

Cal-Trade Welding School Of Modesto

424 Kansas Ave.

Modesto, CA 95351

Phone 209-523-0753 Fax 209-523-8826

Email – admin@caltradeweldingschool.com

www.caltradeweldingschoolofmodesto.com



Tours Available

Office Hours Monday – Friday 8:00 AM – 2:30 PM

Hours of Study 8:00 AM – 2:30 PM

Open Enrollment

Shifts subject to change without notice

Lifetime Job Placement Assistance

Approved for the training of Veterans

Visa/MasterCard

01/01/2021 – 12/31/2022

**Robert C. Erwin
Owner/Administrator**

TABLE OF CONTENTS

| | |
|--|---------|
| Mission Statement | 2 |
| BPPE approval | 2 |
| Questions | 2 |
| Accreditation | 2 |
| Review Docs Prior to Signing | 3 |
| Complaint | 3 |
| Address | 3 |
| Catalog Policy | 3 |
| Updating Catalog | 3 |
| Standard Occupational Classification Codes | 3 |
| ACADEMIC INFORMATION | |
| Course Outline | 4 |
| Combination Welding Course | 5 |
| Structural Welding Course | 6 |
| Mig and Tig Specialty Course | 7 |
| Pipeline Welding Course | 8 |
| Inspector Preparation Course | 9 |
| Profession | 10 |
| Staff | 10 |
| Qualifications of Staff | 10 |
| Admissions / Enrollment | 11 |
| Withdraws and Refunds | 12 & 13 |
| Probation and Dismissal | 13 |
| Attendance Policy | 13 |
| Attendance Policy Continued | 14 |
| Leave of Absence | 14 |
| Payment Information | 14 |
| Loans | 15 |
| Bankruptcy | 15 |
| Placement Assistance | 15 |
| Occupational Requirements | 15 |
| Student Tuition Recovery Fund Statement | 16 & 17 |
| Transfer Out | 17 |
| Facility and Equipment | 17 |
| Library | 17 |
| Optional Assistance Programs and Services | 17 |
| Student Ratio and Methods of Instruction | 18 |
| English as a Second Language ESL | 18 |
| Housing | 18 |
| Visa | 18 |
| Experiential Credit | 18 |
| Financial Aid | 18 |
| Standards /Satisfactory Academic Progress Guidelines | 19 |
| Distance ED | 19 |
| Notice of Student Rights | 19 |
| Safety Compliance and Enrollment Limitations | 20 |
| Record Retention | 20 |
| Conduct and Dismissal | 21 |
| Policy for GI Bill® and VR&E beneficiaries | 21 |
| Calendar/Operating Hours / Class room Hours | 22 |

MISSION STATEMENT

The mission of Cal-Trade Welding School of Modesto is to provide educational career programs, which prepare students to succeed in a chosen vocation.

At Cal-Trade Welding School of Modesto, a student is provided the opportunity to develop knowledge and skills, self-discipline and self-confidence, a professional attitude, and the ability to meet employer expectations.

In order to assist the student in achieving these goals, Cal-Trade Welding School of Modesto has established a professional environment consisting of:

1. A facility of experienced professionals possessing extensive knowledge, skills, and concern of student achievement and success; and who continually participates in activities to upgrade their knowledge and skill.
2. Hands on training conducted in a professional environment.
3. A curriculum devoted to career related subjects and tasks enabling students to obtain knowledge and skill in welding course work that relates to their future employment.

BPPE APPROVED

This institution is a private institution and it is approved to operate by the Bureau for Private Postsecondary Education and approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

Cal-Trade Welding School is not accredited by any accrediting agency recognized with the United States Department of Education.

QUESTIONS

Any questions a student 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 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, P. O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov, toll-free telephone number (888) 370-7589, or by fax (916)263-1897.

ACCREDITATION

Cal-Trade Welding School of Modesto is not accredited by any accreditation agency recognized by the United States Department of Education.

REVIEW DOCS PRIOR TO SIGNING

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.

COMPLAINT

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1(888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov

ADDRESS

All class session will be held at 424 Kansas Ave. Modesto, CA 95351. Cal-Trade Welding School of Modesto is conveniently located close to the welding industry and is easily accessible to and from the freeway and main streets. Our address is 424 Kansas Avenue; which is approximately 300 yards off the 99 freeway, on the Kansas exit.

CATALOG POLICY

Cal-Trade Welding School of Modesto shall provide a hardcopy of the School catalog to any person upon request. In addition, Cal-Trade Welding School of Modesto will provide student brochures to any interest person upon request.

UPDATING CATALOG

The school catalog will be updated every two years.

STANDARD OCCUPATIONAL CLASSIFICATION CODES

51-9198 - Welders Helper

51-4121 – Welder, Welders, Arc, Welders, cutters, Solderers and Brazers, Welder Pipe

51-4122 – Welder machine operators, Machine setters, Machine tenders

Cal-Trade Welding School of Modesto

| FULL COURSES | TOTAL WEEKS | TOTAL HOURS | REGISTRATION FEE | TUITION COST | REQUIRED BOOKS & SUPPLIES | STRF .50 per \$1000 | CERTIFICATION COST | TOTAL COST * |
|---|---|-------------|------------------|--------------|---------------------------|---------------------|--------------------|-------------------|
| COMBINATION WELDING | 18 | 540 | \$150.00 | \$5750.00 | \$4400.00 | \$5.50 | \$450.00 | \$10755.50 |
| ARC, HELIARC, MIG, INNERSHIELD AND INTRODUCTORY PIPE WELDING WITH MILD STEEL ELECTRODES. | | | | | | | | |
| TIG/ MIG | 10 | 300 | \$150.00 | \$4700.00 | \$2195.00 | \$3.50 | \$450.00 | \$7495.00 |
| HELIARC MILD STEEL, STAINLESS STEEL, ALUMINUM TO AIRCRAFT CODE, MIG, INNERSHIELD AND DUALSHIELD ON MILD STEEL TO AWS AND ASME CODES. | | | | | | | | |
| STRUCTURAL WELDING | 9 | 270 | \$150.00 | \$3898.00 | \$1497.00 | \$3.00 | \$450.00 | \$5995.00 |
| ARC, MIG, DUALSHIELD AND INNERSHIELD ON MILD STEEL TO AWS AND ASME CODES. | | | | | | | | |
| PIPELINE WELDING | 10 | 300 | \$150.00 | \$5400.00 | \$2450.00 | \$4.00 | \$450.00 | \$8450.00 |
| ARC, HELIARC TO ASME AND API CODES, MILD STEEL ELECTRODES. ANY STUDENT WISHING TO ENROLL IN THIS COURSE MUST HAVE PREVIOUS WELDING EXPERIENCE. | | | | | | | | |
| WELDING INSPECTORS COURSE | 8-10 | 300 | \$150.00 | \$5000.00 | \$2400.00 | \$4.00 | \$7550.00 | |
| <p>Any student wishing to enroll in this course must have 5 years' experience in occupational code related structural application or equivalent. A high school graduate or equivalency diploma, able to submit an application with written verification of documented employment or combination employment and school transcripts (2 years-maximum school substitute for work experience.). The administrator prior to course enrollment must review the application. The fee does not include the AWS test fee or any retakes.</p> <p>*Total cost is the total charges for the current period of attendance and the estimated total charges for the entire educational program.</p> | | | | | | | | |
| <p>Student Recovery Fund: The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss 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.</p> | | | | | | | | |
| Part time refresher courses | | | | | | | | |
| COURSES | HOURS | TOTAL | COST PER HOUR | | | | | |
| BASIC ARC WELDING | 100 | \$2500.00 | \$25.00 | | | | | |
| ADVANCED ARC WELDING | 40 | \$1000.00 | \$25.00 | | | | | |
| BASIC HELIARC WELDING | 40 | \$1000.00 | \$25.00 | | | | | |
| ADVANCED HELIARC WELDING | 16 | \$400.00 | \$25.00 | | | | | |
| PIPE WELDING (ARC ONLY) | 24 | \$600.00 | \$25.00 | | | | | |
| PIPE WELDING (HELIARC ONLY) | 24 | \$600.00 | \$25.00 | | | | | |
| MIG OR INNERSHIELD | - | - | \$25.00 | | | | | |
| Certification | \$450.00 for an all position (2 plates) pass or fail - \$450.00 for one plate pass or fail | | | | | | | |

FOR ALL COURSES

STUDENTS ARE REQUIRED TO PROVIDE THEIR OWN SAFETY BOOTS. IF CORRECTIVE LENSES ARE WORN, PRESCRIPTION SAFETY GLASSES ARE TO BE PROVIDED BY THE STUDENT.

WE HAVE OPEN ENROLLMENT AND LIFETIME JOB PLACEMENT ASSISTANCE.

Class session is held at 424 Kansas Ave. Modesto, CA 95351

**BEGINNERS COURSE
ACADEMIC INFORMATION
COURSE: COMBINATION WELDING COURSE**

Occupational Objective: Combination welder with certification to AWS D1.1 Structural Steel Welding Codes.

United States Department of Labor SOC – 51-4120

Training is conducted in the shop on the school premises. The students work toward certifications which they can achieve in several welding processes. Welding certification is a requirement for graduation.

When the course is finished, a certificate of completion is issued along with the appropriate welding certifications.

Students may enroll any school day as instruction is offered in continuous modules or cycles allowing for entry at any time into the theory and lecture session.

Course Length:

6 hours per day, 5 days per week

30 hours per week, 18 weeks

540 hours total

Students will learn to do basic arc welding with stick welding. They progress through the wire feed processes including gas shielded mig and self-shielded flux cored wire. Hand fed tig welding is also included in the program. Cutting and grinding metal fundamentals are included.

Class session is held at 424 Kansas Ave. Modesto, CA 95351

| | |
|----------------------------------|-------------|
| Course Fees: | |
| Non-Refundable Registration Fee: | \$150.00 |
| Tuition Cost: | \$5750.00 |
| Required Textbook and Supplies | \$4400.00 |
| Certification Cost (Arc) | \$450.00 |
| TOTAL COST | |
| \$10750.00 | |
| | |
| Course Outline: | Clock Hours |
| Stick Welding | 200 |
| Oxy – Acetylene Cutting | 60 |
| Heliarc Welding | 120 |
| Mig Welding | 60 |
| FCAW and FCAW-G Welding | 80 |
| Introduction to Pipe Welding | 20 |
| TOTAL CLOCK HOURS | 540 |

STEEL TOE BOOTS ARE REQUIRED TO BE WORN BY ALL STUDENTS. STUDENTS ARE REQUIRED TO PROVIDE THEIR OWN SAFETY BOOTS.

COURSE: STRUCTURAL WELDING

Occupational Objective: Certified Structural welder

United States Department of Labor SOC – 51-4120, 51-2041

Training is conducted in the shop on the school premises. The students work toward certifications which they can achieve in several welding processes. Welding certification is a requirement for graduation.

When the course is finished, a certificate of completion is issued along with the appropriate welding certifications.

Students may enroll any school day as instruction is offered in continuous modules of cycles allowing for entry at any time into the theory and lecture sessions.

Course Length: 6 hours per day, 5 days per week.
30 hours per week, 9 weeks.
270 total hours

Students are taught the processes of stick arc welding. They also move along to the wire feeders including mig welding and flux cored arc welding. We teach both self-shielded and gas shielded flux cored wires.

Class session is held at 424 Kansas Ave. Modesto, CA 95351

| | |
|----------------------------------|-------------------|
| Course Fees: | |
| Non-Refundable Registration Fee: | \$150.00 |
| Tuition Cost: | \$3898.00 |
| Required Textbook and Supplies | \$1497.00 |
| Student Recovery Fund | \$3.00 |
| Certification Cost (Arc) | \$450.00 |
| TOTAL COST OF PROGRAM | \$5998.00 |
| Course Outline: | |
| FCAW | Clock Hours 80 |
| FCAW-G | 60 |
| Mig Welding | 60 |
| Stick Welding | 70 |
| TOTAL CLOCK HOURS | 270 |

STEEL TOE BOOTS ARE REQUIRED TO BE WORN BY ALL STUDENTS. STUDENTS ARE REQUIRED TO PROVIDE THEIR OWN SAFETY BOOTS.

COURSE: MIG/TIG SPECIALTY

Occupational Objective: Certified MIG/TIG Welder

United States Department of Labor SOC – 51-4120

Training is conducted in the shop on the school premises. The students work toward certifications which they can achieve in several welding processes. Welding certification is a requirement for graduation.

When the course is finished, a certificate of completion is issued along with the appropriate welding certifications.

Students may enroll any school day as instruction is offered in continuous modules of cycles allowing for entry at any time into the theory and lecture sessions.

Course Length: 6 hours per day, 5 days per week.

30 hours per week, 10 weeks.

300 total hours

Students will learn to set up and calibrate the welding machines used to do Mig/Tig welding. They will learn the fundamentals of welding with the hand fed tig torch and the self-feeding mig wire.

Class session is held at 424 Kansas Ave. Modesto, CA 95351

| | |
|------------------------------------|-------------|
| Course Fees: | |
| Non-Refundable Registration Fee: | \$150.00 |
| Tuition Cost: | \$4700.00 |
| Required Textbook and Supplies | \$2195.00 |
| Certification Cost (Arc) | \$450.00 |
| Student Tuition Recovery Fund | \$3.50 |
| TOTAL COST OF PROGRAM | \$7498.50 |
| Course Outline: | |
| | Clock Hours |
| Heliarc Welding on Mild Steel | 50 |
| Stick Welding | 60 |
| Heliarc Welding on Stainless Steel | 60 |
| Heliarc Welding on Aluminum Alloys | 30 |
| Wire Feed Welding | 100 |
| TOTAL CLOCK HOURS | 300 |

STEEL TOE BOOTS ARE REQUIRED TO BE WORN BY ALL STUDENTS. STUDENTS ARE REQUIRED TO PROVIDE THEIR OWN SAFETY BOOTS.

ADVANCED COURSE COURSE: PIPELINE WELDING

Occupational Objective: Certified all position Pipe Welder

United States Department of Labor SOC – 47-2152, 47-2151, 51-4120

Training is conducted in the shop on the school premises. The students work toward certifications which they can achieve in several pipe welding techniques. Welding certification is a requirement for graduation.

When the course is finished, a certificate of completion is issued along with the appropriate welding certifications.

Students may enroll any school day as instruction is offered in continuous modules or cycles allowing for entry at any time into the theory and lecture sessions.

Prerequisites: Students desiring to enroll in this course must be a certified structural welder or show proof of a minimum of 150 hours of arc welding. Students will be asked to demonstrate his/her ability.

Course length: 6 hours per day, 5 days per week.
30 hours per week, 10 weeks.
300 total hours.

This course is designed to upgrade a welder's skill level to pipeline welding. The pipeline process uses black iron pipe for the student to weld around two pieces of pipe joining them together. This is done for steam lines, oil lines, ammonia lines, etc.

Class session is held at 424 Kansas Ave. Modesto, CA 95351

| | |
|----------------------------------|--------------------|
| Course Fees: | |
| Non-Refundable Registration Fee: | \$150.00 |
| Tuition Cost: | \$5400.00 |
| Required Textbook and Supplies | \$2450.00 |
| Student Tuition Recovery Fund | \$4.00 |
| Certification Cost (Arc) | \$450.00 |
| TOTAL COST OF PROGRAM | \$8454.00 |
| Course Outline: | |
| Pipe Welding | Clock Hours 240 |
| Oxy – Acetylene Cutting | 30 |
| Heliarc Welding | 30 |
| TOTAL CLOCK HOURS | 300 |

STEEL TOE BOOTS ARE REQUIRED TO BE WORN BY ALL STUDENTS. STUDENTS ARE REQUIRED TO PROVIDE THEIR OWN SAFETY BOOTS.

ADVANCED COURSE COURSE: WELDING INSPECTOR PREPARATION COURSE

Occupational Objective: Certified Welding Inspector.
United States Department of Labor SOC – 51-9061

Upon successful completion, a certificate of completion will be given. Instruction is in residence on the school premises.

Student may enroll any school day as instruction is offered in continuous modules of cycles allowing for entry at any time into the theory and lecture sessions. Students will progress at their individual rate of capability and study habit and understanding.

ADMISSIONS REQUIREMENTS

Prerequisites: Students enrolling in this course must have 5 years' experience in occupational code related structural application or equivalent, a high school graduate or equivalent diploma. Students must be able to submit an application with written verification of documented employment and school transcripts. (Two – (2) years maximum school substitute for work experience). The administrator prior to course enrollment must review the application.

Course length: 6 hours per day, 5 days per week.
30 hours per week, 10 weeks
300 total hours

This course is designed to prepare the student to take the test given to certify a person for being a welding inspector.

Class session is held at 424 Kansas Ave. Modesto, CA 95351

| | |
|---|-------------|
| Course Fees: | |
| Non-refundable Registration Fee | \$150.00 |
| Tuition Cost: | \$5000.00 |
| Required Text Book and Supplies: | \$2400.00 |
| Student Tuition Recovery Fund (AWS test fees are not included) (Seminar Costs are not included) | \$4.00 |
| Total Cost Of Program | \$7554.00 |
| Course Outline: | Clock Hours |
| Development of Quality Assurance | 30 |
| Quality Control Program | 30 |
| Welding Codes and Application | 30 |
| Welding Procedure and Qualifications | 30 |
| Discontinuities and Defects | 30 |
| Destructive Testing Methods | 30 |
| Non-Destructive Testing Methods | 30 |
| Review and Testing Using Appropriate Code Books | 30 |
| Welding Symbols and Blue print Reading Course | 30 |
| Sample Test Question (Given at the end of the course) | 30 |
| MAXIMUM CLOCK HOURS | 300 |

STEEL TOE BOOTS ARE REQUIRED TO BE WORN BY ALL STUDENTS. STUDENTS ARE REQUIRED TO PROVIDE THEIR OWN SAFETY BOOTS.

PROFESSION

State license is not required for the welding field. Students will be certified welders upon graduation.

STAFF

OWNERSHIP, GOVERNING BODY, AND ADMINISTRATIVE OFFICIALS

The sole ownership of Robert C. Erwin operates Cal-Trade Welding School of Modesto.

Administrative officials are:

| | |
|-----------------|--------------------------|
| Robert C. Erwin | President |
| Robert C. Erwin | Administrator |
| Maria Rodrigues | Administrative Assistant |
| Jeanette Erwin | Assistant |

Instructors are:

| | |
|---|----------------------|
| Robert C. Erwin | Instructor/Inspector |
| Robert has been a certified welding inspector since 1988 and has been welding since 1968. | |
| Adam C. Erwin | Instructor |
| Adam has been welding since 1990. | |
| David Stuart | Instructor |
| David has been welding since 1967. | |

QUALIFICATIONS OF STAFF

The school administrator, Robert C. Erwin was educated at Modesto Junior College and received an AA degree in 1972, a certificate of completion in Advanced Layout at Hogan Manufacturing in 1979, and an Ultrasonic Level I & II, certificates of completion were conferred on Robert in 1981 from Karetkrametr-Branson.

Mr. Erwin is a certified welding inspector QCI-88 from the American Welding Society (license#80112221).

ADMISSIONS/ENROLLMENT

1. Cal-Trade Welding school of Modesto has open enrollment. We require 24 hours' notice prior to a student beginning their program.
2. High School Diploma or GED.
3. Proof of U.S. citizenship (state photo ID license and social security card minimum)
 - A visa is not proof of US citizenship, and is not acceptable
4. The applicant must be eighteen (18) years of age or older or beyond the age of compulsory school attendance in the state of California.
5. The applicant must demonstrate the ability to benefit from the instructor's individual review and have a minimum 3rd grade level of education.
6. The applicant must have sufficient manual dexterity, and the physical ability to acquire the skills of welding.
7. The applicant must have the ability to read and write satisfactorily to absorb the theory and lecture sessions. In special circumstances, the admission requirements may be adjusted.
8. Cal-Trade welding school of Modesto has an open entry, open exit policy. Each applicant is reviewed on an individual basis. The results of the review form a basis for eligibility to enroll. The student is then informed of his/her acceptance.
9. Cal-Trade Welding School of Modesto does not deny admission on the basis of age, race, color, gender, sexual orientation, physical handicap, religion or national origin.
10. Cal-Trade Welding School of Modesto has not entered into an articulation or transfer agreement with any other college or university. Credits earned at other institutions or through challenge examinations and achievement tests are not accepted at Cal-Trade Welding School of Modesto.

SUPPLIES

In order to ensure that the students have the proper safety equipment, we have included the supplies as part of the course costs. Due to sizing requirements steel toe boots must be provided by the student. If safety equipment and supplies were not included in the cost of the course and required to be purchased through the school, students could purchase some of the supplies elsewhere.

WITHDRAWS AND REFUNDS

Each student at the school has the right to withdraw from the course at any time. 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. The student must turn in a notice of cancellation in writing, a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The amount of the refund shall be "prorated" according to the incomplete portion of the course less cost of any unreturned unused equipment and the registration fee. The refund shall be calculated in the following manner based on the student's last day of enrollment.

Refunds are calculated in the following manner:

Refunds for students who have completed 60 percent or less of the period of attendance shall be a prorated. The amount owed equals the daily charge for the program (Total institutional charges, divided by the number of days or hours in the program), multiplied by number of days student attended or was scheduled to attend, prior to withdrawal. Student must cancel in writing and clock hours continue to run until written notice (even if student is not at school) has been received. If student has completed more that 60% of the training, the school may keep the remaining tuition and no refund will be given. The registration fee is non-refundable, and we keep the cost of unreturned and/or used equipment. If a student loan is received for the cost of the course, the refund will be returned to the lender to reduce the loan debt. Maximum nonrefundable registration fee for Veterans is \$10.00, remaining amount will be prorated.

VETERANS ADDENDUM

REFUND POLICY FOR NONACCREDITED COURSES

This school has maintained a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to completion. The amount charged to the veteran for tuition, fees and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length. Refunds will be issued to Veterans within 40 days of withdrawal.

To cancel the contract with the school, students must mail or deliver a signed and dated copy of the Notice of Cancellation or any other written notice to the school; the postmark will be the effective date if the notice is properly addressed with proper postage.

The student has the right to cancel the enrollment contract with Cal-Trade Welding School of Modesto without penalty or obligation until midnight of the seventh (7th) business day following (a) the first-class session that is attended, (b) the student's receipt of the Notice of Cancellation or (c) The student's receipt of the Enrollment Contract and other required disclosures, whichever is later.

If the school has given the student equipment or books, the student shall return the books or equipment unmarked and unused following the date of the Notice of Cancellation. If the student fails to return the books or equipment within this thirty (30) day period, the school may retain the portion that represents the documented cost of the books and equipment. In the event no monies have been paid, the student will be billed accordingly.

Refund policies are stated in the Enrollment Agreement and Notice of Cancellation. In the event of withdrawal or dismissal from the school, all books and supplies furnished must be returned immediately. Failure to return books and supplies in good condition (as determined by the school) following the date of withdrawal or dismissal will result in a reduction in a refund owed to the student in accordance with the terms set forth above. Within thirty (30) days of the day on which the refund is made, the institution shall notify the student in writing of the date which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent.

PROBATION AND DISMISSAL

Students are expected to attend all classes. Cal-Trade Welding School of Modesto considers punctuality not only desirable but also necessary. The administrator will counsel students failing to maintain satisfactory attendance. If attendance fails to improve, the administrator, acting at his discretion may dismiss a student or place student on probation for unsatisfactory attendance. Re-admittance may be permitted if the cause for unsatisfactory attendance has been corrected.

The school determines if the student is maintaining satisfactory progress on a monthly basis. If the student's grades and attendance at the point that even with completion of half of the program, the grade average and attendance average cannot be improved to meet satisfactory progress criteria, the student may be placed on probation for the next month. If at the end of the probation period, the student's performance remains below minimum requirements the student may be dismissed or returned on probation, at the discretion of the administrator.

Veterans

Veterans or eligible persons are evaluated monthly to determine satisfactory progress. If the student's academic competence is below 70%, he/she will be placed on probation for the next two weeks. If at the end of the probation period, the student's performance remains below minimum requirements, veterans' benefits will be discontinued. Re-enrollment will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption of benefits have been rectified.

ATTENDANCE POLICY

Students will be expected to attend classes as they would attend work if they were employed. All absences will be recorded. A leave of absence will be granted to a student who presents an acceptable reason; the administrator must grant this. Absences will be considered as excused under the following circumstances: Birth or Death in the immediate family, illness, or any other legitimate reason that can be substantiated. All other absences will be considered as un-excused.

The administrator may excuse reasonable tardiness. Un-excused tardiness is considered an absence after one hour.

Class cuts will not be tolerated and are regarded as an unexcused absence. Make-up work may be required for the sake of progress; make up work can be completed during lunch. If attendance drops below 80% the student will be placed on probation for the next two weeks. If the student misses 5 consecutive unexcused days he will be put on

Cal-Trade Welding School of Modesto

probation for the next two weeks. During probation time student must maintain perfect attendance. If attendance does not improve to required minimum average by the end of the probationary period, the student will be put on additional 2-week probation. If student misses any days during the second probation period the student will be dismissed; Veteran students' educational benefits will be discontinued. Any additional time requested beyond original graduation date, due to excessive unexcused absences may be subject to extra charges.

Cal-Trade Welding School of Modesto endeavors to provide students with a full range of welding skills and the accompanying Welding Certificates Enabling employers to confidently hire Cal-Trade Welding School of Modesto graduates. Additionally, to make available a steady supply of qualified welders to the community at large.

To ensure this goal for the for the benefit of Cal-Trade Welding School of Modesto students and their employers, the following contract will apply to each student:

11. Attendance on a daily basis is **MANDATORY**
12. Any pre-planned absence (vacations, Doctor /dentist appointments, surgeries, funeral, etc.) will be approved by Robert Erwin/Maria Rodrigues **in advance** of the time taken off.
13. Any absences longer than a **three-day period** will require a Doctors release on the day the students return to school.
14. The Combination Welding Course must be completed within 18 weeks, unless pre-approved by Robert Erwin/Maria Rodrigues. Students are allowed 10 days for sick leave.
15. The Structural Welding Course must be completed within 9 weeks, unless pre-approved by Robert Erwin/Maria Rodrigues. Students are allowed 5 days for sick leave.
16. The Mig and Tig Course and the Pipeline Course must be completed within 10 weeks, unless pre-approved by Robert Erwin/Maria Rodrigues. Students are allowed 5 days for sick leave.
17. If a student has the need to terminate his/her attendance at Cal-Trade Welding School, a portion of the tuition may be refunded. Please see our refund policy on page 12.
18. Welding booths are reserved for each enrolled student for (6) hours each day of enrollment. A minimum of six hours will be accumulated regardless of the student's presence or absence, unless absence is excused.

LEAVE OF ABSENCE

Student may be granted a leave of absence as long as it is approved by the administrator. Leave of absences may not be more than 180 days. Cal-Trade Welding School of Modesto must receive written request before leave of absence can be granted.

PAYMENT INFORMATION

Cal-Trade Welding School of Modesto allows the course costs to be paid in installment payments. Courses must be paid in full before completion of program. Please check with the office staff for payment schedule.

LOANS

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

BANKRUPTCY

This institution does not have any pending petitions in bankruptcy, is not operating as a debtor in possession and has not filed a petition within the preceding five years. This institution has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

PLACEMENT ASSISTANCE

Known job openings in the field are provided to each student upon completion of the course. The school maintains an active list of employment opportunities. While the school will provide assistance, it can make no promises for placement of employment. Lifetime job search assistance is available to successful Cal-Trade Welding School of Modesto graduates.

OCCUPATIONAL REQUIREMENTS

- 1) General Knowledge of all phases of welding: Arc, Tig, Gas, Mig and Flux Cord, Arc Welding (FCAW).
- 2) Many companies require their welders to be certified.

STUDENT TUITION RECOVERY FUND STATEMENT

STATE OF CALIFORNIA CATALOG DISCLOSURE-STUDENT TUITION RECOVER FUND

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss 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.

Student Tuition Recover Fund, Non-Refundable charge, \$0.50 per \$1000 of 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, Bureau for Private Postsecondary and Vocation Education P.O. Box 980818, West Sacramento, CA 95798-0818
Phone – (916) 431-6959 Toll Free (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, a 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 noncollection 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 a taxpayer identification number.”

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

TRANSFERABILITY OF CREDITS

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at Cal-Trade Welding School of Modesto is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Combination Welding Course, Mig/Tig Specialty Course, Structural Course, Pipeline Welding Course and Welding Inspection Preparation Course 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 were 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 Cal-Trade Welding School of Modesto to determine if your certificate will transfer.

FACILITY AND EQUIPMENT

FACILITY

The institution, the facility it occupies and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

The classroom consists of one lecture hall with appropriate seating capacity.

There is a 4,000 square ft. shop with individual welding booths.

All welding booths are equipped with the appropriate welding machines for the students to learn the proper welding techniques.

The institution is conveniently located, with adequate parking.

EQUIPMENT

24 SMAW Welding Machines

12 Combination GMAW and FCAW Wire Feed Welding Machines

6 Combination SMAW and GTAW Welding Machines

4 FCAW Welding Machines

Plasma Cutter

Oxyacetylene Combination Cutting Torch

Oxyacetylene Track Cutting Torch

Oxyacetylene Pipe Beveling Torch

4 Grinders

LIBRARY

Welding videos and book are available for students to check out and watch at the school. These videos are available at the main office and can be checked out from the office staff.

OPTIONAL ASSISTANCE PROGRAMS AND SERVICES

Cal-Trade Welding of Modesto is proud to offer assistance in the following areas; basic mathematics, the reading of measuring tapes both standard and metric, welding symbols and blueprint reading, welding theory as well as assistance in obtaining GED's. These are not required programs for graduating from the welding course, but if needed by the students Cal-Trade Welding School of Modesto is able to provide instruction in these areas.

STUDENT RATION AND METHODS OF INSTRUCTION

Cal-Trade Welding School of Modesto provides at least one (1) instructor for each group of 15 students per course. Students will be taught theory and lecture in a group of no more than 20 students per classroom session. Instructions at the welding stations will be given on an individual basis; therefore, students may progress at their own pace. When appropriate, audio-visual presentations are provided.

ENGLISH AS A SECOND LANGUAGE ESL

Instruction given at Cal-Trade Welding School of Modesto will occur in the English language only. ESL students must speak basic English in order to take the course. The school does not have an ESL program. High School Diploma or GED are required upon enrollment.

Candidates for admission must prove English language proficiency in at least one of the following:

1. A minimum score of 10-15 on the speaking test of English as a foreign language (TOEFL).
2. A minimum score of 4 on the international English Language Testing System (IELTS).

HOUSING

Cal-Trade Welding School of Modesto does not provide dormitory facilities under its control and has no responsibility to find or assist a student in finding housing. The available housing near the school is favorable. The average cost of a detached home in Stanislaus county is approximately \$320,000.00. Rental home in the area ranges from \$1300.00 to \$1500.00 per month. Apartment rentals range from \$1300.00 per month for a 1 bedroom to \$1500.00 for a 2-bedroom 2 bath.

VISA

Cal-Trade Welding School of Modesto does not admit students from other countries.

EXPERIENTIAL CREDIT

Upon enrollment, the student will be asked to list any previous education, training or experience in the exact area of training for which enrolled. If it is sufficiently thorough and relevant, and can be demonstrated as satisfactory proficiency, appropriate credit will be allowed at the discretion of the administrator. The course length will be shortened and fees proportioned. If student disagrees with the decision, he or she can appeal the decision. Student will meet with the Administrator to discuss his or her concerns. The student's records will document any such action.

FINANCIAL AID

You are responsible for repaying the loan amount plus any interest, less the amount of any refund. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan both of the following may occur: (1) The federal or state government or 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. (2) 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.

Cal-Trade Welding School of Modesto participates in federal and state financial aid programs.

California Training Benefits Program

Workforce Investment Opportunity Act – WIOA,

Employment Development Department – TAA Program, please contact your local EDD to find out if you would qualify for these programs

VA- GIBill© – <http://www.gibill.va.gov/>

Workers Compensation Fund – Workers Compensation Vouchers

STANDARDS

SATISFACTORY ACADEMIC PROGRESS GUIDELINES

Satisfactory academic progress is expected of each student enrolled at Cal-Trade Welding School of Modesto, which is determined by the following:

1. Passing examinations with 70% accuracy or better, and demonstration of acceptable performance of required skills; in both lab and theory, is an indication of successful performance.
2. Maintaining satisfactory attendance; six hours per day, five days per week (80% or better).
3. For probationary students, meeting standards specified on their probation contract. Evaluation for probation will be on a monthly basis.

DISTANCE ED

Cal-Trade Welding School of Modesto does not offer distance education.

NOTICE OF STUDENT RIGHTS

1. You may cancel your contract for school, read the Notice of cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the address and telephone number printed below for information.
4. Student grievances with a school policy, procedure or employee must be submitted in writing to the Administrator. Administrator will review the complaint and a response to the written grievance will be issued to the complainant within 7 business days. The school will maintain a copy of all grievance communications. Any grievance that cannot be resolved by the school may be forwarded to the Bureau for Private Postsecondary Education.

Bureau for Private Postsecondary Education

Physical address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Phone Number: (916)431-6959

Toll Free: (888)370-7589

Fax Number: (916)263-1897

SAFETY COMPLIANCE AND ENROLLMENT LIMITATIONS

The institution, the facilities it occupies and the equipment it utilizes, fully complies with any and all federal, state and local ordinances and regulations, including those requirements as to the fire and building safety and health.

Cal-Trade Welding School of Modesto can accommodate 45 students at any given time.

RECORD RETENTION

Cal-Trade Welding School of Modesto keeps all student records in locked files in the administrator's office. At completion of the program all official information (copy of transcripts, record of performance and record of program completion) will remain on file and onsite for five years. The school will maintain transcripts for all students permanently Cal-Trade Welding School of Modesto keeps copies of all school certifications for up to 5 years. If the occasion should come up and you lose your certification papers, we will have a copy on file in your student records. We are however, obligated to a privacy law and you will need to come in person with proper identification to obtain your request. No information can be given to anyone other than yourself without your notarized written consent.

CONDUCT AND DISMISSAL

At the discretion of the Administrator, a student may be dismissed from the school for a serious incident or repeated incidents of intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to another student, the administrator or faculty member, or any other stated or determined infraction of conduct.

POLICY FOR GI BILL® AND VR&E BENEFICIARIES

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits. "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

More information about education benefits offered by VA is available at the official U.S. government

Web site at <http://www.benefits.va.gov/gibill>."

- It is our policy to permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 1. The date on which payment from VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Cal-Trade Welding School of Modesto ensures that the school will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

CALENDAR

Legal Holidays observed are:

Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving and the Day After
Christmas Eve through New Year's Day
2 Weeks per Year for Staff Vacation
(Subject to Change Without Notice)

OPERATING HOURS

Office hours: 8:00 AM – 2:30 PM Monday – Friday
An answering machine is available after hours to leave a message.

Instruction: Monday – Friday 8:00 AM to 12:00 AM Training
12:00 PM -12:30 PM Lunch
12:30 PM – 2:30 PM Lab

Lecture – Half hour increments
Tuesday – Thursday 9:00 AM – 10:00AM
11:00 AM – 12:00 PM
12:30 PM – 2:00 PM

CLASSROOM HOURS

Text Book Lecture: Wednesday – 30-minute increments
9:00 AM – 10:00AM
11:00 AM – 12:00 PM
12:30 PM – 2:00 PM

Math: Thursday – 30-minute increments
9:00 AM – 10:00AM
11:00 AM – 12:00 PM
12:30 PM – 2:00 PM

School is closed weekends and legal holidays. Classes are conducted on an open entry basis. Students will be advised of their probable starting date at the time of enrollment.