

# BYERS TECHNICAL INSTITUTE

## COURSE CATALOG

2023



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

**(540)-258-1028**

**[www.byerstechnicalinstitute.com](http://www.byerstechnicalinstitute.com)**

*"Get the skills you need for the job you want"*



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## **BYERS TECHNICAL INSTITUTE**

### ***About Byers Technical Institute***

#### **Mission Statement**

The mission of Byers Technical Institute is to promote excellence in career and technical studies and increase the opportunity for certification in a skilled trade. The long-range mission is to promote and develop a higher standard of craftsman throughout the state of Virginia.

#### **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 tradespeople continues to increase, founder Ron Byers (President and President of Byers, Inc.) had the 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 for Virginia and a member of the American Welding Society, Better Business Bureau, National Safety Council and Weld-Ed.

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

**Telephone:** (540)-258-1028  
[www.byerstechnicalinstitute.com](http://www.byerstechnicalinstitute.com)

## Ownership and Faculty Information

Ronald L. Byers - Owner / President  
Brad Carter – Senior Instructor  
Joe Wells – Instructor  
Darlie Farley – Admissions/Administrative Assistant

## Approvals

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



## Memberships



American Welding Society



## 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. The Library is 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

<b>Office Hours:</b>	Monday thru Thursday	7:00 a.m. - 4:00p.m.
	Friday	Closed
<b>Class Schedules:</b>	Monday thru Thursday	7:00 a.m. - 3:00 p.m.

BTI follows Rockbridge County Public Schools schedule in cases of inclement weather.

## Holiday Schedule

**New Year's Day**

**Thanksgiving Break (4 days)**

**Memorial Day**

**Winter Break (3<sup>d</sup> week of December)**

**Independence Day**

**Labor Day**



## ***Curriculum***

### **Accelerated Welding Program**

The Accelerated Welding Program is an eight (8) module course that will prepare a student with little or no welding experience for an entry level structural, fabrication welding position in a fabrication workplace or in the commercial/industrial construction field. This program also allows students who have previous welding experience to begin training at their level of experience by completing or challenge testing the entry level modules and continuing their training in eight (8) additional advanced welding modules. These additional modules focus on the pipe welding and advanced blueprint reading skills and will prepare students for an entry level pipe welding position in the commercial/industrial construction field. Students will train in the Byers Technical Institute welding lab for 32 hours per week for a total of 14 weeks. At the successful conclusion of this program the student will take two (2) welding certification exams (ASME/AWS). Students who successfully complete the program will also receive an industrial/extended boom forklift operator certification and a 10-hour OSHA training certification.

14 Weeks

448 Clock Hours

\$5,500.00 Tuition

\$625.00 Safety Equipment and Tool Package

\$750.00 Testing Fee / Material

\$150.00 Application Fee

**Required Modules- Must complete to receive program certificate**

- 1) Program Orientation/Welding Safety
- 2) Oxy-Fuel and Plasma Cutting
- 3) Basic SMAW (Stick)
- 4) Basic GMAW / FCAW (MIG/Flux Core)
- 5) Advanced SMAW or Advanced GMAW
- 6) Introduction to Blueprint Reading / Trade Math
- 7) OSHA 10 Hour
- 8) Forklift Operator Certification

**Elective Modules – Must complete or pass challenge test for required modules prior to beginning training**

- 1) Basic GTAW (TIG)
- 2) Advanced GTAW
- 3) SMAW Pipe
- 4) GTAW Pipe
- 5) GTAW/SMAW Heavy Wall Pipe
- 6) GTAW Stainless Steel Pipe
- 7) Advanced Blueprint Reading / Trade Math
- 8) First Aid / CPR

## ***Required Modules***

### **Module 1 - Program Orientation / 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.

### **Module 2 - 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.

### **Module 3 - 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 set up of power sources and equipment. Students will demonstrate the safe set up 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.

#### **Module 4 - Basic GMAW/FCAW (MIG/Flux Core)**

**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 and FCAW processes.

**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

#### **Module 5 - Advanced SMAW**

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

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

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

#### **Module 5 - Advanced GMAW**

**Objective:** To successfully pass a 1" carbon steel plate test with backing and 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. Instruction will be given using GMAW-S and FCAW on 1" plate in the vertical and overhead position.

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

#### **Module 6 - Introduction to Blueprint Reading/Trade Math**

**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, reading a tape measure, adding and subtracting measurements 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 2 written tests in this module.



### **Module 7 - 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.

### **Module 8 - 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 operators card will be given to students who successfully pass this module.

## ***Elective Modules***

### **Module 1 - Basic GTAW (TIG)**

**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.

### **Module 2 - Advanced GTAW (pre-pipe)**

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

**Module 3 - SMAW Pipe** – *Student must successfully pass a 3/8" open root 6010/7018 plate test in the Vertical and Overhead position prior to beginning this module.*

**Objective:** To successfully pass a guided bend test in the 6G position on 4", schedule 80, 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.

**Module 4 - GTAW Pipe** - *Student must successfully pass a 3/8" open root GTAW plate test in the Vertical position prior to beginning this module.*

**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.

### **Module 5 - GTAW/SMAW Heavy Wall Pipe**

**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.

### **Module 6 - GTAW Stainless Steel Pipe**

**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.

### **Module 7 - Advanced Blueprint Reading/Trade Math**

**Objective:** To develop an understanding of mechanical, structural and fabrication drawings.

**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, structural and fabrication drawings.

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

### **Module 8 - First Aid/CPR**

**Objective:** To become certified in Adult/Child/Infant 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.

## **Combination Pipe Welding Program**

The Byers Technical Institute –Combination Pipe Welding Program is a 28 week/904 contact hour welding program which includes 15 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 (1) Structural and (2) Pipe welding AWS certification tests. Students successfully completing the program will also receive a Forklift Operator certification, First Aid CPR certification, and a 10-hour OSHA training certification.

28 Weeks

904 Clock Hours

\$10,900.00	Tuition
\$625.00	Safety Equipment and Tool Package
\$950.00	Testing Fee / Material
\$150.00	Application Fee

### **Modules**

- 1) Orientation/Welding Safety
- 2) Oxy-Fuel and Plasma Cutting
- 3) Basic SMAW (Stick)
- 4) Advanced SMAW – Structural / Pre-Pipe
- 5) SMAW Pipe
- 6) Basic GTAW (TIG)
- 7) Advanced GTAW – Pre-Pipe & Aluminum
- 8) GTAW Pipe
- 9) GTAW/SMAW Heavy Wall Pipe
- 10) GTAW Stainless Steel Pipe
- 11) Introduction to Blueprint Reading / Welding Symbols
- 12) Job Simulation-Pipe/Structural Fitting
- 13) Forklift Operator Certification
- 14) First Aid/CPR
- 15) OSHA 10 hour

## **Program Orientation / 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 set up of power sources and equipment. Students will demonstrate the safe set up 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.

### Advanced SMAW

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

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

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

**SMAW Pipe** – *Student must successfully pass a 3/8" open root 6010/7018 plate test in the Vertical and Overhead position prior to beginning this module.*

**Objective:** To successfully pass a guided bend test in the 6G position on 4", schedule 80, 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 (TIG)

**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)

**Objective:** Successfully pass a 3/8" open root guided bend test on carbon steel plate in the horizontal and vertical 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** - Student must successfully pass a 3/8" open root GTAW plate test in the Vertical position prior to beginning this module.

**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**

**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**

**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.

### **Introduction to Blueprint Reading/Trade Math**

**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, reading a tape measure, adding and subtracting measurements 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 2 written tests in this module.

### **Job Simulation - Pipe/Structural Fitting**

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

**Content:** Students will spend 2 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**

**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 operators card will be given to students who successfully pass this module.

### **OSHA 10 Hour**

**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.

### **First Aid/CPR**

**Objective:** To become certified in Adult/Child/Infant 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.



## **Pipe/Mechanical Trades Welding Program**

The Byers Technical Institute – Piping/Mechanical Trades Welding Program is a 40 week/1344 contact hour 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 two (2) Structural and two (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.

40 Weeks / 1344 Clock Hours

\$15,000.00	Tuition
\$625.00	Safety Equipment and Tool Package
\$950.00	Testing Fee / Material
\$150.00	Application Fee

### Modules

- 1) Welding Safety
- 2) Oxy-Fuel and Plasma Cutting
- 3) Basic SMAW (Stick)
- 4) Basic GMAW (MIG)
- 5) Advanced SMAW
- 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 / Trade Math
- 16) Welding Inspection, Procedures and Qualification
- 17) Welding Metallurgy
- 18) Advanced Blueprint Reading / Trade Math
- 19) Basic Rigging
- 20) Job Simulation / Mechanical Training/Pipe and Structural Fitting
- 21) Forklift Operator Certification
- 22) First Aid/CPR
- 23) OSHA 10 hour

### **Program Orientation / Welding Safety- 8 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 - 16 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) - 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 set up of power sources and equipment. Students will demonstrate the safe set up 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/FCAW (MIG/Flux Core) – 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 and FCAW processes.

**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)- 104 clock hours**

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

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

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

**SMAW Pipe – 136 hours** *Student must successfully pass a 3/8" open root 6010/7018 plate test in the Vertical and Overhead position prior to beginning this module.*

**Objective:** To successfully pass a guided bend test in the 6G position on 4", schedule 80, 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- 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) - 32 hours clock hours**

**Objective:** Successfully pass a 3/8" open root guided bend test on carbon steel plate in the horizontal and vertical 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 – 128 clock hours** *Student must successfully pass a 3/8" open root GTAW plate test in the Vertical position prior to beginning this module.*

**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 – 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 – 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) – 32 clock hours**

**Objective:** To successfully pass a 1" carbon steel plate test with backing and 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. Instruction will be given using GMAW-S and FCAW on 1" plate in the vertical and overhead position.

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

**GMAW/FCAW Pipe – 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 – 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 – 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, reading a tape measure, adding and subtracting measurements 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 2 written tests in this module.

### **Welding Inspection/Procedures and Qualification – 8 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 – 8 clock hours**

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

**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 one written test in this module.

### **Advanced Blueprint Reading / Trade Math / Introduction to Piping Systems – 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 Job Simulation module.

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

### **Basic Rigging – 16 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 be introduced in this module.

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

### **Pipe/Structural Fitting – 230 clock hours**

**Objective:** To utilize the skills learned in previous modules to perform specific job tasks in a simulated industrial/commercial environment.

**Content:** Students will spend 7 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 – 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 operators card will be given to students who successfully pass this module.

### **OSHA 10 Hour for Construction – 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.

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

### **First Aid/CPR**

**Objective:** To become certified in Adult/Child/Infant 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.



## ***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. BTI attendance policy is precipitated by industry and is expected by industry for future employment.

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 result in 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 is (540) 258-1028, 7:00 a.m. - 4:00 p.m.

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 in 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 a tardy and 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 tardy in one academic term are 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 the 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
60-69	1.0	D
Incomplete	0.0	I
Withdrawal	0.0	W

To pass a module, the student must complete the final examination for that class and achieve an overall class grade of 2.0 "C". 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 in written form.





## Interim Guidance for COVID-19 Prevention in Virginia Schools

### Summary

Students benefit from in-person learning; maintaining in-person instruction is a priority. Parents are in charge of their children's health, wellbeing and education. Schools must be open for in-person learning, and The Commonwealth and school divisions must provide a safe and healthy school environment.

### Strategies to Prevent Transmission of COVID-19 in Schools

1. Consult public health to understand local transmission and disease trends
2. Understand community level vaccination coverage
3. Consider the level of impact to a school by identifying, monitoring and reporting outbreaks
4. Understand community and school capacity and needs
5. Determine and implement a layered approach with multiple prevention strategies, in consultation with VDH and the local health department

### Prevention Strategies

Implementing prevention strategies to reduce risk associated with COVID-19 is a shared responsibility between parents and families, school officials and staff, and local public health authorities.

#### Parents:

- Keeping children home when sick and seeking care and testing as appropriate
- Vaccination
- Masks

#### School Officials and Staff:

- Adequate and appropriate ventilation
- Physical distancing
- Encourage students, teachers and staff to stay home from work when sick, and to seek care and testing as appropriate. Make decisions about excluding children or staff from school or work due to illness.
- Educate staff regarding their choices pertaining to masking
- Offer COVID-19 Testing programs (Screening Testing, Diagnostic Testing, Test to Stay)
- Ensure handwashing and respiratory etiquette
- Clean and maintain healthy facilities
- Notify students and staff of known cases and/or exposures in combination with isolation and quarantine.
- Notify public health of outbreaks in a timely manner.

#### Public Health:

- Provide data and information to inform parent and family decisions
- Respond to reports of outbreaks at school
- Provide technical assistance on outbreak investigations, prevention strategies, and testing programs

For CDC Guidelines, please visit: <https://www.cdc.gov> for more information.

**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 your instructor. 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, considering 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 contact 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 the 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 the 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. A BTI official will decide 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 consider 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.
- Overall poor attendance
- 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 by 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.

Byers 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, the seriousness of the conduct, issues of safety, facts surrounding the conduct, etc.), Byers 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 a continued violation. The first violation will be recorded to properly assess the severity of any future violations.

The SECOND violation will be discussed verbally by the administrator of 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 on the circumstance (student history, the seriousness of the 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.**

## **Readmission**

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 student wishes to enroll. Readmission will be based upon individual circumstance. The student is allowed one and only one readmission after being dismissed or terminated from BTI.

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 aids 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.

## ***Admission Policies***

### **Registration Fee**

To reserve your seat, desired start date, and process your application for admission, Byers Technical Institute requires a \$150.00 (non-refundable) registration fee before we can process your application. If you interrupt your training for 12 months, you must pay another \$150.00 registration fee before you can resume training. The registration fee is a separate fee not included in tuition. Byers Technical Institute requires a \$150.00 registration fee per program.

### **Entrance Requirements**

Applicants must be 16 years of age 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 able to speak English. If limited English proficiency, Byers Technical Institute will use Translation Applications to assist with instruction. Byers Technical Institute also partners with Rockbridge Regional Adult Education to assist ESOL students. Applicants must be capable of lifting five pounds with one hand and one arm, be able to stand for extended periods of time, bending, grasping, maneuvering into small spaces 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 home schooled students to apply. Due to diverse nature of home schooled requirements from state to state, please contact our admissions office for details.

A high school diploma is preferred but not necessary for individual courses. Please contact the admissions department for exceptions regarding the Combination Pipe and Accelerated Welding Programs.

### **Admission Procedures**

- Prospective students are encouraged to contact BTI and schedule a tour of the school facilities and visit with a BTI official to select the appropriate course. If you are unable to visit the school, please call us to discuss your options.
- Complete the application form and submit along with the \$150.00 non-refundable registration fee to Byers Technical Institute, 2694 Glasgow Highway, Buena Vista, VA 24416. (Note: The \$150.00 non-refundable registration fee must be paid before we can process your Enrollment Agreement). Make your check or money order payable to Byers Technical Institute. Do not send cash. If you desire to pay by credit card, simply call the admissions office or complete the Credit Card Payment Form.

- Read, sign and date the Enrollment Agreement and send to BTI with your Application and Registration Fee along with your picture ID.
- A U.S high school diploma or GED certificate is preferred. Contact the Admissions Office for details.
- Before beginning classes, each student must have made financial arrangements for tuition, books, tools, and supplies, (preferably 30 days before your class start date). Please refer to page 32 of the catalog for the optional payment plan for the Combination Pipe Welding Program.
- If you have any questions, please contact the admissions office.

## **Statement of Non-discrimination**

Byers Technical Institute does not discriminate based on 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.

## ***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 an 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 1/4" 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 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. 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
- Absenteeism
- Furnishing false information to/for or against any student, faculty member or BTI employee

However, depending on the circumstance (student history, the seriousness of the 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 wish 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 are 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  
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 because 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 assistance.
- Report all violations of the rules and regulations to your administrator

## **Tuition, Fees, and Refunds**

One of the biggest advantages of your tuition investment with BTI is the quick turnaround time from starting the program to entering the workforce. After just 3 to 9 months of training (depending on the program), you will kick-start your career and be making good money!

While you may consider a 2-year community college, you could be earning great money while your community college peers are still in training.

While community college options may in some cases be free, the ultimate cost is wasted time when graduating students are unable to find employment lacking the skills many employers are looking for.

Tuition and other applicable fees (such as books, tool package, and supplies) must be paid 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 and Pipe/Mechanical Programs an optional payment plan is available. Note: Tuition, Books, Tool Kits, Supplies and Registration Fee are subject to change

<u>Course</u>	<u>Weeks</u>	<u>Hours</u>	<u>Tuition</u>	<u>Testing Fee / Material</u>	<u>Tool Kit</u>	<u>App. Fee</u>
Accelerated	14	448	\$ 5,500.00	\$750.00	\$625.00	\$150.00
Combination	28	904	\$10,900.00	\$950.00	\$625.00	\$150.00
Pipe/Mechanical	40	1344	\$15,000.00	\$950.00	\$625.00	\$150.00

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

#### **Accelerated Welding Program**

1 payment of **\$7,025.00** – is due one week prior to your scheduled start date.

#### **Combination Pipe Welding Program**

After completion of Accelerated Welding Program, 1 payment of **\$6,500.00**

Enrollment directly to Combination Pipe Welding Program, 1 payment of **\$13,375.00** - is due one week prior to your scheduled start date.

#### **Pipe/Mechanical Trades Welding Program**

1 payment of **\$18,425.00** - is due one week 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.

## **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 the days are unexcused.
- D. All refunds must be submitted within 45 days of the determination of the withdrawal date.

**Refunds will be determined as follows** (BTI utilizes the state refund policy for our programs.)

- 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 Assistance Program**

At BTI we assist prospective students in finding and securing funding for tuition, books, equipment, and supplies. As a new institution, BTI is restricted from accepting Title IV funding including FAFSA. Federal law requires

minimum time requirements and an application process that BTI will undergo when eligible. However, we do offer a student loan program based on academic transcripts and other factors. Please discuss with the Admissions Director if interested.

At the present time, Virginia WorkForce Solutions provides funding resources for qualified applicants. (Contact a BTI admissions representative to point you in the right direction). In addition, private scholarships may be available such as those listed below. Other students use personal loans (sometimes backed with co-signing parents/guardians or collateral) These loans are offered by lenders from the private sector and have no connection with the federal government. These loan programs are not federally guaranteed or subsidized. Eligibility is based on the review of the borrower's and/or the co-borrower's creditworthiness and ability to repay the loans. Approval is not guaranteed.

- Local banks such as the Bank of Botetourt  
(Note: Our Admissions Department will gladly assist you in completing the loan application)
- Another option is to apply at the bank or credit union where you have an account.
- Other lenders online.

Here is a list of potential scholarships.

Mike Rowe Works Scholarship – <https://profoundlydisconnected.com>

AWS Scholarship – <https://www.aws.org/applications>

National FFA Scholarships – <https://www.ffa.org/participate/scholarships>



**INDUSTRY-READY CERTIFICATIONS**  
**PLUS, A RESUME THAT SPEAKS FOR ITSELF**

Industry wants to know what you can do. At BTI you earn industry respected credentials from the American Welding Society(AWS), the American Society of Mechanical Engineers (ASME) the Occupational Safety and Health Administration(OSHA), the Mine Safety and Health Administration(MSHA), In short, you'll be trained, skilled, and ready to go straight to work.

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

***“Get the skills you need for the job you want”***

**BYERS TECHNICAL INSTITUTE**

2694 Glasgow Highway  
Buena Vista, VA 24416  
Telephone: (540) 258-1028  
[www.byerstechnicalinstitute.com](http://www.byerstechnicalinstitute.com)

**APPLICATION FOR ADMISSION**

(All Sections **MUST** be Completed)

To reserve your course and available start date, please complete this form in its entirety and send with your check or money order in the amount of **\$150.00 for the non-refundable registration fee and a picture ID** to Byers Technical Institute, 2694 Glasgow Highway, Buena Vista, VA 24416. If paying by credit card, please also complete the credit card form which is included in this packet. The registration fee must be paid before your application can be processed. **The registration fee is separate and is not part of any tuition fee.**

## SECTION 1: PERSONAL INFORMATION

Legal Name \_\_\_\_\_

Social Security \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

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

Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

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

How did you hear about Byers Technical Institute? \_\_\_\_\_

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

Gender: Male \_\_\_\_\_ Female: \_\_\_\_\_ Transgender: \_\_\_\_\_ Non-binary/non-conforming: \_\_\_\_\_

Ethnicity: Are you Hispanic/Latino? Y/N \_\_\_\_\_

American Indian/Alaskan Native/Pacific Islander \_\_\_\_\_ Asian \_\_\_\_\_ African American \_\_\_\_\_

White \_\_\_\_\_ Other \_\_\_\_\_

Prefer not to respond: \_\_\_\_\_

## 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

School Attended \_\_\_\_\_ Year(s) \_\_\_\_\_

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

School Attended \_\_\_\_\_ Year(s) \_\_\_\_\_ City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

H.S. Diploma/GED \_\_\_\_\_ Associates Degree \_\_\_\_\_ Bachelor's Degree \_\_\_\_\_

#### **SECTION 4: EMPLOYMENT INFORMATION**

Employer: \_\_\_\_\_ F/P Time \_\_\_\_\_  
Address: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Position: \_\_\_\_\_

#### **SECTION 5: BTI PROGRAM INFORMATION**

Program of Study:

Acceleration Program (448 hrs): \_\_\_\_\_  
Combination Pipe Program (904 hrs): \_\_\_\_\_  
Pipe/Mechanical Program (1344 hrs): \_\_\_\_\_

#### **SECTION 6: SIGNATURE(S)**

Do you give permission for BTI to contact you via the telephone numbers provided, including text messaging or voicemail? Yes \_\_\_\_\_ No \_\_\_\_\_

My signature on this application is my acknowledgement of 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
- 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)** \_\_\_\_\_



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

**Enrollment Agreement**



Name (First, Middle, Last) \_\_\_\_\_

Street \_\_\_\_\_

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

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_ Driver's License# \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

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

__ Accelerated Welding Program Tuition \$5,500.00	Testing Fee \$750.00	App. Fee \$150.00
__ Combination Pipe Welding Program Tuition \$10,900.00	Testing Fee \$950.00	App. Fee \$150.00
__ Pipe/Mechanical Welding Program Tuition \$15,000.00	Testing Fee \$950.00	App. Fee \$150.00

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

School hours are:      Monday - Thursday      7:00 a.m. - 3:00 p.m.

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 fee of 5% of tuition paid, plus a \$150.00 cancellation fee.

#### **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 the days are unexcused.
- D. All refunds must be submitted within 45 days of the determination of the withdrawal date.

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

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- 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 time frames, 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 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. \_\_\_\_\_ 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

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 are 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 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.

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

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

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

Signature of parent or guardian (If student is less than 18 Years of Age) \_\_\_\_\_

**BTI 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 the 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 \_\_\_\_\_