

# BYERS TECHNICAL INSTITUTE

Course Catalog

2017



**Byers Technical Institute 2694 Glasgow Highway Buena Vista, Virginia 24416**

**Telephone: (540) 258-1028**

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## Byers Technical Institute

### 2017 Catalog

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# BYERS TECHNICAL INSTITUTE

## *About Byers Technical Institute*

### **Mission Statement**

Byers Technical Institute is dedicated to providing individuals with the knowledge and hands on training to enter the workforce prepared for a successful career. Our focus is to provide technical training and impart a positive work ethic necessary to meet and exceed industry standards. BTI is committed to keeping pace with the ever changing industry demands and advancements. Student success is the number one priority.

### **Purpose**

The purpose of Byers Technical Institute is to respond to the educational and training needs of the communities we serve through cooperative efforts with businesses, schools, organizations, government, students, and prospective employers. BTI provides educational opportunities through curricula in practical technical programs that are designed to prepare a student for direct entry into the workplace upon successful completion of the program. We offer up-to-date programs while providing a great foundation on which students can build a career.

### **Our History**

As the demand for well trained and qualified trades people continues to increase, founders Tim and Ron Byers (President and Sr. Vice President of Byers, Inc.) had a vision to help fulfill this demand by opening a technical training center.

This vision became a reality when Byers Technical Institute opened in 2017. BTI is certified by the State Council of Higher Education and a member of the National Safety Council and American Welding Society.

**Contact information: Byers Technical Institute**  
**2694 Glasgow Highway**  
**Buena Vista, VA 24416**

**Telephone: (540)-258-1028**  
**Fax: (540)-258-1038**

## **Ownership and Faculty Information**

Timothy W. Byers - Owner / President  
Ronald L. Byers - Owner / Senior Administrator  
Walt M. Johnson - Assistant Administrator / Senior Instructor  
Author R. Stone - Instructor  
Kristina Ayres - Business Manager  
R. P. Scruggs - Student Admissions / Financial Aid

## **Approvals**

Byers Technical Institute is certified to operate by the State Council of Higher Education of Virginia.

## **Memberships**

American Welding Society  
National Safety Council

## **Facilities/Equipment/Library**

Byers Technical Institute is a 9,000 sq. foot facility with modern and spacious shops, laboratories, and classrooms. Each department is equipped to meet its specific training requirements. The laboratories and shops are similar to many of the environments in which students will be working following graduation. Training aids and simulators are provided to enhance understanding of theory. Classrooms are equipped with a variety of training aids such as textbooks, instructional workbooks, historical books, industry code books, safety regulations, DVD instructional videos and internet access

## Training Methods

Welding training is skills-based, and is continually updated to reflect the best industrial practices. We follow specific performance objectives and programs are designed to meet specific criteria for each phase of training. We use four proven forms of instruction.

1. **Lecture/discussion** with audio visual aids to introduce key concepts.
2. **Demonstration** to model proper technique.
3. **Supervised individual practice** with one-on-one instructor coaching to give students an opportunity to incorporate new skills.
4. **Systematic practical and written testing** to ensure that students have mastered key concepts and skills. Weld testing (fracturing, bending or sectioning) is a major part of each skill course to help overcome the fear of on-the-job qualification tests. Activities include classroom instruction, lab practice, simulated work environments, and actual job site experience.

An Advisory Committee will also evaluate the school's program success annually (sooner if deemed necessary) to ensure program success and improvement if needed. This will be done by student academic records and employment/placement records.

## Hours of Operation

|                  |                      |                       |
|------------------|----------------------|-----------------------|
| Office Hours:    | Monday thru Thursday | 8:00 a.m. - 4:00 p.m. |
| Class Schedules: | Monday thru Thursday | 8:00 a.m. - 4:30 p.m. |
|                  | Friday (open shop)   | 9:00 a.m. - 3:00 p.m. |
| Evening Class:   | Monday thru Thursday | 5:00 p.m. - 9:30 p.m. |

## Class Size

We offer a student/teacher ratio of 12:1 for all labs. Classroom instruction is limited to 24 students. At BTI we want to ensure adequate one-on-one time with each student.

## Holidays

|                        |          |        |                 |               |         |
|------------------------|----------|--------|-----------------|---------------|---------|
| Martin Luther King Day | 1/16     | 1 day  | Labor Day       | 9/4           | 1 day   |
| Easter                 | 4/14     | 1 day  | Thanksgiving    | 11/20 - 11/24 | 5 days  |
| Memorial Day           | 5/29     | 1 day  | Christmas break | 12/22 - 1/2   | 11 days |
| Independence Day Break | 7/3 -7/7 | 5 days |                 |               |         |

# BYERS TECHNICAL INSTITUTE

## *Course Information*

### **Combination Pipe Welding Program**

AWS/ASME Certified Pipe Welder

Certified Forklift Operator

OSHA 10 Safety Certification

First Aid/CPR Certification

The Byers Technical Institute – Combo Pipe Welding Program is a 40 week/1344 clock hours welding program which includes 23 individual modules that will prepare a student to enter the welding field at the Journeyman level. At the completion of the program the student will take one (1) Structural and (2) Pipe welding AWS certification test. Students successfully completing the program will also receive a Forklift Operator certification, First Aid CPR certification, and a 10-hour OSHA training certification and a Diploma.

**Classes will begin on the first Monday of each month (excluding holidays)**

40 Weeks

1344 Clock Hours

\$11,424.00 Tuition

\$400.00 Safety Equipment and Tool Package

\$125.00 Book Fee

### Modules

1. Welding Safety
2. Oxyfuel and Plasma Cutting
3. Basic SMAW (Stick)
4. Basic GMAW (MIG)
5. Advanced SMAW – Structural / Pre Pipe
6. SMAW Pipe
7. Basic GTAW (TIG)
8. Advanced GTAW – Pre Pipe & Aluminum
9. GTAW Pipe
10. GTAW/SMAW Heavy Wall Pipe
11. GTAW Stainless Steel Pipe
12. Advanced GMAW – Structural / Pre Pipe

13. GMAW/FCAW Pipe
14. SMAW Pipe Downhill
15. Introduction to Blueprint Reading / Welding Symbols
16. Welding Inspection, Procedures and Qualification
17. Welding Metallurgy
18. Advanced Blueprint Reading / Introduction to Piping Systems
19. Basic Rigging
20. Pipe / Structural Fitting
21. Forklift Operator Certification
22. First Aid/CPR
23. OSHA 10 hour

**Welding Safety-** 2 days (16 clock hours)

**Objective:** To understand welding shop safety rules and use welding/cutting/grinding equipment in a safe manner that protects the student and everyone in the welding shop from injury.

**Content:** The student will receive instruction on rules for the welding shop and classroom environment concerning personal conduct and safety. The instructor will provide explanation and demonstration on the proper use of PPE (Personal Protective Equipment) required in the shop. Specific instruction on the use of hand and power tools will be given and each student will demonstrate the ability to operate each tool safely.

**Testing:** Students will successfully pass a written safety/personal conduct test before being allowed to continue in the program.

**Oxy-Fuel/Plasma Cutting -** 1 week (32 clock hours)

**Objective:** To safely set up and operate Oxyacetylene and Plasma cutting equipment and begin using this equipment to prepare various types of metal for the welding process.

**Content:** Students will receive instruction on the safe operation of Oxyacetylene and Plasma cutting equipment using manual and automatic processes. This includes set up and storage of this equipment. Students will demonstrate the ability to cut metal from 3/16" to 1" on plate and pipe. These hands-on skills will be used and developed throughout the duration of the program.

**Testing:** The student must take and pass a written and hands-on test on the safe operation of oxyacetylene/plasma cutting equipment before being allowed to use this equipment for the remainder of the program.

**Basic SMAW (Stick)- 4 weeks (128 clock hours)**

**Objective:** To understand safe work practices using SMAW welding tools and equipment. At the successful completion of this module the student will produce quality multi-pass welds on fillet, lap and square groove welds in all positions using E6010 and E7018 electrodes.

**Content:** This module will introduce students to basic welding terms and definitions as well as understanding the proper setup of power sources and equipment. Students will demonstrate the safe setup and operation of SMAW welding equipment using their Personal Protective Equipment. The instructor will introduce the student to various weld joint designs, electrode selection and welding symbols. The student will weld on each of these welding joint designs using E6010 and E7018 welding rods in the Flat, Horizontal, Vertical and Overhead positions.

**Testing:** The student will be given 2 written test and 2 hands-on welding skill test during this module. The welding skill test will be scored by visual and dye-penetrant (PT) examination.

**Basic GMAW (MIG)- 2 weeks (64 clock hours)**

**Objective:** To understand safe work practices using GMAW welding tools and equipment. At the successful completion of this module the student will produce quality multi-pass welds on fillet, lap and square groove welds in all positions using the GMAW process.

**Content:** In this module students will become familiar with the equipment used to produce quality GMAW and FCAW welds. Students will weld on multiple welding joint designs in the Flat, Horizontal, Vertical and Overhead positions.

**Testing:** The student will be given 2 written test and 2 hands-on welding skill test during this module. The welding skill test will be scored by visual and dye-penetrant (PT) examination

**Advanced SMAW (Structural/Pre-pipe)- 3 weeks (104 clock hours)**

**Objective:** Produce quality groove welds on ½” and 1” carbon steel with backing using the SMAW process in the Horizontal, Vertical and Overhead positions. Successfully pass a guided bend test with open root 3/8” carbon steel plate using E6010 and E7018 electrodes in the Horizontal, Vertical and Overhead positions.

**Content:** Students will continue to develop their skills with the SMAW process welding on ½” thru 1” single V-groove plate with backing and 3/8” thru ½” open root single V-groove plate. Students will also be introduced to AWS and ASME codes and testing procedures.

**Testing:** Students will be given 2 written test and 2 guided bend test on 1” and 3/8” single V-groove welds using carbon steel plates.



**SMAW Pipe**- 4 weeks (136 clock hours)

**Objective:** To successfully pass a guided bend test in the 6G position on 6” and 2” carbon steel pipe using E6010 (root) and E7018 (fill).

**Content:** Students will learn to prepare pipe for SMAW welds and weld carbon steel pipe using E6010 and E7018 electrodes in the 2G, 5G, and 6G Positions.

**Testing:** The student will take 1 written and 2 guided bend test on carbon steel pipe in the 6G position.

**Basic GTAW**- 3 weeks (96 clock hours)

**Objective:** To understand safe work practices using GTAW welding tools and equipment. At the successful completion of this module the student will produce quality multi-pass welds on fillet, lap and square groove welds in all positions using the GTAW process on carbon steel, stainless steel and aluminum.

**Content:** In this module students will become familiar with the equipment used to produce quality GTAW welds. Students will weld on multiple welding joint designs in the Flat, Horizontal, Vertical positions.

**Testing:** Students will take 2 written and 2 visual hands on GTAW skill test during this module.

**Advanced GTAW (pre-pipe)** – 1 week (32 clock hours)

**Objective:** Successfully pass a 3/8” open root guided bend test on carbon steel plate in the horizontal, vertical and overhead positions.

**Content:** Students will learn to prepare test coupons for GTAW welding and perform an open root weld using the GTAW process.

**Testing:** Students will be given 1 written test and 1 open root visual and guided bend test on carbon steel plate.

**GTAW Pipe** – 4 weeks (128 clock hours)

**Objective:** Pass a 2” open root pipe test on carbon steel pipe in the 6G position using the GTAW process.

**Content:** Students will be instructed on preparing pipe coupons for welding with the GTAW process. Open root welds will be made in the 2G, 5G and 6G positions on 6”, 4” and 2” carbon steel pipe.

**Testing:** The student will be given 1 written and 1 guided bend test on 2” carbon steel pipe using the GTAW process in the 6G position.

**GTAW/SMAW Heavy Wall Pipe** – 2 weeks (72 clock hours)

**Objective:** To successfully pass a 2” heavy wall open root pipe test in the 6G position with a GTAW root and SMAW fill.

**Content:** Students will combine the GTAW and SMAW skills to weld on 6”, 4” and 2” heavy wall carbon steel pipe.

**Testing:** The student will be given a 2” carbon steel heavy wall GTAW open root 7018 fill pipe test in the 6G position.

**GTAW Stainless Steel Pipe** – 2 weeks (64 clock hours)

**Objective:** To successfully pass a visual open root weld test on 4” and 2” schedule 10 stainless steel pipe.

**Content:** Students will learn the process of purging stainless steel pipe for welding open root welds on sch. 10 and sch. 40 pipe.

**Testing:** Student will be given a visual open root pipe test in the 6G position on 2” schedule 10 pipe.

**Advanced GMAW (Pre-pipe)** – 1 week (32 clock hours)

**Objective:** To successfully pass an open root guided bend test on carbon steel plate using the GTAW and FCAW process.

**Content:** Students will weld on open root carbon steel plate using the GTAW and FCAW process. To prepare for open root pipe welding using the same process.

**Testing:** Students will be given a guided bend test on carbon steel plate using the GMAW root and FCAW fill process.

**GMAW/FCAW Pipe** – 2 weeks (64 clock hours)

**Objective:** To successfully pass an open root 6” carbon steel pipe test using GMAW open root FCAW fill.

**Content:** Students will receive instruction on using the GMAW process to weld open root pipe with a FCAW fill.

**Testing:** The student will be given a guided bend test on carbon steel pipe using the GMAW and FCAW processes.

**SMAW Downhill Pipe** – 2 weeks (64 clock hours)

**Objective:** To successfully produce downhill open root pipe welds in the 5G and 6G positions.

**Content:** In this module students will weld 6” schedule 80 pipe in the 5G and 6G positions using a downhill progression using E7010 electrodes. Students will also become familiar with the fit up and welding methods of the API branch welding test.

**Testing:** Students will be given a hands on welding skill test on 6” sch. 80 carbon steel pipe with E7010 electrodes in the 6G position welding with a downhill progression. This test will be scored by a guided bend and nick break test.

**Introduction to Blueprint Reading** – 2 days (16 clock hours)

**Objective:** To develop an introductory level of understanding welding symbols, basic lines and views, dimensions and details used in construction and fabrication industries.

**Content:** The student will receive instruction on forms of measurement and a basic overview of fabrication, mechanical and structural drawings. Welding symbols will also be introduced in this module.

**Testing:** The student will be given 1 written test in this module.

**Welding Inspection/Procedures and Qualification** – 2days (16 clock hours)

**Objective:** To understand the various types of weld inspection and to have the information needed to interpret and weld according to a specific written welding procedure.

**Content:** Introduction of Visual, PT, MT, UT and Radiographic testing of welds. Review the contents and purpose of a written welding procedure.

**Testing:** The student will be given 1 written test during this module.

**Basic Metallurgy** – 2 days (16 clock hours)

**Objective:** To develop a basic understanding of Ferrous and Nonferrous metals and their welding ability.

**Content:** In this module the student will gain an understanding of heat input and heat affected zones due to welding as well as the effects of moisture in Carbon and low alloy steels and how they are affected. The identification of various metals and the purpose of stress relieving of welds will also be introduced.

**Testing:** The student will receive on written test in this module.

**Advanced Blueprint Reading / Introduction to Piping Systems** – 2 weeks (64 clock hours)

**Objective:** To develop an understanding of mechanical, structural and fabrication drawings and to become familiar with various piping and structural systems.

**Content:** The student will develop the math skills necessary to succeed in the construction and fabrication industry as well as become confident in understanding drawing details, notes, specifications, dimensions and section views of mechanical and structural drawings. Various piping and structural support systems will be introduced in this module. This information will be expanded on in the Pipe/Structural Fitting module.

**Testing:** The student will be given 2 written test during this module.

**Basic Rigging** – 3 days (22 clock hours)

**Objective:** To understand basic rigging equipment and how to use this equipment safely.

**Content:** During this module the student will learn basic rigging techniques and the equipment necessary to safely perform these operations. Hand signals for crane flagging will introduced in this module.

**Testing:** Students will take 1 written test during this module.

**Pipe/Structural Fitting** – 4 weeks (152 clock hours)

**Objective:** To weld and fit pipe and structural supports in a simulated industrial/commercial environment.

**Content:** Students will spend 4 weeks using the skills learned in previous modules to read drawings, take measurements, fit weld and install pipe and supports in realistic industrial/commercial conditions. Special attention will be given to working safely and following specific instructions given by a supervisor. The math, blueprint reading, cutting and rigging skills will be used to complete this module.

**Testing:** One combined written and hands-on fitting/welding test will be given during this module.

**Forklift Operator Certification** – 1 day (8 clock hours)

**Objective:** To safely operate industrial and extended boom forklifts on a jobsite.

**Content:** A certified forklift instructor will give 8 hours of forklift operations instruction using textbook, video and hands-on instruction.

**Testing:** One written and one hands-on examination will be given and certificate and operator's card will be given to students who successfully pass this module.

**First Aid/CPR** - 1 day (8 clock hours)

**Objective:** To become certified in First Aid and CPR.

**Content:** A certified CPR and First Aid instructor will give students the current course necessary to become certified in each skill.

**Testing:** The student must pass a written and hands-on test for each skill to receive their certification.

**OSHA 10 Hour for Construction** – 2 days (10 clock hours)

**Objective:** To receive an OSHA 10-hour Certification

**Content:** An OSHA authorized construction trainer will give the OSHA 1926 for construction training class.

**Testing:** Students will receive the required written test in accordance with OSHA training requirements.

## **Accelerated Welding Program**

AWE/ASME Certified Welder  
Certified Forklift Operator

OSHA 10 Safety Certification

The Accelerated Welding Program is a 10 module course that will prepare a student with little or no welding experience for an entry level structural, fabrication or pipe welding position in commercial/industrial construction, fabrication, industrial maintenance and pipeline construction. This program also allows students who have previous welding experience to begin training at their level of experience. Students will train in the Byers Technical Institute welding lab for 32 hours per week for a total of 13 weeks. At the successful conclusion of this program the student will take two (2) welding certification exams according to AWS code D1.1 certification of welders & ASME Section IX certification of welders. Students who successfully complete the program will also receive an industrial/extended boom forklift operator certification and a 10-hour OSHA training certification. Upon completion of the AWP the student will receive a Program Completion Certificate.

**Classes will begin on the first Monday of each month (excluding holidays)**

13 Weeks

416 Clock Hours

\$3,536.00 Tuition

\$400.00 Safety Equipment and Tool Pack

\$125.00 Book Fee

### Modules

1. Welding Safety
2. Oxyfuel and Plasma Cutting
3. Basic SMAW (Stick)
4. Basic GMAW (MIG)
5. Advanced SMAW – Structural / Pre Pipe
6. SMAW Pipe
7. Basic GTAW (TIG)
8. GTAW Pipe
9. Forklift Operator Certification
10. OSHA 10 Hour

## **Welding Safety**

**Objective:** To understand welding shop safety rules and use welding/cutting/grinding equipment in a safe manner that protects the student and everyone in the welding shop from injury.

**Content:** The student will receive instruction on rules for the welding shop and classroom environment concerning personal conduct and safety. The instructor will provide explanation and demonstration on the proper use of PPE (Personal Protective Equipment) required in the shop. Specific instruction on the use of hand and power tools will be given and each student will demonstrate the ability to operate each tool safely.

**Testing:** Students will successfully pass a written safety/personal conduct test before being allowed to continue in the program.

## **Oxy-Fuel/Plasma Cutting**

**Objective:** To safely set up and operate Oxyacetylene and Plasma cutting equipment and begin using this equipment to prepare various types of metal for the welding process.

**Content:** Students will receive instruction on the safe operation of Oxyacetylene and Plasma cutting equipment using manual and automatic processes. This includes set up and storage of this equipment. Students will demonstrate the ability to cut metal from 3/16” to 1” on plate and pipe. These hands-on skills will be used and developed throughout the duration of the program.

**Testing:** The student must take and pass a written and hands-on test on the safe operation of oxyacetylene/plasma cutting equipment before being allowed to use this equipment for the remainder of the program.

## **Basic SMAW (Stick)**

**Objective:** To understand safe work practices using SMAW welding tools and equipment. At the successful completion of this module the student will produce quality multi-pass welds on fillet, lap and square groove welds in all positions using E6010 and E7018 electrodes.

**Content:** This module will introduce students to basic welding terms and definitions as well as understanding the proper setup of power sources and equipment. Students will demonstrate the safe setup and operation of SMAW welding equipment using their Personal Protective Equipment. The instructor will introduce the student to various weld joint designs, electrode selection and welding symbols. The student will weld on each of these welding joint designs using E6010 and E7018 welding rods in the Flat, Horizontal, Vertical and Overhead positions.

**Testing:** The student will be given 2 written test and 1 hands-on welding skill test during this module. The welding skill test will be scored by visual and dye-penetrant (PT) examination.

### **Basic GMAW (MIG)**

**Objective:** To understand safe work practices using GMAW welding tools and equipment. At the successful completion of this module the student will produce quality multi-pass welds on fillet, lap and square groove welds in all positions using the GMAW process.

**Content:** In this module students will become familiar with the equipment used to produce quality GMAW and FCAW welds. Students will weld on multiple welding joint designs in the Flat, Horizontal, Vertical and Overhead positions.

**Testing:** The student will be given 1 written test and 1 hands-on welding skill test during this module. The welding skill test will be scored by visual and dye-penetrant (PT) examination

### **Advanced SMAW (Structural/Pre-pipe)**

**Objective:** Produce quality groove welds on ½” and 1” carbon steel with backing using the SMAW process in the Horizontal, Vertical and Overhead positions. Successfully pass a guided bend test with open root 3/8” carbon steel plate using E6010 and E7018 electrodes in the Horizontal, Vertical and Overhead positions.

**Content:** Students will continue to develop their skills with the SMAW process welding on ½” thru 1” single V-groove plate with backing and 3/8” thru ½” open root single V-groove plate. Students will also be introduced to AWS and ASME codes and testing procedures.

**Testing:** Students will be given 2 written test and 2 guided bend test on 1” and 3/8” single V-groove welds using carbon steel plates.

### **SMAW Pipe**

**Objective:** To successfully pass a guided bend test in the 6G position on 6” carbon steel pipe using E6010 (root) and E7018 (fill).

**Content:** Students will learn to prepare pipe for SMAW welds and weld carbon steel pipe using E6010 and E7018 electrodes in the 2G, 5G, and 6G Positions.

**Testing:** The student will take 1 written and 1 guided bend test on carbon steel pipe in the 6G position.



## **Basic GTAW**

**Objective:** To understand safe work practices using GTAW welding tools and equipment. At the successful completion of this module the student will produce quality multi-pass welds on fillet, lap and square groove welds in all positions using the GTAW process on carbon steel, stainless steel and aluminum.

**Content:** In this module students will become familiar with the equipment used to produce quality GTAW welds. Students will weld on multiple welding joint designs in the Flat, Horizontal, Vertical positions.

**Testing:** Students will take 1 written and 1 visual hands on GTAW skill test during this module.

## **GTAW Pipe**

**Objective:** Pass a 2” open root pipe test on carbon steel pipe in the 6G position using the GTAW process.

**Content:** Students will be instructed on preparing pipe coupons for welding with the GTAW process. Open root welds will be made in the 2G, 5G and 6G positions on 6”, 4” and 2” carbon steel pipe.

**Testing:** The student will be given 1 written and 1 guided bend test on 2” carbon steel pipe using the GTAW process in the 6G position.

## **Forklift Operator Certification**

**Objective:** To safely operate industrial and extended boom forklifts on a jobsite.

**Content:** A certified forklift instructor will give 8 hours of forklift operations instruction using textbook, video and hands-on instruction.

**Testing:** One written and one hands-on examination will be given and certificate and operator's card will be given to students who successfully pass this module.

## **OSHA 10 Hour for Construction**

**Objective:** To receive an OSHA 10-hour Certification

**Content:** An OSHA authorized construction trainer will give the OSHA 1926 for construction training class.

**Testing:** Students will receive the required written test in accordance with OSHA training requirements.

# BYERS TECHNICAL INSTITUTE

## *Academic Policies and Procedures*

### **Attendance Policy**

Byers Technical Institute believes students should follow a policy of regular attendance and punctuality to receive maximum benefit from their educational experience. Solid work habits and personal accountability are qualities highly valued by prospective employers.

All attendance and absences are recorded. Students are required to be on time for each class; to participate in each class and laboratory session; to honor break times; and to remain at the BTI through the completion of the scheduled daily program. Students are required to be in their assigned area. Students loitering in other areas may be counted absent for the time spent away from their area. Notify your instructor if you need to be away from the area. Absence(s), being tardy, leaving early or cutting classes will be causes for interruptions, rescheduling classes, probation, suspension, or dismissal.

Note: Once you have missed too much time in a course(module), you will not be permitted to finish the hours in that course(module). You will need to reschedule with your instructor and repeat the entire course(module) at the individual course(module) tuition rate.

You are expected to notify your instructor when you can't report at your scheduled time regardless of the reason. The only exception will be when an extreme emergency exists not permitting you to call.

The number to call 8:00 a.m. - 4:00 p.m. is (540)-258-1028

It is the responsibility of all students to follow BTI guidelines and rules. Attendance and conduct requirements for the class schedule are strictly enforced. Any cause for absence must be documented and presented to BTI at the next class period. If the absence is prolonged, a notification by telephone or first class mail is required. Students who are more than 5 minutes late to class will be considered tardy (this includes arriving in the morning and returning from lunch).

Every absence is considered unexcused unless accompanied by a doctor's note or on an individual basis. Late arrival is considered being tardy is unexcused. Each absence whether excused or unexcused is counted as an absence. However, only unexcused absences are counted against you.

Tardiness not only takes away from the student education, but it also interrupts the class, therefore taking away from other students. If a student arrives after each class begins, you are considered late, whether 5 minutes or 15 minutes.

More than three times of being tardy in one academic term is considered an unexcused absence. If a student misses more than 10% of the total clock hours of the program the student may be required to make up the missed time. It is a student's responsibility to contact Byers Technical Institute if they are going to be absent. A student who has not been in class for more than 14 consecutive calendar days will be administratively withdrawn from class.

Each student is responsible to make up any missed assignments due to being absent. The student must make arrangements with the Instructor to ensure all assignments are made up or arranged to be made up.

If a student has more than 3 unexcused absences, the student will be placed on academic probation for the remaining academic term. If the student is present for the remaining academic term with no absences or tardiness the probation will be dismissed. If the student is administratively withdrawn from the class, the student will have to wait until the following academic term to enroll in class again.

Should a student know he/she will miss more than 3 days, the student will need to fill out a leave of absence form which can be obtained from the office. Should the absence be for a medical issue, a written note from the doctor must be attached to the leave of absence form. The student will still be responsible to make up any missed assignments.

***Any time missed is considered an absence. Absences include personal illness, illness in the family, death in the family and legal matters. You are expected to be in attendance for all classes.***

#### **Definitions of types of absences**

Excused - received advance permission from your instructor

Unexcused - an absence that was not pre-scheduled or authorized by your instructor

Tardy - 5 minutes late for class

Full Day - standard 8 hour class

The student will be required to reschedule the class when an absence exceeds 15% of a module's clock hours.

## Leave of Absence

Students should make every attempt to avoid any disruption to their training. If a student must interrupt attendance for any reasons beyond the student's control (illness, family emergency, military duty, etc.) the student may request a leave of absence. A student must submit a request for a leave of absence in writing to the Instructor prior to the leave of absence, and all requests must be approved. A leave of absence may extend until the next scheduled term or a longer period if approved by BTI. A student is normally allowed only one leave of absence in any 12-month period. BTI may grant an additional leave of absence for unforeseen circumstances. This may not exceed 180 days.

In the event a student does not resume attendance on the return date and has not contacted BTI, the student will be administratively withdrawn from the class and the refund will be based on the determined withdrawal date.

## Grading

Course grades are derived from weekly tests, daily professionalism evaluations, completion of shop objectives, homework assignments, and final examinations. The instructor averages each academic area and assigns a course score as follows:

| <u>Numerical Grade</u> | <u>Grade Point Average</u> | <u>Letter Grade</u> |
|------------------------|----------------------------|---------------------|
| 90-100                 | 4.0                        | A                   |
| 80-89                  | 3.0                        | B                   |
| 70-79                  | 2.0                        | C                   |
| 0-69                   | 0.0                        | F                   |
| Incomplete             | 0.0                        | I                   |
| Withdrawal             | 0.0                        | W                   |

In order to pass a module, the student must complete the final examination for that class and achieve an overall class grade of 2.0 "C". In order to graduate from a program and receive a diploma or certificate, the student must have a cumulative grade point average (GPA) for the program of at least 2.0 at the time of graduation. If a grade of "I" is given because of the need for a make-up examination, the make-up examination must be completed within two weeks of the end of the module.

Students will receive their grades at the end of each module both electronically and in written form.

Each student is measured and graded in the following areas:

**Welding Skill:** Welding skill tests are performed throughout the training. Each test is prepared and tested according to American Welding Society, American Petroleum Institute, American Society of Mechanical Engineers.

**Welding Knowledge:** The student completes written knowledge tests after each phase of training.

**Attitude:** Students are also evaluated on safety habits, time management, care of equipment, use of materials, attendance, promptness in completing assignments, and cooperation with instructors and other students.

Students must complete each individual module with a (c) 2.0 or greater to move on to the following module.

Students must repeat any module with an unsatisfactory grade before continuing training in the following module.

**Repeating a Module:** If a student repeats a module for reasons determined to be negligence on the part of the student, such as poor attendance, the student will incur a course repeat charge. Please contact our Admissions Office for details. Students will receive their grade upon completion of each module.

## **Make-Up Examinations**

A make-up test is an examination of equal or greater difficulty given in a subject area following, or in lieu of, an original examination. Only one make-up will be allowed per course. A student or faculty member may request an exception if special circumstances indicate that an exception to the policy warrants consideration. Students who miss an original (first administered) examination, for sufficient and documented reasons, may arrange with their instructor for a make-up examination and receive full credit upon approval of the Administrator. Make-up tests will normally be given the day the student returns to school. Written documentation of illness, medical or dental emergencies, work schedule conflicts, military duty assignments, court appearances, funerals, and family emergencies will be evaluated by the Administrator. Reasons for absence should be beyond the Student's control. Make-up work will be accepted at full credit after an absence is approved for sufficient and documented reasons. Make-up exams will be taken outside of student's normal school hours.

## **Make-Up Work**

Make up work for absences may be approved and scheduled with you instructor. Generally, make up work will be done on Fridays (open shop). As well as tutoring or personal advising. Other times outside a course's regularly scheduled class hours will be done by appointment.

## **Tutoring**

Students experiencing academic difficulty may request tutorial assistance from his/her instructor outside of normal school hours on any regularly scheduled class day by advanced arrangement with said instructor.

## **Transferable Credits**

BTI does not accept credits earned at other institutions.

BTI does not grant credit for life or work experience.

In the U.S. higher education system, transferability of credit is always determined by the receiving institution, taking into account such factors as course content, grades, and the school's accreditation and licensing status.

Students considering continuing their education at or transferring to other institutions must not assume that credits earned at BTI will be accepted by the receiving institution. An institution's accreditation does not guarantee that credits earned at that institution will be accepted for transfer by any other institution. A student who is considering a future transfer is encouraged to make contact with the receiving institution, as early as possible, to determine which BTI credits, if any, the institution will accept. BTI does not imply, promise, or guarantee transferability of its credits to any other institution.

## **Challenge Testing**

Although BTI recommends students complete all training modules in a specific program, individual modules may be challenged to receive financial credit and shorten the duration of training. Challenge tests must be completed (1) one week prior to the first class day of the module being challenged. The Director may make exceptions when warranted, based upon individual evaluation. Certain Modules are not eligible for challenge examinations. Students seeking to challenge a module must do so through the admissions department. Written examinations must be passed with a minimum score of 80%. Hands on / skill examinations will be scored according to the AWS code requirements of the test accompanying the module being challenged. A list of modules that may be challenged, test fees and financial credit given for modules that are successfully challenged is available through the admissions dept. Challenged modules must not exceed 25% of any program.

If you wish to bypass our introductory courses to enter advanced training you must pass practical welding and written prerequisite tests. Prerequisite testing is scheduled during the week prior to your starting date. Each student confirmation packet includes a schedule of prerequisite tests. All prerequisite testing must be completed prior to your start date. Any student failing a course is not allowed to do prerequisite testing in lieu of retaking the course. Any former student returning for additional training after an absence of more than one year may be required to take prerequisite testing to determine skill level. The Institute does not give credit for previous courses completed at other institutions.

Only one attempt to pass any prerequisite test will be allowed.

## **Graduation Requirements**

To graduate from a program a student must successfully complete all required courses and completed hours, maintaining a 2.0 grade point average, meet all financial obligations, complete the program within the specified time frame and achieve all applicable skill proficiencies.

## **Student Records**

Student's records are records about current and former students that are maintained by public and private schools. Education records contain information about a student, such as: a student's name, address, and telephone number; a parent's or guardian's name and contact information; grades and test scores; discipline reports; documentation of attendance; schools attended; courses taken; awards conferred and degrees earned.

Byers Technical Institute will only give the student grades, attendance, and financial aid information to people that student selects. The student information will remain confidential and only be released to individuals if a signed Authorization of Release form is on file. Under The Family Educational Rights and Privacy Act of 1974 ( FERPA) a school or school district may disclose information from your education records without consent to specific entities, such as a State education office, or for specific purposes, such as to comply with a court order.

A student has a right to review his or her education records and financial records. The said student should submit to the President a written request of the documents of which they would like to inspect. BTI official will make arrangements of the time and place where the records may be reviewed. BTI has the right to charge for copies of documentation.

## **Student Conduct Policy**

It is the objective of the staff of BTI to conduct the programs in the best interest of each student. We must continually give consideration to discipline if we are to have a safe operation and the best use of time, talent and facilities.

While we believe most of our students are mature and success oriented and would follow rules even if they did not exist as Institute policy, there are students who may violate the rules. This violation not only affects the success of the violator, but also can affect the success of other students and the effectiveness of our staff.

All students are expected to conduct themselves in a manner appropriate to a professional work environment. The staff and faculty are to be treated with respect. The staff and faculty will observe the same standards. Abusive behavior or derogatory comments directed to the staff or faculty may result in suspension or expulsion from school. A student is subject to disciplinary action up to and including withdrawal/ termination for:

- Failure to notify BTI if you are absent for any reason.
- Wearing or exhibiting clothing displaying obscene language, graphics, or pictures.
- Use of indecent, illegal, abusive, disruptive language and/or actions.
- Acts of dishonesty, including but not limited to cheating on quizzes, tests, papers, hands-on homework documentation, or other assignments; or plagiarism.
- Fraudulent activities including but not limited to willful misrepresentation by a student concerning qualification for admission, continuing eligibility as a student, current enrollment information, status or position at BTI.
- Forgery, alteration or misuse of school documents, records or identification.
- The unlawful possession, use, or distribution of illicit or prescription drugs on campus.
- Possession, use, intoxication, or being under the influence of alcohol while on campus.
- Possession of firearms or other weapons on campus.
- Gambling on campus.
- Any act or threat of physical assault or intimidation directed toward any member of the school community or any other individual on campus.
- Sexual harassment.
- Theft or attempted theft of BTI property, or any theft on campus.
- The defacing or destruction of BTI property.
- Continued violation of the BTI dress code. Insubordination in carrying out instructions of faculty or staff. Any refusal to abide with or violation of federal, state, or local regulations. Smoking in unauthorized areas. Smoking is not permitted in any school vehicle.
- Furnishing false information to/for or against any student, faculty member, or BTI employee.

Byer Technical Institute believes in the use of progressive discipline (verbal warning, written warning and dismissal). However, depending upon the circumstances (i.e., collective student history, seriousness of conduct, issues of safety, facts surrounding the conduct, etc.), Byer Technical Institute reserves the right to use or not use progressive discipline.



**To maintain discipline, the following action will be taken if rules are violated:**

The FIRST violation will be discussed by the instructor with the student to assist with any possible misunderstanding, to review the rules and to identify the consequences if there is continued violation. The first violation will be recorded in order to properly assess the severity of any future violations.

The SECOND violation will be discussed verbally by the Administrator with the student. There will be a written record, and the seriousness and results of a third violation will be discussed. The written record will become a permanent part of the student's file.

The THIRD violation will result in the student's dismissal. Information of the decision will be transmitted by telephone to home or a company sponsoring the student. A written record will be provided to the sponsor if requested.

However, depending among the circumstance (student history, seriousness of conduct, safety, etc.) BTI reserves the right to use or not use the progressive discipline. BTI will also notify the proper law enforcement authorities for the use, sale, possession of drugs or firearms while on campus.

## **Probation/Suspension/Dismissal**

Byers Technical Institute reserves the right to place on probation, suspend, or dismiss any student based on unsatisfactory performance, absence, or failure to comply with published rules. Any student with an open container of alcohol, drugs or weapons on Institute grounds or appears to be under the influence of drugs or alcohol is subject to immediate dismissal. Any student cheating on skill or written tests is also subject to immediate dismissal. Any student involved in a fight or expressing violence is subject to immediate dismissal.

**NOTE: The use, sale, or possession of drugs or firearms will result in immediate dismissal and notification of the proper authorities. Byers Technical Institute has a no firearms policy; no person shall possess, have under their possession or control.**

A student will have a waiting period of one year for readmission after being dismissed or terminated for any reason other than unsatisfactory grades or progress. A written request for readmission will be required if dismissed or terminated from Byers Technical Institute for reason other than unsatisfactory grades or progress. If applying for readmission, the student must meet with the Administrator at least three weeks prior to the term the students wishes to enroll. Readmission will be based upon an individual circumstance. The student is allowed one and only one readmission after being dismissed or terminated from BTI.

## **Readmission**

A student who voluntarily withdraws may be readmitted by submitting a new Admissions and Training Agreement/Enrollment Form. A student who has been dismissed or terminated by BTI for unsatisfactory grades may request readmission in writing, 6 months after the withdrawal or dismissal date. Readmission may be granted at the discretion of Byers Technical Institute based upon a review of individual circumstances.

## **Career Services**

BTI cannot guarantee graduates employment or a specific starting salary. Byers Technical Institute develops and maintains relationships with employers to determine hiring needs and to help facilitate employment of graduates in their field of study. BTI career services offers assistance in resume preparation, interview techniques, career/job market research, and job leads.

Students approaching graduation should make an appointment with career services at least 60 days prior to graduation about job placement assistance. Upon completion of this session and upon receipt of a resume from the student, BTI will begin circulating the resume to prospective employers.

# BYERS TECHNICAL INSTITUTE

## *Admission Policies*

### **Entrance Requirements**

Applicants must be 16 or older. If you are under 18, you must have a letter of consent from your parents or guardian. Byers Technical Institute has a written policy defining the minimum requirements for admission. Applicants must be at least 16 years of age or older, able to speak English, have the ability to lift five pounds with one hand and one arm and have good eyesight. If in question, an eye examination is recommended and corrective vision be completed (if required) prior to starting any training. Any physical limitations should be discussed with the Admissions Office prior to completing an application.

Byers Technical Institute welcomes students from all types of educational backgrounds and encourages homeschooled students to apply. Due to diverse nature of homeschooled requirements from state to state, please contact our Admissions office for details.

A high school diploma is preferred but not necessary for individual courses. However, you must have a high school diploma or GED certificate for the Combination Pipe Welding Program.

### **Admission Requirements**

To attend Byers Technical Institute all new students must:

1. Complete an Application.
2. Read and complete and Enrollment Agreement.
3. Sign and date the Enrollment Agreement along with your non-refundable registration fee of \$50 and high school diploma, GED or final transcript. Make your check or money order payable to Byers Technical Institute. Do not send cash in the mail. The \$50 registration fee must be paid before we can process your application. Submit at least 30 days before your desired start date.
4. Provide a U.S. high school diploma, GED certificate or completion of home school education (contact Admission Office for details).
5. Before beginning classes, each student must have made financial arrangements for tuition, books and supplies 30 days before your class start date. If you have any questions please contact the Admissions Office. **The total amount of tuition and fees must be paid 30 days prior to your first day of class. Please refer to page 32 of the catalog for the optional payment plan for the Combination Pipe Welding Program.**
6. BTI will acknowledge your enrollment or denial by email or letter.

### **Statement of Non-discrimination**

Byers Technical Institute does not discriminate on the basis of race, creed, color, national origin, ancestry, gender, sexual orientation, age, religion or disability and we strive to provide equal opportunities in our recruitment, admissions, educational programs, and employment.

# BYERS TECHNICAL INSTITUTE

## *Student Policies*

### **Cell Phones and Electronic Devices**

Cell phones and other portable electronic devices including iPods, cameras and recording devices must be turned off during class time to minimize classroom and lab disruptions as well as to protect the integrity of test taking situations.

### **Computer/Equipment Usage**

Computer users are expected to maintain standards of academic ethics and respect privacy. Users are not to access the private file of others. Using another student's user ID, password, program, or procedure constitutes invasion of privacy and may be considered grounds for enrollment termination. Computers and equipment are to be used only for Byers Technical Institute applications related to training. Access to computers and equipment must be approved by appropriate academic department heads. Only Byers Technical Institute personnel are authorized to install programs on the computers. Students are NEVER to install or use an unauthorized program on Byers Technical Institute computers. No personal software is permitted on any Byers Technical Institute computer. In addition, personal laptop computers and other personal communication devices may not be connected to the Byers Technical Institute network.

### **Dress Code**

Byers Technical Institute maintains a dress code that encourages both safety and professionalism. Trousers/pants should be clean and presentable and should not be worn in a manner that would prevent freedom of movement. Cutoffs, shorts, and sweatpants are not acceptable. All students must wear substantial leather work shoes and safety glasses in designated areas. Safety leather work shoes are required for all courses. Cloth, leather sports shoes (including steel-toed tennis or sports shoes) are not permitted. We recommend safety shoes with steel toes. Open-toed shoes or sandals are not permitted in Byers Technical Institute classroom or lab. Length of hair is not only a professional issue but also a safety concern. Hair worn long enough to present a safety hazard must be worn tucked inside the shirt collar, tied up, or put under a cap. Only ear studs less than ¼" are permitted. Earrings that dangle are not allowed.

## **Drug Free Campus/Workplace**

In accordance with Public Law 101-226 (Drug-Free Schools and Communities Act Amendments of 1989), Byers Technical Institute pursues and promotes a comprehensive program to prevent and correct the illegal use of drugs and the abuse of alcohol by students. The use of illicit drugs and alcohol can lead to physical and psychological dependence and damage, behavioral changes, and possible death. Even low doses may significantly impair judgment and coordination. BTI does not tolerate illegal drugs or alcohol on campus, and the use or possession of such substances on BTI grounds is sufficient cause for termination of a student's enrollment as well as referral of the case to appropriate legal authorities. Students are informed at orientation that the standards of conduct clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol; a clear statement of the specific sanctions to be imposed on student (consistent with local, state and Federal law); and a description of these sanctions, up to and including dismissal and referral for prosecution for violations of the standards.

## **Probation/Dismissal/Readmission**

Students whose cumulative grade point average falls below 2.0 will be placed on academic probation. Students receiving a course grade of less than 2.0 will be required to repeat the course at a the individual course tuition rate. A student repeating a course must score a 2.0 or better in the repeated course to be removed from probation or will be dismissed from BTI for unsatisfactory progress.

A student who had been dismissed from BTI due to unsatisfactory grades may request readmission in writing after a six-month period of time. BTI may grant readmission based upon the review of the individual circumstances.

Each student is expected to conduct themselves in a mature and professional manner. A student is subject to disciplinary action up to including termination for:

- Acts of dishonesty, including but not limited to: cheating on quizzes, test, plagiarism, or hands on assessments
- Forgery, alteration or misuse of school documents, records, or identification
- Unlawful possession, use, or distribution of illicit or prescription drugs on campus
- Possession, use, or intoxication, or being under the influence of drugs or alcohols while on campus
- Possession of firearms or other weapons on campus
- Gambling on campus
- Any act or threat of physical assault or intimidation directed towards any member of the school community or individual on campus
- Any act of sexual harassment
- Theft or attempted theft of BTI property or any theft on campus
- Defacing or destruction of BTI property
- Use of indecent, illegal, disruptive language and/or actions
- Insubordination in carrying out instructions of faculty or staff

- Any refusal to abide with or violation of federal, state, or local regulations
- Smoking in unauthorized areas
- Continued violation of the BTI dress code
- Furnishing false information to/for or against any student, faculty member or BTI employee

However, depending among the circumstance (student history, seriousness of conduct, safety, etc.) BTI reserves the right to use or not use the progressive discipline. BTI will also notify the proper law enforcement authorities for the use, sale, possession of drugs or firearms while on campus. Byers Technical Institute believes in discipline action (verbal warning, written warning, and dismissal).

A student will have a period of waiting one year for readmission after being dismissed or terminated for any reason other than unsatisfactory grades or progress. A written request for readmission will be required if dismissed or terminated from Byers Technical Institute for reason other than unsatisfactory grades or progress. If applying for readmission, the student must meet with the Administrator at least three weeks prior to the term the students wishes to enroll. Readmission will be based upon an individual circumstance. The student is allowed one and only one readmission after being dismissed or terminated for BTI.

## **Student Complaint/Grievance Procedure**

In the event a student has concerns or complaints against the Institute, the steps for filing the complaint and resolving the problem would be as follows:

1. Discuss the matter with his/her Instructor and/or Assistant Administrator
2. File a written complaint with the Administrator
3. File a written complaint with the President of BTI

Academic concerns should be discussed with the student's Instructor and/or Assistant Administrator first. If the matter is not satisfactorily resolved within 2 business days, the student should file a written complaint with the Administrator; allowing 5 business days to resolve the issue(s). Further resolution may be sought by filing a written complaint with the President, but only after exhausting the matter with the Instructor and/or Assistant Administrator and Administrator. Non-academic concerns should be taken to the Administrator. The President is the final source of assistance for issues unable to be resolved by the Instructor and/or the Administrator. Students desiring to file a complaint concerning sexual harassment, discrimination, policies and procedures, or any item of concern, may direct written correspondence to the President.

If the student does not feel that the school has adequately addressed a complaint or grievance the student can contact the State Council of Higher Education for Virginia (SCHEV) after the grievance process of the school has been exhausted.

SCHEV  
James Monroe Building  
101 North Fourteenth Street  
Richmond, Va. 23219

Phone: (804) 225-2600  
Fax: (804) 225-2604  
TDD: (804) 317-8017  
Web: [www.schev.edu](http://www.schev.edu)

No student will be subject to unfair action or treatment by any school official as a result of the initiation of a complaint.

## **Student Rights**

- Students are free to pursue their educational goals so long as they meet the learning and behavioral standards of Byers Technical Institute.
- Students have a right to a swift procedural due process in disciplinary and grievance matters.
- Students have the right to free inquiry, expression, and assembly, provided they do not interfere with the rights of others or with the effective operation of BTI.

## **Student Responsibilities**

To ensure an environment consistent with the mission, values and vision of Byers Technical Institute, your responsibilities include:

- Be accountable for your behavior and actions. Respect others property and the property of BTI
- Respect and preserve the rights of others and always be aware of their potential cultural differences.
- Ask for help from your instructor or administrator if you need of assistance.
- Report all violations of the rules and regulations to your administrator

# BYERS TECHNICAL INSTITUTE

## *Tuition, Fees and Refunds*

**Tuition and other applicable fees (such as books, safety equipment & tool package) must be paid in advance 30 days prior to the start date of your first class. If payment is not received by this date, you will not be allowed to start class. For the Combination Pipe Welding Program an optional payment plan is available. Please refer to page 32 of the catalog for details.**

### **REGISTRATION FEE**

Byers Technical Institute requires a \$50.00 registration fee before we can process your application. If you interrupt your training for 12 months, you must pay another \$50.00 registration fee before you can resume your training. (The registration fee is non-refundable)

### **Accelerated Welding Program**

Tuition - 3,536.00

Safety Equipment and Tool Package - \$400.00

Books - \$125.00

Other Fees - Transcript fee, \$5.00 per copy for normal processing and \$10.00 for urgent handling.

### **Combination Pipe Welding Program**

Tuition - \$11,424.00

Safety Equipment and Tool Package - \$400.00

Books - \$125.00

Other Fees - Transcript fee, \$5.00 per copy for normal processing and \$10.00 for urgent handling.



## **Payment of all program tuition and fees for students due as follows:**

### **Combination Pipe Welding Program**

**0-448 hours - 1st payment**

**449-896 hours - 2nd payment**

**897-1344 hours - 3rd payment**

Payment 1 is due 30 days prior to your scheduled start date for the 0-448 hour period.

Payment 2 is due by the beginning of your scheduled start date for the 449-896 hour period.

Payment 3 is due by the beginning of your scheduled start date for the 897-1344 hour period.

### **Accelerated Welding Program**

1 payment - due by Monday four weeks prior to your scheduled start date.

## **Start Date Postponement Policy**

In the event a program start date is postponed by Byers Technical Institute, the student is entitled to a full refund of all monies (excluding registration fee) paid to Byers Technical Institute. However, the student will have the opportunity to be considered first for the next class and not be subject to another registration fee in the future.

## **Cancellation Refund Policy**

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays of executing the enrollment agreement is entitled to a refund of monies paid (excluding the non-refundable registration fee).

**Other Cancellation:** An applicant requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of monies paid, less a maximum tuition fee of 15% of the stated costs of the course or \$100.00 whichever is less.

## **Withdrawal Procedure:**

- A. A student choosing to withdraw from school after the commencement of classes is to provide a written notice to the Administrator of Byers Technical Institute. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return from the leave of absence but fails to do so.
- C. A student will be determined to be withdrawn from Byers Technical Institute if the student misses seven consecutive days instructional days and all of the days at unexcused.
- D. All refunds must be submitted within 45 days of the determination of the withdrawal date.

## **Refunds will be determined as follows**

- A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost paid for the program.
- A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost paid for the program.
- A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost paid for the program.
- A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.

## **Refund Payments**

Any refunds due under the foregoing provisions to the student who properly cancels, withdraws, is discontinued, or fails to return from an approved leave of absence, will be refunded within forty five (45) days of the last date of attendance or within 45 days of the date the student failed to return from an approved leave of absence.. Refunds due by the student to other entities will be made within their required timeframes, but never more than 60 days after the last date of attendance.

## **Financial Aid**

Students needing financial assistance may apply for scholarships such as American Welding Society District Scholarship Program, Mike Rowe WORKS Foundation, or other student loan programs at participating banks such as Bank of Botetourt.

**BYERS TECHNICAL INSTITUTE**

**Credit Card Payment Form**

Byers Technical Institute  
2694 Glasgow Highway  
Buena Vista, VA 24426

Telephone: (540) 258-1028 Fax: (540) 258-1038

You may pay your registration fee, tuition, book fee, and safety equipment & tool package by using your MasterCard or Visa. If you wish to use this system of payment, please complete the following information and mail or fax it with your application. We can also accept credit card payments over the phone. Please call 540-258-1028.

Card Holder Name (please print) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

I wish to use a credit card to pay for the following:

(Specify amount)

Registration Fee \$ \_\_\_\_\_ Tuition \$ \_\_\_\_\_ Book Fee \$ \_\_\_\_\_ SE&T Pkg \$ \_\_\_\_\_

Check one: MasterCard \_\_\_\_\_ Visa \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVV \_\_\_\_\_

(three digit code on back)

Signature of Card Holder \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE**

If the card owner is someone other than the student who is registering (i.e. a parent, guardian, or spouse), it will be necessary for the registered card owner to sign this agreement. I, \_\_\_\_\_, owner of the credit card, give permission for \_\_\_\_\_ to use this card to pay registration fee, tuition, books, or safety equipment & tool package at Byers Technical Institute in the amounts shown above.

**BYERS TECHNICAL INSTITUTE**  
**2694 Glasgow Highway**  
**Buena Vista, VA 24416**  
**Telephone: 540-258-1028 Fax: 540-258-1038**

**ENROLLMENT AGREEMENT**

Please read the entire form before completing. Fill out and sign the enrollment agreement form. Send the enrollment agreement, application for admission along with the required documentation and photo ID with the \$50.00 non-refundable registration fee at least 45 days before your desired start date to the above referenced address. When you are accepted, BTI will confirm your starting date. This form constitutes the agreement-please be sure this agreement is signed prior to submitting.

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

Former Name(s): \_\_\_\_\_ Nickname: \_\_\_\_\_

EMERGENCY CONTACT Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**THE INFORMATION BELOW IS NOT USED TO DETERMINE ELIGIBILITY, THIS DATA IS USED FOR STATISTICAL PURPOSES ONLY.**

1. Gender: Male \_\_\_\_\_ Female: \_\_\_\_\_
2. Are you Hispanic/Latino (a person of Cuban, Mexican, Puerto Rican, South or Central or Central American, or other Spanish culture or origin, regardless of race)? Y/N \_\_\_\_\_
3. American Indian/Alaskan Native \_\_\_\_\_ Asian \_\_\_\_\_ African American \_\_\_\_\_ White \_\_\_\_\_ Native American/Pacific Islander \_\_\_\_\_

United States Citizen \_\_\_\_\_ Resident Alien \_\_\_\_\_ Non-Resident Alien \_\_\_\_\_ Undocumented Alien \_\_\_\_\_ Other Non-US Citizen \_\_\_\_\_ (Resident Alien must submit a copy of the front and back of Alien Registration Card - Form I-151 or I-1551). Non-Resident Alien must submit a valid Visa)

**I WISH TO ENROLL IN THE PROGRAM CHECKED BELOW:**

| <u>Program</u>  |                 |                         | <u>Tuition</u>     |
|---|-----------------|-------------------------|--------------------|
| <u>      </u> <b>Combination Pipe Welding Program</b> | <b>40 weeks</b> | <b>1344 clock hours</b> | <b>\$11,424.00</b> |
| <u>      </u> <b>Accelerated Welding Program</b>      | <b>13 weeks</b> | <b>416 clock hours</b>  | <b>\$3,536.00</b>  |

**Note: Both programs have a \$400.00 safety Equipment and Tool Package and a \$125.00 book fee which is not included in tuition costs.**

- **Registration Fees, tuition, books fees, safety equipment & tool package fees are subject to change without notice.**

**Classes will begin on the first Monday of each month,**

**School hours are: Monday - Thursday 8:00 a.m. - 4:30 p.m.**

**Friday 9:00 a.m. - 3:00 p.m. (open shop)**

**Evening Class: Monday - Thursday 5:00 p.m. - 9:30 p.m.**

**Byers Technical Institute does not and will not discriminate on the basis of race, color, religion, sex, national origin, age or disability regarding admission or access to its programs. A \$50.00 non-refundable registration fee is required with each enrollment agreement.**

### **CANCELLATION/REFUND POLICY:**

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays of executing the enrollment agreement is entitled to a refund of monies paid (excluding the non-refundable registration fee).

Other Cancellation: An applicant requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of monies paid, less a \$100.00 cancellation fee.

Withdrawal Procedure:

- A student choosing to withdraw from school after the commencement of classes is to provide a written notice to the Administrator of Byers Technical Institute. The notice must include the expected last date of attendance and be signed and dated by the student.
- If special circumstances arise, a student may request, in writing, a leave of absence, which should include the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return from the leave of absence but fails to do so.
- A student will be determined to be withdrawn from Byers Technical Institute if the student misses seven consecutive days instructional days and all of the days at unexcused.
- All refunds must be submitted within 45 days of the determination of the withdrawal date.

### **Refunds will be determined as follows**

- A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost paid for the program.
- A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost paid for the program.
- A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost paid for the program.
- A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.

## **Refund Payments**

Any refunds due under the foregoing provisions to the student who properly cancels, withdraws, is discontinued, or fails to return from an approved leave of absence, will be refunded within forty five (45) days of the last date of attendance or within 45 days of the date the student failed to return from an approved leave of absence.. Refunds due by the student to other entities will be made within their required timeframes, but never more than 60 days after the last date of attendance.

## **STUDENT ACKNOWLEDGEMENTS:**

I hereby acknowledge receipt of Byers Technical Institute's catalog, which contains information describing programs offered. \_\_\_\_\_ Student initials

I have carefully read and received a copy of this enrollment agreement. \_\_\_\_\_ Student initials

I understand that Byers Technical Institute may terminate my enrollment if I fail to comply with attendance, academic or financial requirements or if I fail to abide by established standard of conduct, as outlined in the catalog. While enrolled at Byers Technical Institute, I understand that I must maintain satisfactory academic progress as described in the catalog and that my financial obligation to BTI must be paid in full before a certificate or diploma may be awarded. \_\_\_\_\_ Student initials

I understand that BTI does not guarantee job placement to graduates upon program completion or upon graduation. \_\_\_\_\_ Student initials

I understand that complaints, which cannot be resolved by direct negotiation with BTI in accordance to its written grievance policy, may be filed with the State Council of Higher Education for Virginia (SCHEV), 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, VA 23219. All complaints must be submitted in writing. SCHEV: Telephone number: 804-225-2600 Email address: [www.schev.edu](http://www.schev.edu)

\_\_\_\_\_ Student initials

## **NOTICE:**

- 1. Do not sign this agreement before you have read it or if it contains any blank spaces.**
- 2. This agreement is a legally binding instrument. All pages of the contract is binding only when the agreement is accepted, signed and dated by the authorized official of BTI.**
- 3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.**
- 4. This agreement and the catalog constitute the entire agreement between the student and Byers Technical Institute.**
- 5. Although BTI will provide placement assistance, Byers Technical Institute does not guarantee job placement to graduates upon completion or graduation.**
- 6. BTI reserves the right to reschedule the program start date with the numbers of students scheduled is too small.**
- 7. BTI reserves the right to terminate a student's training for unsatisfactory progress, nonpayment of tuition or failure to abide by the established standards of conduct.**
- 8. BTI does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.**

**CONTRACT ACCEPTANCE:**

I/WE, the undersigned have read and understand this agreement and acknowledge receipt of a copy of this agreement. I have enclosed my \$50.00 registration fee. I agree to be bound by the provisions of this agreement upon acceptance by Byers Technical Institute. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Byers Technical Institute.

**Authorization to release information of school records.** I authorize Byers Technical Institute to release information about my school record. Such information include address, telephone number, date of birth, dates of attendance and graduation, grades, attendance, and general comments.

I agree that any picture or photograph supplied to and/or taken by BTI shall be and remain the property of Byers Technical Institute. BTI may uses these materials in its entirety or in part. The materials may be used in various forms of video, print, audio and media.

My(Our) signature(s) below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature of Student Date

\_\_\_\_\_  
Signature of parent or legal guardian (If less than 18 Years of Age) Date

**REPRESENTATIVE’S CERTIFICATION:**

I hereby certify that \_\_\_\_\_ has been interviewed by me and in my judgement, meets all the requirements for acceptance in the \_\_\_\_\_ program at Byers Technical Institute as described in Byers Technical Institute catalog. I further certify that there have been no verbal or written agreements or promises other than those appearing in this agreement.

Signature of BTI Official: Date:

\_\_\_\_\_

**BYERS TECHNICAL INSTITUTE**

2694 Glasgow Highway

Buena Vista, VA 24416

Telephone: (540) 258-1028 Fax: (540) 258-1038

**APPLICATION FOR ADMISSION**

(All Sections **MUST** be Completed)

**SECTION 1: Personal Information**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
(as it appears on your Social Security Card)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

Former Name(s): \_\_\_\_\_ Nickname: \_\_\_\_\_

**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**THE INFORMATION BELOW IS NOT USED TO DETERMINE ELIGIBILITY, THIS DATA IS USED FOR STATISTICAL PURPOSES ONLY.**

1. Gender: Male \_\_\_\_\_ Female: \_\_\_\_\_
2. Are you Hispanic/Latino (a person of Cuban, Mexican, Puerto Rican, South or Central or Central American, or other Spanish culture or origin, regardless of race)? Y/N \_\_\_\_\_
3. American Indian/Alaskan Native \_\_\_\_\_ Asian \_\_\_\_\_ African American \_\_\_\_\_ White \_\_\_\_\_ Native American/Pacific Islander \_\_\_\_\_



**SECTION 2: RESIDENCY INFORMATION**

**SELECT ONE OF THE FOLLOWING:**

United States Citizen\_\_\_\_ Resident Alien\_\_\_\_ Non-Resident Alien\_\_\_\_ Undocumented Alien\_\_\_\_ Other Non-US Citizen\_\_\_\_ (Resident Alien must submit a copy of the front and back of Alien Registration Card -Form I-151 or I-1551). Non-Resident Alien must submit a valid Visa)

**SECTION 3: EDUCATION INFORMATION**

I graduated from: \_\_\_\_\_ Year: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I will graduate from: \_\_\_\_\_ Year: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I earned my GED in: \_\_\_\_\_ (Year) I will earn my Associates Degree in \_\_\_\_\_ Bachelor's Degree in \_\_\_\_\_ Other \_\_\_\_\_

**SECTIONS 4: EMPLOYMENT INFORMATION**

Name of Employer: \_\_\_\_\_ F/P Time \_\_\_\_\_

Address: \_\_\_\_\_ Area Code & Phone # \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Position : \_\_\_\_\_ Welding Related? (describe) \_\_\_\_\_

**SECTION 5: BTI PROGRAM INFORMATION**

**Program of Study:** \_\_\_\_\_ **Entering Status:** \_\_\_\_\_

**(Beginning) (Returning) (High School)**

**SECTION 6: SIGNATURE(S)**

**Do you give permission for BTI to contact you via the telephone numbers provided, including text messaging or voice?**

**Yes: \_\_\_\_\_ No: \_\_\_\_\_**

**My signature on this application is my acknowledgement with the statements below:**

- **Foregoing information contained in this application is true and correct.**
- **Misrepresentations or omission of information will be sufficient cause for rejection or dismissal.**
- **I intend to abide by the rules and regulations of Byers Technical Institute.**
- **All materials submitted for application become property of BTI and will not be returned to me.**
- **I certify I am at least 16 years of age, can speak English, can lift five pounds with one hand and one arm and have good vision.**

**Applicant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent(s) or Guardian Signature (if applicant under 18)** \_\_\_\_\_