

## Welding Skills Workshops: ENROLLMENT PACKAGE Continued

### Enrollment

A separate signed set of enrollment forms for each participant must accompany the initial deposit of \$500 U.S. dollars per participant (dependent upon workshop program). A Company purchase order may be submitted with the enrollment form(s) in lieu of the initial deposit and Welding Skills Workshops will invoice the sponsoring Company or Agency, but the program must be paid-in-full before the first day of the workshop. Purchaser agrees to pay a service charge of 1.5% per month (18% annually) on any amounts overdue after 30 days. There is a minimum enrollment of two participants per workshop date.

**All enrollment and material fees must be paid-in-full by cash, money order or check at least 10 days before the first day of the scheduled workshop.** Credit cards are accepted, but there is an additional processing cost: 3.95% for Master-card, Visa, American Express, Discover and 2.95% for Pay-pal. Confirmation of the scheduled workshop and payment confirmation will be sent after workshop has been paid-in-full. Participants will be charged a fee for any checks returned due to insufficient funds.

### Entrance Requirements

Participants must be in good physical condition and should be able to read, write and understand English. Participants should have average use of at least one hand and arm and have good vision. **YOUR FIELD OF VISION MUST BE SHARP BETWEEN 6" TO 18" DISTANCE FROM YOUR FACE.** We recommend that you have your vision tested and corrected, if necessary, before attending a workshop. **If you require reading glasses please BRING FULL SIZE READING GLASSES, since the bifocal and progressive lenses interfere with your ability to focus on the weld.**

Welding Skills Workshops, a division of Welding Service Company, does not discriminate on the basis of disability, race, color, religion, national origin or age. Minors may enroll in a welding workshop, if an adult accompanies them and if the minor's parents or guardians have completed and signed their separate Enrollment Form.

### Advancement and Transition

If a participant wishes to bypass the MIG workshop and enroll in the TIG workshop, they must pass both a practical welding test and either a verbal or written test.

Welding Skills Workshops reserves the right to transition a participant to a different workshop program. If in the judgment of the instructor, the participant is unable to advance in their selected program, the instructor may move the participant to another workshop program.

### Cancellation and Refunds

A participant may cancel a workshop and receive a full refund of all money paid, less a \$100 administrative fee, if the participant cancels in writing at least 30 days in advance of their scheduled workshop. If cancellation is emailed or faxed, it is your responsibility to call within 48 hours to confirm the cancellation. A partial refund may be available if written cancellation is received between 29 and 7 days in advance of the scheduled workshop and if Welding Skills Workshops is able to fill the spot with another participant. No refund of money will be issued if written cancellation is received less than 7 days in advance or if you cancel without providing written notice, whether Welding Skills Workshops is able to fill the spot with another participant or not. **No refunds if you fail to show up as scheduled.**

### Rescheduling

Participants may reschedule their workshop if they provide written instructions 30-days in advance of their scheduled workshop without a rescheduling fee. **Welding Skills Workshops reserves the right to reschedule a workshop if enrollment drops to less than three participants.** If a participant wishes to reschedule their workshop with at least 7 days notice, Welding Skills Workshops will attempt to reschedule the participant to both our mutual satisfactions. There is a \$25 rescheduling fee per change.

Participants who call in the same business day with a valid reason, such as having to work during their scheduled class or a medical emergency, may be rescheduled one time only, at the instructor's discretion; and **Participants must provide validation in writing and pay a \$100 rescheduling fee.** If participant fails to provide written validation, missed class time is not rescheduled. Participants who call in to reschedule more than once, call in to reschedule a weekend program within 24 hours of their scheduled program, leaves early or call in after their scheduled class has begun are not excused. Missed class time is either deducted from their program or concludes their program, at the instructor's discretion. **There is no refund for missed class time.**

### Curriculum

All workshop curriculums consist of 2 to 3 hours of welding safety lecture with a written safety test, 1 to 2 hours of instruction in specific weld method, and 1 to 2 hours of machine controls and welding wire selection. The 16 hour workshop curriculum includes 9 to 12 hours of hands-on welding. Longer workshops have proportional additional time allocated for more specific training and hands-on-welding.

### Guests

There are no guests or children allowed during workshop sessions. If participant brings guest(s) or child(ren) to their workshop, the instructor or test supervisor may immediately terminate training or testing. No refund shall be issued and there is no rescheduling of the missed class time.

### Equipment, Protective Equipment & Hand Tools

Welding Skills Workshops will supply the necessary welding equipment for each station, all practice materials and filler metals. Loaner protective equipment (face shield, welding helmet, leather cape and bib) and hand tools are available for check-out at the workshop. If you prefer to bring your own protective equipment, we can provide you with a list. The instructor has the option to inspect your equipment as a safety precaution. Excessively worn, scratched or damaged equipment will not be allowed.

The participant, or the Company or Agency sponsoring the participant, is responsible for the replacement cost of any items damaged or not returned. For sanitary reasons we do not loan welding caps or gloves. We recommend that you bring your own gear, if possible. Welding caps and gloves will be available for purchase at the workshop.

### Safety Rules and Testing

All participants are required to attend the workshop's safety lecture and pass the safety test before they will be allowed to weld.

*I have read and understand the information on this page. Initials: \_\_\_\_\_*

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### Medical Care and First Aid

Participants are not covered by Welding Skills Workshops or Welding Service Company's insurance or industrial compensation. Participants are responsible for the expense of their own medical treatment. Self-service first aid station(s) are available at the workshop to treat minor injuries or burns. Locations and use of self-service first aid will be discussed during the classroom portion of your workshop.

### Safety and Clothing

Required safety wear consists of:

- Closed-toe, high-top leather shoes, preferably steel toe work-boots. Sandals, cloth or fabric athletic shoes are not permitted.
- Long sleeve shirt, either button-up style or t-shirt style in order to reduce your neck's exposure to ultra-violet rays which are produced when welding (no rayon, nylon or silk, which may melt)
- Long pants, no cuffs or baggies
- Safety glasses (optional)

Do not wear hair gels, mousse or sprays. Long hair must be pulled back and secured. No jewelry or watches are permitted. Absolutely no shorts, short sleeve shirts, baggy clothing and/or clothing with holes or frayed ends. Long Sleeve Coveralls, non-flammable (no nylon) are an acceptable option instead of long sleeve shirt and long pants. **If a participant arrives in inappropriate clothing, the instructor has the right to deny their access to the facility and no refund will be issued.**

### Termination / Dismissal

Welding Skills Workshops (WSW) reserves the right to terminate training or testing; and no refund shall be issued and no rescheduling of the missed class time. **There is no use in any form or possession of any illegal drugs, alcohol or other controlled substance while attending a workshop.** If a participant returns from lunch or break and if, in the judgement of the instructor or test supervisor, they are under the influence of an illegal drug, alcohol or other controlled substance, WSW may immediately terminate training or testing. If a participant exhibits violence, insubordination or inappropriate language toward any Workshop staff or another student, WSW may immediately terminate training or testing. The instructor or test supervisor may request the other participants to witness the termination paperwork and one copy will be supplied to the dismissed participant. **If, in the judgment of the instructor or test supervisor, a participant fails to comply by the safety rules, testing procedures or interferes with another who is testing, WSW may immediately terminate training or testing.**

### Complaint / Grievance

In the event a participant has concerns or complaints against Welding Skills Workshops, the steps for filing the complaint and resolving the problem would be as follows:

- 1.) Discuss the matter with the instructor;
- 2.) Discuss the matter with the General Manager;
- 3.) Should it become necessary, submit the complaint in writing to Welding Service Company, 181 Wineville Avenue, Unit A, Ontario, Calif. 91761 USA. The complainant will be kept informed as to the status of the complaint as well as the final resolution.

### Recording

There is no video or audio recording of the workshop sessions.

### Extra Day or Half Day Practice Session

Any participant who has successfully completed a workshop may return to practice their skills by enrolling in an extra day or half day, depending upon space availability. This cost is \$50 per hour with a 4-hour minimum, plus applicable material fee. You must schedule this extra time in advance, no walk-ins. To avoid disrupting the existing workshop in progress, **no large personal projects or vehicles are allowed** during this extra day or half day practice session.

### Transportation, Lodging and meals

Participants are responsible for their own transportation, lodging and meals.

### Release of Liability:

I, \_\_\_\_\_, hereby waive in advance any and all actions or causes of action and claims for injury or property damage which I may have, or which may hereafter accrue to myself, my heirs or other successors as a result of my participation in any activity, or activities incidental thereto, sponsored by Welding Skills Workshops, a division of Welding Service Company, in the attached enrollment package. This is intended to release and hold harmless Welding Skills Workshops and/or Welding Service Company and its owners, officers, employees, contractors and agents.

I understand that I must be in good health prior to participating in the activity. I understand that serious accidents occasionally occur to participants during such activities and that hazardous materials are present during such activities. Knowing these risks, I expressly assume those risks and agree that under no circumstances will I, or any of my heirs or successors present any claim against Welding Skills Workshops and/or Welding Service Company and its owners, officers, employees, contractors and agents.

Participants permit the taking of photographs of themselves by Welding Skills Workshops during such activities to be used in publications and/or websites.

I HAVE READ THE FOREGOING AND ACKNOWLEDGE THAT I AM GIVING UP IMPORTANT LEGAL RIGHTS BY SIGNING THIS AGREEMENT.

Participant's Signature is required:

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