

Enrollment Agreement – Welding School Information

The following additional information applies to the Lincoln Electric Welding School attendees.

Age

All participants must be 18 years of age or older.

Cafeteria

The cafeteria is available to students between the hours of 7:30 to 8:00 am and between 10:50 and 11:20 am.

Welding

No welding or grinding will be allowed when the blowers are "OFF". Welding is restricted to the welding "arm" in the booth. Do NOT weld on the tabletops!

Legal Holidays

The Welding School is open 51 weeks a year. Closed days are: Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day.

Attendance Policy

Students must be in attendance for at least 80% of each program attempted to successfully complete that program.

Passing Requirements

During and at the end of each program, written tests and welding samples will be tested to determine the student's ability to successfully complete and pass each program. Weld samples are tested to AWS, ASME and API welding codes. Written tests are graded on the following scale:

100 – 90% = A	80 – 89% = B
70 – 79% = C	60 – 69% = D

59% or < = F and will NOT pass the school's standards.

To File A Grievance

To file a grievance, all students should personally submit a written complaint to the Manager of Training and schedule an appointment to discuss the complaint. If a student is not satisfied with the results of the discussion, he or she has the right to file a formal complaint with the Ohio State Board at:

The State Board of Career Colleges and Schools
35 East Gay Street, Suite 403
Columbus, OH 43215-3183
Phone: (614) 466-2752
Fax: (614) 466-2219
Toll Free: 1-877-275-4219

Lincoln School Number: 71-02-0059T

Spare Time Activities

There are many interesting things to do in Cleveland during your free time. Cleveland is home to three professional sports teams. You can enjoy the Cleveland Orchestra, Rock & Roll Hall of Fame and Museum, and the Cleveland Art Museum and Gardens. Water sports, live theater and other entertainment are also available to enjoy.

If you would like to receive a complete directory of things to see and do in Cleveland, call the Ohio Tourism and Travel Bureau at 1-800-BUCKEYE. You can also find information on the internet at www.cleveland.com.

Refund Policy

A registered student who withdraws before the first class will not receive a refund of the \$100 registration fee.

For students who attend part of a class then withdraw, refunds shall be made per the Ohio State Board of Career Colleges and Schools' policy for "clock hour" programs in accordance with the following procedures:

1. A student who starts class and withdraws before it is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
2. A student who starts class and withdraws after it is 15% complete but before it is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after it is 25% complete but before it is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after it is 40% completed will not be entitled to a refund of the tuition fees.

A student's withdrawal date used to calculate refunds shall be the student's last date of attendance in the class.

Your Diploma - A Source of Pride and Accomplishment

Ask any of the graduates of the Lincoln Welding School about their training. They will tell you Lincoln trained people have practical training as well as theory. Lincoln graduates have made a tremendous reputation for the school and the diploma you will receive will be proof of your accomplishments.