

CATALOG ADDENDUM



3500 Southside Blvd., Jacksonville, FL 32216
To Catalog Number 22, Effective 11/1/2023
Branch Campus of Tulsa Welding School, Tulsa, OK

CATALOG NUMBER

Please note that the catalog number inadvertently reverted to the previous version number and the correct catalog number is 22.

PROGRAMS

Effective for all students starting after 1/1/2024, the HVE140 (Smart Home Technology & Advanced Wiring) course in the Electrical Applications program listed on pages 18-19 will now be HVE145 (Emerging Electrical Applications). The lecture hours, lab hours, total hours, and semester credit hours will remain the same. In addition, due to formatting issues, the HVE120 and HVE130 courses in the Electrical Applications program were listed as 3.5 credits instead of the correct 4.0 credits.

Effective 2/23/2024, the school will begin offering afternoon sessions for the Electrical Applications, Electro-Mechanical Technologies, and Refrigeration Technologies programs. The start dates and graduation dates will align with the dates listed in the School Catalog on pages 47-48 and the schedule as listed on page 39 has been revised as listed below.

Effective 4/1/2024, the Professional Welder 18-Week program version referenced in the School Catalog has been revised to the 16-Week version. The schedule has been revised and is listed below.

Program Name	Morning (M-F)	Afternoon (M-F)	Evening (M-F)
Electrical Applications	7:30am-12:30pm	12:45pm-5:45pm	6:00pm-11:00pm
Refrigeration Technologies	7:30am-12:30pm	12:45pm-5:45pm	6:00pm-11:00pm
Electro-Mechanical Technologies	7:30am-12:30pm	12:45pm-5:45pm	6:00pm-11:00pm

Professional Welder (16-Week)	Days	Begin	Break 1	Lunch	Break 2	End
	Monday-Friday	7:30AM	9:20AM-9:35AM	12:30PM-1:00PM	2:50PM-3:05PM	6:00PM

Effective 4/1/2024, the Jacksonville campus has added the Electrical Lineworker program to its offerings. The program information is listed on pages 19-21 of the School Catalog and is no longer offered exclusively at the Dallas Metro location. The Class Schedule is listed on pages 43-44 of the School Catalog and the start and graduation dates are listed in the Academic Calendar section of this Catalog Addendum. The Flagger Certification referenced in EL101 is not applicable for FL, so that certification will not be offered at this campus. This program is not eligible for Title IV Federal Aid and is considered a cash-pay program. The program cost is listed in the Financial Information section of this Catalog Addendum.

Effective 7/1/2024, the Jacksonville campus has added an additional schedule referenced as "Overnight" for the Professional Welder program. The schedule is listed below. The start and graduation dates are listed in the Academic Calendar section of this Catalog Addendum.

Program Name	Overnight (M-F)
Professional Welder	12:00am-5:15am

STATE REFUND POLICIES

The following verbiage is in addition to what is listed for Indiana State Refund Policy on pages 87-88 of the School Catalog.

Student Protection Fund

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

STUDENT HANDBOOK

The Student Handbook, which contains important information for all students, including the Emergency Procedures, is provided as part of the required reading materials with the enrollment packet and is available on our website under Regulatory Information. Please ensure you read and acknowledge all applicable policies and procedures and keep a copy of the Student Handbook for your records.

ACCREDITATION, APPROVALS, LICENSES AND MEMBERSHIPS

The information below has been slightly revised for the Jacksonville, FL Only section on page 5 of the School Catalog.

This institution is regulated by:

Indiana Department of Workforce Development

Office for Career and Technical Schools


10 N Senate Avenue, Suite SE 308

Indianapolis IN 46204

OCTS@dwd.in.gov

<http://www.in.gov/dwd/2731.htm>

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


Mary Kelly, President & CEO

GRADES & GRADING SYSTEM

The school has revised the definition of the Incomplete (INC) grade currently listed in the School Catalog on Pages 56 & 69. The new definition is listed below.

Letter(s)	Term	Grade Point Value	Description
INC	Incomplete	0	This is used when a student has not completed all requirements for a course of training in their educational program. It will revert to a failing grade if missing assignments and/or tests are not successfully completed within three school days after the end of the course.

CRIME AWARENESS AND CAMPUS SECURITY ACT

The FDLE website listed on page 57 of the School Catalog has been updated to <https://offender.fdle.state.fl.us/offender/sops/home.jsf>.

ADD/DROP PERIOD

Due to the scheduling differences in the weekday programs compared to the weekend programs, the school has made a slight revision to the timing of the add/drop period. The previous policy on page 54 of the School Catalog stated that students who attend three out of the first five scheduled class days are considered active students. The new policy states that students will be considered active after attending 15 scheduled school hours; however, the enrollment will be cancelled if the student does not attend at least three of the first five scheduled school days.

ACADEMIC CALENDAR

The start and graduation dates listed on pages 47-48 for the Jacksonville campus have been revised for the specific programs listed below.

Start Dates	Graduation Dates		
	Electrical Lineworker	Professional Welder (16-Week)	Professional Welder (Overnight)
8/12/2024			3/21/2025
8/26/2024	12/12/2024	12/18/2024	
12/30/2024	4/10/2025		
3/24/2025			10/17/2025
2/24/2025		6/11/2025	
4/21/2025	7/31/2025		
6/16/2025		10/1/2025	
8/11/2025	11/20/2025		

FINANCIAL INFORMATION

Effective 5/1/2024, the Tuition & Charges as listed on pages 34-35 of the School Catalog will be as listed below. Students who enroll on or after 5/1/2024 will be charged as indicated below for the applicable program.

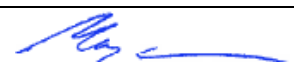
Program Name:	Professional Welder*	Welding Specialist with Pipefitting	Electrical Applications	Refrigeration Technologies	Electro-Mechanical Technologies	Electrical Lineworker*
Tuition:	\$18,700	\$22,700	\$17,400	\$17,400	\$21,000	\$13,750
Registration Fee:	0	0	0	0	0	100
Technology Fee:	500	500	500	500	500	0
Lab Fees:	2,000	2,300	2,000	2,000	2,000	800
Course Materials/Textbooks:	350	750	1,700	1,000	1,600	300
Gear Package:	1,800	2,600	1,800	1,800	1,800	3,000
Accident Insurance:	300	300	100	100	100	300
Total Program Cost:	\$23,650	\$29,150	\$23,500	\$22,800	\$27,000	\$18,250

Military Pricing Structure

Program	Military Tuition Pricing	Fees	Total Program Cost
Professional Welder*	\$16,830	\$4,950	\$21,780
Welding Specialist with Pipefitting	\$20,430	\$6,450	\$26,880
Electrical Applications	\$15,660	\$6,100	\$21,760
Refrigeration Technologies	\$15,660	\$5,400	\$21,060
Electro-Mechanical Technologies	\$18,900	\$6,000	\$24,900
Electrical Lineworker*	\$12,375	\$4,500	\$16,875

*16-Week Professional Welder version and Electrical Lineworker programs are not eligible for Title IV funding due to the definition of the Academic Year.

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


Mary Kelly, President & CEO

Effective for students beginning on or after 9/16/2024, the Welding Specialist with Pipefitting program costs will be adjusted slightly as listed below.

Program Name:	Welding Specialist with Pipefitting
Tuition:	\$23,056
Registration Fee:	0
Technology Fee:	500
Lab Fees:	2,300
Course Materials/Textbooks:	394
Gear Package:	2,600
Accident Insurance:	300
Total Program Cost:	\$29,150

Effective 10/1/2024, the Tuition & Charges as listed in this Catalog Addendum (which is a revision to the School Catalog on pages 34-35) has been revised slightly as listed below. Students who enroll on or after 10/1/2024 will be charged as indicated below for the applicable program.

Program Name:	Professional Welder*	Welding Specialist with Pipefitting	Electrical Applications	Refrigeration Technologies	Electro-Mechanical Technologies	Electrical Lineworker*
Tuition:	\$18,700	\$22,700	\$17,400	\$17,400	\$21,000	\$13,750
Registration Fee:	25	25	25	25	25	100
Technology Fee:	500	500	500	500	500	0
Lab Fees:	2,000	2,300	2,000	2,000	2,000	800
Course Materials/Textbooks:	350	750	1,700	1,000	1,600	300
Gear Package:	1,800	2,600	1,800	1,800	1,800	3,000
Accident Insurance:	300	300	100	100	100	300
Total Program Cost:	\$23,675	\$29,175	\$23,525	\$22,825	\$27,025	\$18,250

Military Pricing Structure

Program	Military Tuition Pricing	Fees	Total Program Cost
Professional Welder*	\$16,830	\$4,975	\$21,805
Welding Specialist with Pipefitting	\$20,430	\$6,475	\$26,905
Electrical Applications	\$15,660	\$6,125	\$21,785
Refrigeration Technologies	\$15,660	\$5,425	\$21,085
Electro-Mechanical Technologies	\$18,900	\$6,025	\$24,925
Electrical Lineworker*	\$12,375	\$4,500	\$16,875

*16-Week Professional Welder version and Electrical Lineworker programs are not eligible for Title IV funding due to the definition of the Academic Year.

ATTENDANCE AND MAKE-UP HOURS POLICY

The policy listed on pages 64-66 in the School Catalog has been revised slightly in one section (page 65). The revised verbiage is listed below.

If a student is absent for 10 consecutive school days, or more than 20% of the scheduled time for the program, whichever is less, the student's enrollment in the program will be terminated.

FACILITIES

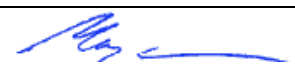
The Jacksonville Campus Facilities section on page 7 of the School Catalog has been revised to include a description of the Learning Resource Center.

The Learning Resource Center (LRC) provides materials on welding, HVAC/R, and electrical related disciplines including textbooks and periodicals from the American Welding Society (AWS) and various publishers dealing with the latest research in welding, HVAC/R and electrical. At the 3500 location there are 5 computers with internet access that are available for student usage in the LRC for industry-related research and employment searches. At the 1750 location, there are 7 computers with internet access that are available for student usage for industry-related research and employment searches.

GRADUATION DOCUMENT

The Electrical Lineworker program requires students to regularly progress towards earning their Commercial Driver's License (CDL). Their progress will be evaluated at the mid-point of the program to determine continued enrollment. Acquiring a CDL prior to graduation is a requirement to determine eligibility for graduation. Students not demonstrating compliance will be determined to not have met graduate clearance requirements and will not be awarded a diploma.

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


Mary Kelly, President & CEO