

# Catalog



## **American Fabrication Academy**

American Fabrication Academy Campus and Main Office

1781 Capital St. Suite H & I

Corona, CA 92880

951-279-9353

[AmericanFabricationAcademy.com](http://AmericanFabricationAcademy.com)

[@AmericanFabricationAcademy](https://www.instagram.com/AmericanFabricationAcademy)

## **General Information**

American Fabrication Academy Campus and Main Office  
1781 Capital St. Suite H & I  
Corona, CA 92880  
951-279-9353

AmericanFabricationAcademy.com  
@AmericanFabricationAcademy

Thank you for taking an interest in the American Fabrication Academy. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. All information provided in the American Fabrication Academy catalog is correct and current. To the best of our knowledge no information has been withheld in this catalog.

## **Class Locations**

Classes will be held at the following address:  
1781 Capital St. Suite H, I  
Corona, CA 92880

## **Approval Disclosure Statement**

American Fabrication Academy is a private institution that is approved to operate by the Bureau, and that the approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

## **Bankruptcy Declaration Per Federal Law**

American Fabrication Academy has never filed a Bankruptcy Petition, has never operated as a debtor in possession, and has never had a Petition for Bankruptcy filed against it under Federal Law. The American Fabrication Academy has not filed a petition within the preceding 5 years or has had a petition in bankruptcy or has had a petition in bankruptcy filed against it within the preceding 5 years that resulted in reorganization under Chapter 11 of the United States bankruptcy code U.S.C. sec. 1101 at seq.

### **Prospective Students**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

### **Instructional Language**

American Fabrication Academy does not offer an English as a Second Language program. All classes are conducted in English to students who are fluent in the English language.

### **Mission Statement, Purpose, and Objectives**

The Essentials of Metal Fabrication Coursework is the only course offered and the heart of our metal fabrication school. Our mission statement at American Fabrication Academy is “creating careers in metal fabrication”. The objective of the American Fabrication Academy is to provide students with the resources and training needed to fully comprehend metal fabrication at its core. Our curriculum, as listed below, goes into detail listing the things you as a student will learn to provide you with the knowledge and skills necessary to become a marketable metal fabricator.

The Essentials of Metal Fabrication Coursework teaches you:

Mig, Tig and Stick Welding - Machining - Sheet Metal Forming - Chassis Fabrication - Tube Fabrication - Blueprint Comprehension - Motorsports Fabrication - Resume Writing, and Interview Preparation etc.

Students will be trained on the following equipment:

Mig, Tig and stick welders, plasma cutter, manual tubing bender and programmable tubing bender, grinders and polishers, sheet metal stomp shear, hydraulic shear, sheet metal brake, pop rivet gun and hard rivet gun, English wheel, bead roller, bag and hammer forming, horizontal and vertical band saw, cold saw, abrasive and hole saw notchers, manual mill, manual lathe, drill press, precision measuring tools (dial calipers, micrometers, dial indicator).

## **Day Schedule**

Monday through Thursday 8 hours per day. 18.75 weeks, 600 clock hours

## **Night Schedule**

Monday through Thursday 4 hours per night. 37.5 weeks, 600 clock hours

<b>Course</b>	<b>Total Clock Hours</b>	<b>Document Awarded at Completion</b>
Essentials of Fabrication	600	Certificate of completion

## **Description of Facility, Equipment and Materials**

American Fabrication Academy is located in an industrial park at 1781 Capital St. Suite H & I, Corona, CA 92880. Both the administrative office and the classroom/ lab are located at this address. American Fabrication Academy owns all state-of-the-art equipment needed to support the achievement of the educational objectives to successfully teach and train students in metal fabrication. Students will acquire the necessary level of education, training, skill, and experience to obtain employment and confidence in operating equipment generally used in current metal fabrication occupations. The American Fabrication Academy office and classrooms include heating and cooling, ventilation, lighting, well-maintained classrooms, laboratories, and campus environs. Including all valid permits required by any public agencies relating to the health and safety of the institution's facilities and equipment on file, and such permits shall be available to the Bureau upon request.

## **Instructional Method**

American Fabrication Academy is a hands-on, on campus school. There is no satellite, online or distance education courses offered.

## **Learning Resources**

All instruction is provided in a classroom and/or hands on lab environment. There is no onsite library available to students, however, instructors and students have access to the Corona Public Library located at 650 S. Main St Corona Ca 92882 which is less than 2 miles from the Corona school location. Students and Instructors may have access to the library outside class hours on Friday 10:00 am to 9:00 pm. The Corona Public Library will allow access to other learning resources from other institutions'

collections of resources. The instructors are available before and after classes for any additional questions students may have. Students will also have access to the internet for online information access.

### **Unanswered Questions**

Any questions students may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Address: 1747 N. Market Blvd., Suite 225, Sacramento CA 95834

Website Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897  
(916) 431-6959 or by fax (916) 263-1897

### **Complaints**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling the toll-free number (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site at [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **Transferability of Credits and Credentials**

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at American Fabrication Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Essentials of Fabrication is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American Fabrication Academy to determine if your certificate will transfer.

### **Admission Policies**

All applicants must be at least 17 ½ years old, if under the age of 18 they must have parental consent. Applicants must meet in person with an American Fabrication Academy representative in order to mutually determine whether the program meets the needs of the applicant. Potential students must tour our educational facility and submit

documentation showing they possess a high school diploma, GED, or its equivalent, as well as provide a valid state issued photo ID. Upon acceptance to our Essentials of Metal Fabrication program, all applicants must complete an enrollment agreement, and pay the \$250.00 application fee. The balance due will be paid in monthly payments starting on the first day of class and last payment due prior to completion of the course. Students must speak, read, and write in English, as all classes are taught in English. Applicants with a history of being convicted of or pleading guilty or no contest to a crime or other felony, will be subject to further review by American Fabrication Academy. This policy applies to enrolled and/or current students. Conviction of a felony crime while attending or awaiting classes, is grounds for termination or denial. American Fabrication Academy does not accept credits earned at other institutions. American Fabrication Academy has not entered into an articulation or transfer agreement with any other college or university.

### **Acceptance of Credits**

American Fabrication Academy has not entered into an articulation or transfer agreement with any other college or university, and therefore does not accept credits earned through challenge examinations and achievement tests.

### **Students from Other Countries**

The American Fabrication Academy does not provide Visa services or vouch for student status or any associated charges.

### **Language Proficiency Information**

Classes will be taught in the English language, at a high school proficiency level. If English is not your primary language the institution will accept the passing score for TEST of ENGLISH LANGUAGE (TOEFL). This information can be found at [www.toeflgoanywhere.org](http://www.toeflgoanywhere.org)

### **Programs Offered**

American Fabrication Academy offers a 600 clock hour Essentials of Metal Fabrication. Students are part of 8 students to 1 instructor class ratio while learning in a classroom setting (10%) as well as hands-on lab learning (90%). The requirements for completing the program are as follows: completion of 600 hours as well as a 70% or higher overall score for classroom and lab projects. A final exam will be given at the end of the Essentials of Fabrication program and will test the students' knowledge and retention of the information taught in the courses. Our Essentials of Fabrication course is currently not an accredited educational program and does not offer any degrees or licensing programs. This institution does not require any internship or externship to complete the

program. The Essentials of metal fabrication program does not lead to positions in a profession, occupation, trade, or career field requiring licensure in the state of California.

**Required Courses in Essentials of Metal Fabrication/Clock Hours**

101. MIG welding	32
102. Square tube Construction	24
103 TIG welding	64
104 Aluminum project	16
105 Toolbox sheet metal project	48
106. Drilling	16
107. Bending	24
108. Notching	24
109. Motorcycle chassis	32
110. Cab and Chassis project	80
111. Sheet metal forming	16
112. Blueprint comprehension	8
113. Manual Mill and Lathe	96
114. Plasma cutting.	8
115. Bead rolling.	32
116. MIG and TIG welding 2.	16
117. Advanced welding.	28
118. Career Services and job search.	32
119. Final written exam.	4
<b>Total program clock hours.</b>	<b>600</b>

**Module Descriptions**

**101 MIG Welding**

As a result of classroom instruction and shop training this module will prepare the student with basic knowledge of MIG welding. Students will execute Butt and Filet joints in Horizontal and Vertical positions. Students will weld on round and square mild steel tubing. Students will be evaluated on the precision and technique involved in the welding process.

Shop safety and machine knowledge will be continuously reviewed on every machine or piece of equipment used in this module. Shop safety is an ongoing lesson which is addressed throughout each project. **32 clock hours**

### **102 Square Tube Construction Project**

As a result of classroom instruction and shop training this module will prepare the student with basic knowledge of the use of a tape measure to make precise cuts on square tubing and construction of joints with various degrees of angle to construct a workbench.

Shop safety and machine knowledge will be continuously reviewed on every machine or piece of equipment used in this module. Shop safety is an ongoing lesson which is addressed throughout each project. **24 clock hours**

### **103 TIG Welding**

As a result of classroom instruction and shop training this module will prepare the student with basic knowledge of TIG welding both alternating and direct current on aluminum and steel. Welding will be performed in the horizontal and vertical position on sheet metal square tubing and round tubing. Students will be evaluated on the precision and technique involved in the welding process.

Shop safety and machine knowledge will be continuously reviewed on every machine or piece of equipment used in this module. Shop safety is an ongoing lesson which is addressed throughout each project. **64 clock hours**

### **104 Aluminum Sheet Project**

As a result of classroom instruction and shop training this module will prepare the student with basic knowledge of sheet metal shear, bead roller, pneumatic and hand grinding tools and the alternating current TIG welding process to cut, fit, weld, grind and finish the vase project. Students will be evaluated on size, fitment, welding and grinding process on this project.

Shop safety and machine knowledge will be continuously reviewed on every machine or piece of equipment used in this module. Shop safety is an ongoing lesson which is addressed throughout each project. **16 clock hours**

### **105 Steel Sheet Metal Project**

As a result of classroom instruction and shop training this module will prepare the student with basic knowledge of sheet metal brake, dial calipers, sheet metal shear, bead roller, horizontal band saw, rivet gun and TIG welder to construct a toolbox. Students will be evaluated on the layout, craftsmanship and measurements of their toolbox.

Shop safety and machine knowledge will be continuously reviewed on every machine or piece of equipment used in this module. Shop safety is an ongoing lesson which is addressed throughout each project. **48 clock hours**

### **106 Drilling**

As a result of classroom instruction and Shop training this module will prepare the student with basic knowledge of all types of drill bits, hand drill, pneumatic drill, drill press. Students will practice drilling, reaming and deburring. Students will be evaluated on their knowledge of drill bits and the drilling process.

Shop safety and machine knowledge will be continuously reviewed on every machine or piece of equipment used in this module. Shop safety is an ongoing lesson which is addressed throughout each project. **16 clock hours**

### **107 Tube Bending**

As a result of classroom instruction and shop training this module will prepare the student with basic knowledge of JD Squared hydraulic draw bender and Ercolina programmable draw bender. Students will draft bending projects on paper to accomplish various bend angles and clocking angles to match the drawing. Students will be evaluated on accuracy of bend angle, clocking and the distance between bend starts.

Shop safety and machine knowledge will be continuously reviewed on every machine or piece of equipment used in this module. Shop safety is an ongoing lesson which is addressed throughout each project. **24 clock hours**

### **108 Tube Notching**

As a result of classroom instruction and shop training this module will prepare the student with basic knowledge of hole saw notcher, abrasive notcher and hand notching process with grinders. Students will be evaluated on fitment angles and alignment of tube notches.

Shop safety and machine knowledge will be continuously reviewed on every machine or piece of equipment used in this module. Shop safety is an ongoing lesson which is addressed throughout each project. **24 clock hours**

### **109 Motorcycle Chassis Group Project**

As a result of classroom instruction and shop training this module will prepare the student with basic knowledge of geometry and safety of constructing a tubular American

V-Twin motorcycle chassis utilizing tube benders, mill, lathe and the Bend Tech operating program. Students will be evaluated on precision and craftsmanship as a group.

Shop safety and machine knowledge will be continuously reviewed on every machine or piece of equipment used in this module. Shop safety is an ongoing lesson which is addressed throughout each project. **32 clock hours**

### **110 Cab Chassis Group Project**

As a result of classroom instruction and shop training this module will prepare the student with basic knowledge of construction of a roll cage, engine cage and bed cage on an extra cab Ford Ranger. Students will utilize tube benders, saws, measuring tools, grinders, welders and drafting skills to construct a full size vehicle cage. Students will be evaluated as a group on the accuracy and craftsmanship of their cage.

Shop safety and machine knowledge will be continuously reviewed on every machine or piece of equipment used in this module. Shop safety is an ongoing lesson which is addressed throughout each project **80 clock hours**

### **111 Aluminum Forming**

As a result of classroom instruction and shop training this module will prepare the student with basic knowledge of English wheel, bossing mallet, slapper and shrinking head to create contours in thin aluminum sheet metal. Students will be evaluated on the overall shape and craftsmanship of their bowl project.

Shop safety and machine knowledge will be continuously reviewed on every machine or piece of equipment used in this module. Shop safety is an ongoing lesson which is addressed throughout each project. **16 clock hours**

### **112 Blueprint Reading**

As a result of classroom instruction and shop training this module will prepare the student with basic knowledge of blueprints and shop drawings. Students will learn scale, legends information boxes, revision blocks, title blocks, grid system and line standards. Students will be evaluated on their knowledge of all text and lines in blueprints and engineered drawings.

Shop safety and machine knowledge will be continuously reviewed on every machine or piece of equipment used in this module. Shop safety is an ongoing lesson which is addressed throughout each project **8 clock hours**

### **113 Manual Machining**

As a result of classroom instruction and shop training this module will prepare the student with basic knowledge of the manual milling machine and the manual lathe. Students will use precision measuring tools such as dial calipers and micrometers and cut, face, turn, drill and tap aluminum and steel to a thousandth of an inch. Students will be evaluated by measuring their project to written specs.

Shop safety and machine knowledge will be continuously reviewed on every machine or piece of equipment used in this module. Shop safety is an ongoing lesson which is addressed throughout each project. **96 clock hours**

### **114 Plasma Cutting**

As a result of classroom instruction and shop training this module will prepare the student with basic knowledge on handheld plasma cutting machines and the plasma cutting process. Students will utilize the handheld plasma cutter on thin gauge sheet metal to create a rose project. Students will be evaluated on the craftsmanship and styling of their project.

Shop safety and machine knowledge will be continuously reviewed on every machine or piece of equipment used in this module. Shop safety is an ongoing lesson which is addressed throughout each project. **8 clock hours**

### **115 Bead Rolling Project**

As a result of classroom instruction and shop training this module will prepare the student with basic knowledge of the bead rolling machine and all the dies with it including but not limited to the step die, bead die, tank roll die and spoiler die. Students will use these dies to form sheet metal panels to roll the ends to fit on tubing. Students will use Dzus fasteners to fasten the panels to the chassis project. Students will be evaluated on the accuracy and craftsmanship of their project.

Shop safety and machine knowledge will be continuously reviewed on every machine or piece of equipment used in this module. Shop safety is an ongoing lesson which is addressed throughout each project **32 clock hours**

### **116 MIG 2 and TIG 2**

As a result of classroom instruction and shop training this module will prepare the student with basic knowledge of MIG and TIG welding as well as learning weldments

otherwise known as welding symbols. The students will be re-evaluated on their MIG and TIG welding skills.

Shop safety and machine knowledge will be continuously reviewed on every machine or piece of equipment used in this module. Shop safety is an ongoing lesson which is addressed throughout each project. **16 clock hours**

### **117 Advanced Welding**

As a result of classroom instruction and shop training this module will prepare the student with basic knowledge of welding on exotic metals such as stainless steel and 4130 chromoly steel. Students will be evaluated on the quality and craftsmanship of their weld.

Shop safety and machine knowledge will be continuously reviewed on every machine or piece of equipment used in this module. Shop safety is an ongoing lesson which is addressed throughout each project. **28 clock hours**

### **118 Student Career Services**

As a result of classroom instruction and shop training this module will prepare the student with basic knowledge of resume writing, filling out job applications, interview skills and job search. **32 clock hours**

### **119 Final Exam**

In this module students will be evaluated on knowledge from all of their written tests throughout the course, there will be a written test with 60 questions. **4 clock hours**

### **American Fabrication Academy grading scale**

A= Excellent = 90%-100%

B= Good = 80%-89.9%

C= Satisfactory = 70%-79.9%

F= Failed = 0% - 69.9%

I= Incomplete = 0%

W= Withdrawn from course or program / No grade given

### **Requirements for graduation**

GPA must be 70% or better

All 600 clock hours must be attended.

Must rectify all financial obligations to The American Fabrication Academy.

## **Accreditation**

The American Fabrication Academy is an unaccredited institution and not recognized by the United States Department of Education. Students enrolled in the American Fabrication Academy will not be eligible for federal or state financial aid.

## **Total Charges**

### **Total List of Charges: Essentials of Fabrication 600-hour course**

	<b>Tuition \$17,500.00</b>
	<b>Deposit (Non-Refundable) \$250.00</b>
<b>Student Tuition Recovery Fund Fee (STRF) (Non-Refundable is applicable)</b>	<b>\$0.00</b>
<b>Learning media, uniform shirts, protective hood, tools, &amp; materials included</b>	<b>\$0.00</b>
<b><u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</u></b>	<b><u>\$17,750.00</u></b>
<b><u>ESTIMATED TOTAL CHARGES FOR ENTIRE PROGRAM</u></b>	<b><u>\$17,750.00</u></b>
<b><u>TOTAL AMOUNT DUE AT ENROLLMENT</u></b>	<b><u>\$250.00</u></b>

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, the location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-

out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

### **Student's Right to Cancel or Withdraw**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Student applicants must write, sign and date a letter to notify the Chief Academic Officer of American Fabrication Academy that they wish to cancel their enrollment. If the notice is received by mail, it is effectively the date in which it was postmarked and mailed. The student applicant will be returned all money paid if notice of cancelation is received within this time frame.

### **Refund Policy:**

Students have the right to withdraw from the Essentials of Fabrication course at any time, for any reason. Intent to withdraw must be submitted via a signed and dated written notice to the chief academic officer. Students who have completed less than 60 percent of the required 600 hours to complete the program will be issued a prorated refund based on the hours that have completed based on the students recorded attendance. A refund will be issued within (14) days of given written notice to cancel/withdraw via check.

### **Faculty Qualifications**

Jason Saunders- President & CEO

Jason has a bachelor's degree in biology from CSUF and has owned/operated several businesses since 2004. He has a passion for working with people young and old, who may be misdirected or lack proper guidance to achieve their goals and dreams. He understands that not all people are offered equal opportunity or guidance in life to be successful contributing members of society. The American Fabrication Academy is one of the vehicles used to fulfill this life goal. Jason's duties as president and CEO of American Fabrication Academy will be to oversee the administration of the institution's mission and objectives. As president and CEO Jason will also have direct supervision of the CAO and COO.

**Luke Czaplinski**- Director of Career Services and Instructor

Luke has 26 years in the welding and fabrication industry. He is American Welding Society (AWS) certified and has 6+ years of metal fabrication teaching experience. With Luke's years of experience teaching fabrication, he has spent many hours identifying and meeting recruiters from all facets of the metal fabrication industry.

In addition to teaching, Luke's responsibilities include but are not limited to, assisting students in resume writing, interview prep and job search. Luke will aid each student on an individual basis to best locate job opportunities that fit the students' goals.

**Marcio Umanzor**- Chief Academic Officer CAO/Director of Education and Instructor

Marcio is a master fabricator and has 23 years' experience in the welding and fabrication industry, also owning his own motorcycle chassis building company for several years. He is American Welding Society (ASW) certified and has 5+ years of metal fabrication teaching experience. In addition to teaching, Marcio's responsibilities include but are not limited to, creating curriculum, enforcing school compliance, as well as student orientation. He will report to the CEO and is also responsible for the supervision of faculty, development of educational programs and curricula, and implementation of American Fabrication Academy's mission, purpose, and objectives.

**Robert Claro**- Chief Operations Officer COO and Director of Operations and Instructor

Robert is a master fabricator and has 21 years in the welding and fabrication industry. He was previously with the Imperial County Sheriff's Office but is now following his passion for teaching. He is American Welding Society (ASW) certified and has 4+ years of metal fabrication teaching experience. In addition to teaching, Robert's responsibilities include but are not limited to, overseeing day to day operations, equipment maintenance, as well as coordinating monthly staff meetings. He is also primarily responsible for administration of American Fabrication Academy's business operations, finance, management, personnel, and contracting for goods, services, or property.

**Robert Claro**- Office Administrator

Robert has 8 years of experience in office management including maintaining files and databases as well as monitoring office operations. His expertise in office management will ensure achievement of American Fabrication Academy's objectives, mission and educational programs.

**Federal and State Financial Aid**

American Fabrication Academy does not participate in any federal or state financial aid programs.

**Student Loan Agreement**

If a student obtains a loan from a private institution or the federal or state government, a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the

loan. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less any amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal financial aid funds.

### **Standards for Student Achievement**

A= Excellent = 90%-100%

B= Good = 80%-89.9%

C= Satisfactory = 70%-79.9%

F= Failed = 0% - 69.9%

I= Incomplete = 0%

W= Withdrawn from course or program / No grade given

To be eligible for a certificate of completion each student must satisfy the requirements below:

Overall grade of 70% or better

Completed all 600 hours of classroom/lab hours

Satisfied all financial obligations to American Fabrication Academy

### **Attendance**

Completion of all required 600 clock hours of attendance is mandatory to graduate the course. Students are expected to be on time to class every day or evening to complete the required work.

### **Makeup Policy**

All time missed must be made up. Makeup time will take place only at the school location during operating hours. All makeup time must be approved by the instructor and completed prior to eligibility to graduate.

### **Absentee/Tardy Policy**

If a student will be unable to attend a future class or is absent or tardy, the student will let the school know and schedule makeup time. If a student has an unexcused absence or tardy for more than 14 consecutive calendar days, American Fabrication Academy will initiate a withdrawal from the course. In the instance of an unexcused tardy or absence a written notice will be given to the student as a warning. One written warning is given before initiation of withdrawal from the program.

### **Probation and Dismissal Policies**

The American Fabrication Academy reserves the right to impose disciplinary actions including probation, suspension, or termination from the school to any student who violates the rules and regulations or consistently fails to meet passing requirements. The American Fabrication Academy will discipline students for the first offense with a verbal warning. Upon a second offense, the student will be given a written warning, and on the third occasion the student will be given private counseling to determine the appropriate course of action and upon the 4th offense withdrawal proceedings will commence.

### **Student Grievances**

All students have the right to appeal any disciplinary, academic or attendance policies or procedures made by the school. The student has five calendar days to file an appeal by the actions taken by the American Fabrication Academy. The appeal will be heard by the appeal committee which consists of the instructors at the American Fabrication Academy. The appeal committee has no more than 3 days to answer the appeal. Once a decision has been made, it is final.

### **Leave of Absence Policy**

A leave of absence is a temporary interruption to any student's study with the reasonable expectation that the student will return. A signed written request or email communication explaining the request and the date of the request and the expected time they will return is required. Leave of absence requests will be considered based upon curriculum scheduling. The student will return to another class at the same point at which the student left his old class. The school reserves the right to Grant a student a leave of absence if the student has unforeseen circumstances and cannot contact the school in a prompt manner.

If the student's leave of absence request is not approved or the student does not agree to the terms of the leave of absence the student will have the option of continuing the program of enrollment or be considered to have withdrawn from the school.

A student requesting a leave of absence must understand upon return a revised completion date will be established upon class schedules.

### **Job Placement Assistance**

The American Fabrication Academy provides career placement assistance and the end of the curriculum. Students will be assisted with resume preparation, available career, or job identification, filling out applications, and interview skills.

## **Student Services**

### **Parking**

There are no parking permits or fees for students. Students must park in the designated area. Students will be shown where they can and cannot park. Students will be responsible for any/all fees, tickets and/or violations they may incur. American Fabrication Academy is not responsible for any theft, damages, or violations.

### **Smoking and Tobacco**

Smoking is only permitted in the designated area. This applies to cigarettes, chewing tobacco, electronic cigarettes, and vaporizers. There is absolutely no smoking in or near the classroom or workshop.

### **Academic Counseling**

American Fabrication Academy's career services coordinator will spend time with each student developing educational and vocational plans. Instructors will be available before and after class, as well as by appointment.

### **Housing**

American Fabrication Academy does not offer housing to any students or staff. The institution does not have dormitories under its control. The links below can serve as a helpful resource. None of the agencies listed below are affiliated with the American Fabrication Academy. Applicants/ Students should use at their own risk. Housing is widely available, with prices ranging from \$400-\$2000/month depending on the size and location the student prefers.

#### **Rental home resources:**

[www.roomster.com](http://www.roomster.com)

[www.rentcafe.com](http://www.rentcafe.com)

[www.apartmentlist.com](http://www.apartmentlist.com)

Also readily available short term housing located within a mile of the schools corona location are below.

Roadway Inn and Suites

1701 west 6th street Corona ca 92882

Ayers Suites Corona West  
1900 frontage road  
Corona ca 92882

If an applicant or student needs further assistance with finding housing, they can contact the office administrator.

### **Policies on Retention of Student Records**

The American Fabrication Academy shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service.

This file will contain the following documents:

1. Application, photo of government ID and copy of high school diploma or equivalent and transcripts.
2. Enrollment agreement
3. Academic records

The American Fabrication Academy maintains all records required at its office located at 1781 Capital St. Suite H, I, Corona CA 92880. In addition to permanently retaining a transcript, the American Fabrication Academy maintains all pertinent student records for a period of 5 years from the student's completion or withdrawal date. American Fabrication Academy will also maintain records of federal financial aid programs, when applicable. For current records (records that are within a period of 5 years of completion or withdrawal date), American Fabrication Academy maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. These devices are stored and maintained at our location at 1781 Capital St. Suite H, I, Corona CA 92880. For a record that is no longer current, American Fabrication Academy can produce exact legible copies in less than two business days. Personnel are present during business hours who know how to operate the record keeping devices and can explain the operation of the devices to any person authorized. Any authorized person including persons authorized by the Act or this chapter, or to investigate will be given immediate access to document reproduction devices for the purpose of inspecting and copying stored records, and upon request, reimburse the American Fabrication Academy at a rate not to exceed .10 cents per page. All American Fabrication Academy student information and federal financial aid program information, when applicable, will be stored in a locked fireproof file cabinet which is located in its Corona, California location, and duplicate copies will be stored in the Google Cloud of American Fabrication Academy. In the event that American Fabrication Academy closes its

business operations, all records will be maintained for a period of 10 years, and the repository will make these records immediately available for inspection and copying, without charge, except as allowed under subdivision (c)4 of this section, during normal business hours any by any entity authorized by law to inspect and copy records.

### **Gainful Employment of Graduates**

Graduates of the essentials of fabrication course will be qualified for entry level positions in the metal working industry.

The dictionary of occupational titles US Department of Labor describes some of these job titles as.#619.361-014; #809.318-010; #819.361-010 #811.648-014;#819. 384 - 010 and other related fabrication and welding D.O.T. Codes. The standard occupational classification for these job titles and other associated titled descriptions can be found in the US Department of Labor's O\*net S.O.C #51 - 4122 .00; #5 1-4121

**\*\*\*This program prepares students for the American Welding Society certification test\*\*\***

- Original documents will be stored on site in locked file cabinets, behind locked doors.
- Backups of all documents will be stored on an internet-based password protected cloud service.