

# Lynnes Welding Training

2801 1<sup>st</sup> Ave North 4329 Centurion Dr. #9  
Fargo, ND 58102 Bismarck, ND 58504

## Enrollment Agreement

### Programs

MIG-Gas Metal Arc Welding (GMAW)  
80 Hour Day & 40 Hour Evening  
TIG-Gas Tungsten Arc Welding (GTAW)  
80 Hour Day & 40 Hour Evening  
Stick-Shielded Metal Arc Welding (SMAW)  
80 Hour Day & 40 Hour Evening  
Pipe Welding  
5 Week-200 Hour Course (Stick or TIG)  
Advanced MIG Course  
40 Hour Day & 40 Hour Night  
Combination Welding  
12 Week-480 Hour Course

Maximum class size is 10 students and minimum class size is 4 students. Day classes are held Monday-Friday 8:00AM-4:30PM and night classes are held on Monday and Wednesday from 6:00PM-10:00PM. Classes generally start every two weeks. Check with the School Administrator for exact dates. Classes that are longer than 80 hours carry through to the next session.

A **Certificate of Completion** is awarded after successfully completing the program.

### Weld Test Certification

Weld tests are not included in the tuition amount paid by the student or funding agency. Students wanting to submit a weld test for an x-ray or bend test, must pay in advance prior to taking the weld test.

### Tuition

40 Hour Day Course	-	\$ 1,250.00
40 Hour Evening Course	-	\$ 1,500.00
80 Hour Day Course	-	\$ 2,250.00
200 Hour Day Course	-	\$ 6,300.00
480 Hour Combination Day	-	\$10,900.00

Payment is required before the first day of class, or as other-wise prearranged. Lynnes Welding Training accepts cash, checks, Visa, MasterCard and Discover.

### Supplies

You will need a welding hood, welding jacket with leather sleeves, welding gloves, safety glasses, Mig welder pliers and welder's cap. These can be purchased through the school at an approximate cost of \$175.00. Leather steel toe boots are also required and are not available to purchase through the school

### Cancellation & Refund Policy

Lynnes Welding Training shall refund tuition and other charges when written or verbal notification is given by the student.

For a 40 hour course the cancellation & refund schedule is as follows:

100% Refund	-	5 days prior to class start date.
90% Refund	-	Less than 5 days prior to class - 1 <sup>st</sup> 4 hrs
70% Refund	-	After 1 <sup>st</sup> 4 hrs - 10 hrs
50% Refund	-	After 1 <sup>st</sup> 10 hrs - 15 hrs
25% Refund	-	After 15 hrs - 24 hrs
0% Refund	-	After 24 hrs of class

For All other courses the cancellation & refund policy is as follows:

- 100% Refund - 5 days prior to class Start date.
- 90% Refund - Less than 5 days prior To class - 1<sup>st</sup> day
- 70% Refund - After 1<sup>st</sup> day – 3<sup>rd</sup> days
- 50% Refund - After 3<sup>rd</sup> day – 4<sup>th</sup> days
- 25% Refund - After 4<sup>th</sup> day – 7<sup>th</sup> days
- 0% Refund - After 7<sup>th</sup> day

We will also hold a \$100 non refundable administrative fee out of all cancellations.

## Termination/Cancellation of Student

Lynnes Welding Training strives to create a healthy and safe environment for all our students. When this is compromised, such as sexual harassment, safety, and or personal well being, a student may be suspended or terminated based upon findings by the School Administration.

## Attendance Policy

Students must be in attendance for **at least 90%** of each program or as required by employer's company policy. This is necessary to successfully complete the welding program, and to receive a certificate of completion. Each student will use the time clock to punch in/out during the day including lunch breaks.

## Passing Requirements

During and at the end of each program, written test 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**
- 89% – 80% =B**
- 79% – 70% =C**
- 69% – 60% =D**
- 59% – or lower =F**

## Physical Requirements

Our physical requirements are: Stand for long periods of time, bending, grasping, good eye sight, moving in small areas, lifting up to 10 lbs. These requirements are those of the school. Each employer has different physical requirements which accompany the position applied for. Those requirements may exceed those of Lynnes Welding Training.

## Reading Requirements

Our text, films and materials require that you can read and understand the English Language at a 6th grade level. If you cannot meet these requirements, please advise us so we may try to accommodate you.

## Legal Holidays

The Welding School is in operation 52 weeks a year. Days that the school will not be in session are as follows:

**Memorial Day**  
**Labor Day**  
**Christmas Eve**  
**New Year's Day**

**Independence Day**  
**Thanksgiving**  
**Christmas Day**

In the event that one of these holidays lands during a scheduled school day, classes will be from 7:00am to 5:30pm with 4 10 hour days.

## Parking

Day Students may park on the east side of the building and across the street. Night students may park on the south side of the building.

## Smoking

There is a designated area for smokers. Please do not throw butts on the ground/floor. No smoking in the welding booths/only on breaks.

## Safety

Participants will be required to wear safety footwear and safety glasses with side-shields while in Lynnes Welding Training Center. Face Shields will be worn along with safety glasses when grinding. **Note:** Ankle High Leather

Shoes with Safety Toes are required! If Students Wear Glasses, They Must Be the Safety Type!  
**Absolutely No Jewelry!**

### **Personal Conduct**

All students are expected to conduct themselves in a respectable manner at all times. Misconduct such as fighting, use of illegal drugs or alcohol or carrying of weapons will not be tolerated. No cell phone usage or wandering in employee work area is permitted.

### **Welding School Property**

Deliberate damage, theft or any vandalism to tools, equipment/facility will not be tolerated. Face shields will be in each booth and are required to wear.

### **Welding**

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

### **Lunch**

Students will be given one half hour for lunch. You may bring lunch with you; a microwave, refrigerator and fresh drinking water are available. Please remember to punch out for lunch break.

### **Employment Disclaimer**

No employment is guaranteed as a result of this education.

**Return this signed form with registration.**

I acknowledge that I have read and received a copy of the Enrollment Agreement

Signature: \_\_\_\_\_  
Student

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Instructor

Date: \_\_\_\_\_



**PHYSICAL REQUIREMENTS:**

If you have a physical limitation and need accommodation please note below.

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**Our physical requirements are:** Stand for long periods of time, bending, grasping, good eye sight, moving in small areas, lifting up to 10 lbs. These requirements are those of the school and may exceed in an actual work environment. *Each company has different physical requirements which accompany the position applied for – please check this out with each employer.*

**READING REQUIREMENTS:**

Our text, films and materials require that you can read and understand the English Language at a 6<sup>th</sup> grade level. If you cannot meet these requirements, please advise us so we may try to accommodate you.

**SUPPLIES REQUIRED:**

You will need a Welding Hood, welding jacket with leather sleeves, welding gloves, safety glasses, mig welders pliers and welder’s cap. These can be purchased through the school at a cost of \$175. Leather steel toe boots are also required and are not available to purchase through the school.

I wish the school to pick up my supplies at a cost of \$175. My jacket size is \_\_\_\_\_

I will provide my own supplies.

**TUITION:** Tuition is due at the time of registration.

- 8 hr Course \$350.00
- 8 hr Evening Course \$375.00
- 40 hr Course \$1,250.00
- 40 hr Evening \$1,500.00
- 80 hr Course \$2,250.00
- 5 wk Pipe \$6,300.00
- Combination Course \$10,900.00

If you require training by the hour the fee is \$50 per hour and will be done on a limited basis.

**CANCELLATION & REFUND POLICY:**

**For 40 hour course the cancellation & refund policy is as follows:**

- 100% Refund - Five days prior to class time.
- 90% Refund - Less than 5 days prior to class through first 4 hours.
- 70% Refund - After first 4 hours through 10 hours.
- 50% Refund - After first 10 hours through 15 hours.
- 25% Refund - After 15hours through 24 hours.
- 0% Refund - After 24 hours of class.

**For all other course the cancellation & refund policy is as follows:**

- 100% Refund - Five days prior to class time.
- 90% Refund - Less than 5 days prior to class through 1<sup>st</sup> day.
- 70% Refund - After 1<sup>st</sup> day through 3<sup>rd</sup> day.
- 50% Refund- After 3<sup>rd</sup> day through 4<sup>th</sup> day.
- 25% Refund- After 4<sup>th</sup> day through 7<sup>th</sup> day.
- 0% Refund- After 7<sup>th</sup> day.

**We will also hold a \$100 non refundable administrative fee out of all cancellations.**

**THE FOLLOWING INFORMATION IS GATHERED FOR STATISTICAL DATA AND ALUMNI LISTINGS.**

**How did you hear about us?** Newspaper Referral Radio FarmShow Theatre High School Internet

Name of Referral or Publication \_\_\_\_\_

**Sex:** Male Female

**Age Data:** 18-25 26-30 31-40 40+

**May we add your name to our alumni list?** Yes No

**Educational Level:** GED Diploma Vocational Tech Trade 2-yr college 4-yr college

**Are you currently employed?** Yes No **Are you seeking a new career?** Yes No

**Ethnic Background:** Caucasian African American Hispanic Native American Asian Other \_\_\_\_\_

I, \_\_\_\_\_, have hereby read and acknowledge all the information contained on this registration form and will adhere to the policies set out. I further understand that **Lynnes Welding Training, Inc.** requires a minimum of three students per class in order for scheduled classes to be held. I realize my elected start date may be moved if the minimum of three students is not met.

**\*\*No employment is guaranteed as a result of this education.**

\_\_\_\_\_  
*Signature* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Admissions Faculty* \_\_\_\_\_  
*Date*