

**“Licensed by the Commission for Independent Education, Florida Department of Education”.
Additional information regarding this institution may be obtained by contacting the Commission at
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free telephone number
(888) 224-6684;” School #4478**

Entrance/Admission Requirements

Almost any prospective student can attend South Eastern Welding School, if the student has a desire to learn how to weld. Prospective students must have an interview with the School's Director to determine if the individual will be a successful candidate for the welding program. Students must have sufficient vision having 20/30 vision or better in 1 or both eyes as per AWS and have appropriate corrective glasses. It is the student's responsibility to make sure of this. Students must be able to use both hands and must have reliable transportation. Students must be 18 years of age. Students must visit and take a tour of the school.

Enrollment Policy

Enrollment may be done at any time one week prior to the next class.

Instructional Facilities

South Eastern Welding School's physical address is 6973 Highway Avenue, Unit 107 Jacksonville, FL 32254. The school is designed and setup specifically to train students. The school consists of one large classroom for lecture and a large open area with 6 - 8 welding booths for lab work. The school has 2400 SF with 23 ft ceilings. The maximum capacity for the school is 12 students per class.

Hours of Operation

The class hours are from 6:00pm-11:00pm.

The training is offered on Monday, Tuesday and Wednesdays. Additional training times will be available in some cases.

School is closed for most major Holidays: Christmas, New Year, Thanksgiving, Independence Day, Memorial Day, and Labor Day.

Program Objective

South Eastern Welding School's goal is to teach students safe practices and OSHA rules regarding welding. They will learn the fundamental knowledge and skills to become qualified and employable.

Program Description

The program is designed with on-the-job practices so that students are prepared and qualified to weld. The program consists of classes in safety and OSHA standards. Also, students will learn Shielded Metal Arc Welding, Gas Metal Arc Welding, and Flux Cored Arc Welding. The training is concentrated and detailed.

Job Placement

South Eastern Welding School offer job placement assistance which may include student counseling, interviewing skills, testing procedures, and contacting local welding companies that may be hiring. Qualified skilled welders have many employment opportunities in the welding industry. South Eastern Welding School will work with local welding companies on specific welding quality needs however South Eastern Welding School cannot guarantee employment.

Instructional Schedule

The training is offered on Monday, Tuesday and Wednesdays. Additional training times will be made available in some cases.

| | |
|----------------|----------------|
| 6:00pm-8:00pm | class training |
| 8:00pm-8:15pm | (break) |
| 8:15pm-11:00pm | class training |

Instructional hours are 5 hours per day, 3 days per week, or 15 clock hours per week and approximately 15 hours of testing for a total of 15-16 weeks at clock hours.

Admissions Policy

South Eastern Welding School has an open admission policy. Applicants must be a minimum of 18 years of age with a desire to weld. Since our course is geared towards getting students ready to work and trained in a short period of time, a high school diploma is not needed. However, it is best that students have an academic fundamental knowledge of math and reading comprehension, but it is not required.

Courses Offered

Courses offered in the ARC WELDING PROGRAM are as follow:

| | | | |
|-------------|---------------|------------------------------------|-----------------|
| JSO | 100.00 | Safety and OSHA | 5 Hours |
| IAW | 101.00 | Introduction to ARC Welding | 10 Hours |
| SMAW | 103.00 | Shielded Metal Arc Welding | 75 Hours |
| GMAW | 102.00 | Gas Metal Arc Welding | 45 Hours |
| FCAW | 104.00 | Flux Core Arc Welding | 30 Hours |
| TQ | 105.00 | Testing and Qualification | 15 Hours |

Course Title and Description: The course numbers are made up of numbers and letters that represent the name of the program and the sequence of the courses offered.

Credit Hours:

1 clock hour = 60 minutes with a minimum of 50 minutes of instructor led training.

Course Description

JSO 100.00 Safety and OSHA – This course is designed to teach students all the safety hazards and practices involved with welding, along with OSHA Standards from OSHA Safety Rules and Regulations Section 1910 subpart Q..
This course will last 1 day or 5 classroom hours.

IAW 101.00- Introduction to Arc Welding- Course consists of the fundamentals and principles of Arc Welding. Students will be introduced to Gas Metal Arc Welding, Shielded Metal Arc Welding, and Flux Core Arc Welding. Students will be introduced to the types of equipment used for these processes. Also, students will learn welding techniques positions, and types of welds. This course will last 2 days or 10 classroom hours.

SMAW 103.00 Shielded Metal Arc Welding- Students using flux coated stick electrodes will learn the skills and techniques involved in this process. They will learn more about the equipment for adjustments of weld types needed. This course will last approximately 7 weeks or 105 lab hours.

GMAW 102.00 Gas Metal Arc Welding-Students will learn all the techniques and skills that are involved in this process of welding using a continuous wire electrode. Students will learn how to setup and use the equipment and make minor repairs if needed. This course will last approximately 4 weeks or 60 lab hours.

FCAW 104.0 Flux Core Arc Welding- Students will be trained in this process using a continuous flux core wire electrode. The students will learn all skills and practices involved. This course will last approximately 3 weeks or 45 lab hours.

TQ 105.0 Testing and Qualifications- In this course students will learn testing procedures, setups as well as a fundamental skills test from each course. Students will be given a fundamental welding test from each course of the program. This course will take 1 week or 15 classroom hours.

Equipment and Materials Needed for Instruction

Each student will be issued all the necessary Personal Protective Equipment (PPE) and will be given a Job Safety Hazard Analysis (JSHA) for the course. Items will include:

- **Welding Hood**
- **Welding Gloves**
- **Welding Jacket**
- **Safety Glasses**
- **Welding Hat**

The following machines, tools, and equipment will be used by the students and instructors during class.

- **Arc Welding Machines**
- **GMAW Machines**
- **FCAW Machines**
- **Hand Grinders as needed**
- **Chipping Hammers**

During lab sessions students will be using and handling different shapes and sizes of carbon metals for various types of welds. The metals will be small enough to handle inside the welding station. Students will use consumables during the welding process as well as learn how to replace the consumables when needed.

Some of the consumables are:

- **Welding Gas in Compressed Bottles**
- **Stick Electrodes**
- **Welding Wire**
- **Welding Guns and all Consumable Products**

Academic Progress

Satisfactory Progress must be maintained during the duration of the course. The courses will be simplified, detailed, and thorough to meet industry standards. At the midpoint of each course the student will be evaluated. If the student is not at a satisfactory level of the written and practical examination, the student will be notified and placed on a 2-week academic probation. Probation will require students to make up additional hours and homework will be assigned outside of normal class hours. In order to be removed from probation the student will be required to meet the satisfactory portion of the course which they are behind in. If the student does not meet satisfactory progress after probation, the student will be required to re-take that portion of the welding program again at a pro-rated cost of the program. The pro-rated cost would be cost of the program divided by the number of hours to retake that portion of the program. Continued unsatisfactory progress, after the 1 allowed retake will result in dismissal from the program at a weekly pro-rated cost of the entire program.

Theory: The grading section for the classroom portion of the phase is:

| | | |
|------------|----------------------|-------------------|
| A = | Excellent | 90% - 100% |
| B = | Good | 80 % - 89% |
| C = | Satisfactory | 70 % - 79% |
| D = | Below Average | 60% - 69% |
| E = | Failing | Below 60% |

Lab: The grading scale for this portion will be on a 10-point scale. It will be based on visual quality and appearance based on American Welding Society standards and based on equipment operational skills.

| | |
|-------------|---------------------------|
| 10 = | Excellent |
| 9 = | Good |
| 8 = | Satisfactory |
| 7 = | Below Satisfactory |
| 6 = | Failing |

An average based grade of 70% is required upon completion of the program to be awarded a "Certificate of Completion"

Student Services

Student Services are there to help in several areas. We are there for those in need of academic issues in which we could offer personal tutoring from the instructor or we may assign a student, buddy for assistance. We are also there to help with financial aid as well as to assist if needed filling out paperwork. Students also have access to American Welding Society for information. Students also get discounts on supplies through our supplier. For more information contact any Administrator.

Re-Enrollment/Re-Entrance

Re-entrance into the course will be approved only after evidence is shown that the condition that caused the interruption for unsatisfactory progress has been resolved. Based on the initial reason for exiting the program the student will only be considered for re-enrollment/re-entrance if the student or acting guardian sent an exit letter of departure from the program to the Director of Operations. If the student can re-enter the program, they will have to start over from the beginning of that portion of that program during the next available class and will also have to repay for that program. Students who are dismissed from the program are not allowed to re enter.

Grievance/Complaint Procedure

Students may appeal unsatisfactory grades or file a complaint by scheduling a conference with the School's Director or by sending a letter to the School's Director within 1 week of the situation. Once that letter has been received, the School's Director will schedule a 1 on 1 meeting to resolve the issue within 1 week following. If the appeal is successful, the student will be allowed to retake the test within 1 week of approval. If the appeal is unsuccessful the student will have to accept probation and the appeal will be closed. If the problem is not settled to the students' satisfaction, the student may contact the Commission for Independent Education:

325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400,
Toll Free Telephone Number (888)224-6684

Educational Funding Options:

Students can receive funding from a variety of resources including:

In-house Financing: Financing is offered through the school and based on several determining factors. These include credit checks, a sufficient co-signer, and / or verifiable employment. Financing fees and interest rates will apply based on credit. For more information contact the School Administrator.

Employer Tuition Reimbursement: Tuition is accepted from employers at the employer's discretion.

Financial Institutions: Students may apply to banks for personal for tuition.

Student financial aid resources may be available to those that qualify. The school does not have a financial aid department however our administrators and staff will assist prospective students with information needed to apply for financial aid for those that qualify. There are financial institutions that offer unsecured loans to pay for tuition and fees for those that qualify. South Eastern Welding School in house financing plan may be the best method.

Tuition Cost

| | |
|------------------------------|----------------|
| Tuition: | \$10100 |
| Enrollment Application Fees: | \$50 |
| Books and Supplies: | \$250 |
| Total Program Cost: | \$10400 |

Schedule of Payment

Unless other financial arrangements are in place, a minimum of \$1200 of the total cost of the course is required at the beginning of the course and payments are due every three weeks until the balance is paid in full which totals \$10400.00 which includes a \$50.00 application fee.

Policies and Practices Regarding Financial Aid

South Eastern Welding School is approved by the Florida Commission of Independent Education. The school does not have a dedicated financial aid department however our administrators and staff will assist prospective students with school information needed to apply for financial aid they believe they are eligible for. Many financial institutions offer unsecured loans that can be used to pay for tuition and fees.

The school's, in house financing may be the best method of payment that is offered. If the school receives payment from any, third party financing and a refund is due, that refund will be made according to the conditions set forth on the financial contract.

South Eastern Welding School's Payment Plan

South Eastern Welding School's payment plans are based on individual cases, depending on determining factors such as credit, employment, and co-signer credit.

Student Housing

South Eastern Welding School does not provide housing. There are Hotels and Motels within the local area of the school, with or without kitchenettes. They are available at daily, weekly and monthly rates starting at approximately \$25 a day.

School Library

The bulk of the in-house library is made up of mainly modules and books from American Welding Society (A.W.S) which governs welding throughout the USA. All materials are available for students to use on premises and during regular business hours of the school and may be checked out on an overnight basis.

Code of Conduct

Proper welding attire is mandatory.

- Horseplay or unsafe work habits are not permissible.
- Students are required to work to industry standards and, can take breaks at designated times.
- Weapons, drugs, and alcohol are prohibited as well as drug usage and intoxication are cause for immediate termination from training.
- Theft of school property or that of others will result in termination from training and a police investigation
- Smoking is not allowed in the school building.

If one or more of the Code of Conducts are violated, the student could be subject to dismissal from the welding program, depending on the seriousness of the violation.

Transfer of Credit Earned

The transferring of credits or clock hours students earn at South Eastern Welding School, are at the discretion of the accepting institution. It is the student's responsibility to determine if their clock hours will be accepted by another institution of the student's choice. South Eastern Welding School does not accept credit or clock hours from other institutions.

Administration

Rollins Burks - School Director

- **25 + years' experience in general welding**
- **15 + years as a Plant Manger of a Major Steel Manufacturing Facility**
- **10+ years Customer Service Skills**
- **Extensive Leadership Skills**
- **American Welding Society - Certified Welding Inspector (CWI)**

Rollins Burks - Instructor

Welding Workforce - Source at American Welding Society

*Career Outlook According to the United States Bureau of Labor Statistics, there will be a **five percent increase** in jobs for welders by 2026. According to the American Welding Society projects, there is a shortage of 290,000 welders as of 2020.*

In order to meet these needs in Florida, the school has combined the goals of students along with the requirements of perspective employers to tailor each student's need for their individual career path. This allows the school to make sure students acquire the necessary skills needed to obtain higher wage jobs and a great career opportunity. Daily communication and relationships with employers and contractors allow the school to gauge the overall demand and industry specific needs.

Cancellations, Withdrawals and Refunds

Right to Cancel: All students have a right to cancel the enrollment agreement and obtain a refund. All refunds will be made according to the refund information below:

- 1). Cancellation can be made in person verbally, by electronic mail, by Certified Mail, and a written notice to the school's physical address at 6973 Highway Avenue Unit 107, Jacksonville, FL 32254
- 2). All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
- 3). Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid but except for the application fee (not to exceed \$150).

- 4). Cancellation after attendance has begun, up to and including 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours and less cost of welding supplies used.
- 5). Cancellation after completing more than 40% of the program will result in no refund.
- 6). Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
- 7). Refunds will be made within 30 days of termination of student's enrollment or receipt of Cancellation Notice from student.
- 8). Withdrawal may be effectuated by the student's written notice or conduct including but not limited to a student's lack of attendance.

If the school cancels any program or course, the student will be given a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

Retention of Student Records

As required by law student records will be maintained in the State of Florida indefinitely. All student files are stored at the school and copies are available during regular business hours as required by law.

Attendance Policy

Students are strongly encouraged to attend all classes. Due to the nature of the training offered, a strict attendance policy is required. Three unexcused absences within a month will result in disciplinary actions and/or termination from the school's welding program. Employers are concerned about tardiness and absenteeism while in training and on the job. To develop good work habits training will be conducted under "on the job" conditions and the following rules are strictly enforced:

- Absence will be considered as excused under the following circumstances: illness, death or birth in the immediate family, and other reasons at the discretion of the school Director.
- Tardiness causes a disruption of class training and is strongly discouraged. Two tardy without a legitimate reason within a month will result in an unexcused absence.
- The school Director has discretion over the Leave of Absence Policy. A written notice is required detailing the reason for the extended absence and subsequently reviewed by the school Director for approval.

- Before a “Certificate of Completion” can be awarded, 100% of schedule class hours must be completed.
- Continuous poor attendance will result in termination from the training class.

Graduation Requirements

- 1). Completion of the program with a minimum grade average of **70%**.
- 2). All outstanding debts must be satisfied unless other payment arrangements have been made.
- 3). A minimum of 180 clock hours are required to graduate.

South Eastern Welding School’s 2023 Schedule

| | | |
|---|---|---------------------------|
| Class 1 Start Date: January 25 th | - | May 12 th |
| Class 2 Start Date: May 17 th | - | September 2 nd |
| Class 3 Start Date: September 6 th | - | December 23 rd |

Class schedule is subject to change at the school’s discretion

Classes may be added in between listed

Students will be notified of any changes made to the institution

South Eastern Welding School, L.L.C. registered in Florida

Title: Manager

Rollins Burks

Disclosures

South Eastern Welding School is a private institution and is approved by the Florida Department of Education, Commission for Independent Education. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may contact the Florida Department of Education at (850) 245-3200, internet web site address: www.fldoe.org/cie or in writing to 325 W. Gaines Street Suite 1414, Tallahassee, FL 32399-0400. School #4478

