



Women in Welding Enrollment Agreement

Student Information

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBERS: H: _____ C: _____ W: _____

E-MAIL: _____

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ PHONE NUMBER: _____

Program Information

DATE OF ADMISSION: _____

PROGRAM/COURSE NAME: _____

Program Description

Chicago Women in Trades (CWIT) Women in Welding program is a full-time, 300-hour, 10-week course providing a comprehensive hands-on curriculum that covers skills training and supporting knowledge base in stick, MIG, and TIG welding. Students learn about related metalworking processes and equipment, including drilling, grinding, oxy-acetylene and plasma cutting, the use of chop saws, metal shears, notches and punches. Math, measuring, and

blueprint-reading lessons provide the foundation for metalworking skills, which are reinforced as students complete progressively more complex projects that require all facets of training: material identification, blueprint reading, measuring, cutting, fit-up, assembly, and finishing. Students also earn an OSHA-10 and American Welding Society credentials upon successful completion of the Women in Welding Program.

Prerequisite Courses and Requirements for Admission

All participants must attend a virtual information session prior to enrollment (registration is available at cwit.org). To be eligible for enrollment, participants must have a high school diploma or GED, a driver's license, and proof of eligibility to work in the United States. Participants are required to pass a basic aptitude test and an interview with program staff.

Program Objectives

To demonstrate sufficient knowledge and proficiency in welding and metalworking to gain entry-level employment in the field.

Program start date: _____ **Scheduled end date:** _____

Full-time ☐ Part-time ☐ Day ☐ Evening ☐

Days/Evening Class Meets: M T W TH FR SA SU

Time class begins: _____ Time class ends: _____

Number of weeks: _____ Total clock hours: _____

Disclosure

Disclosure Report for CWIT's Women in Welding Program (July 1, 2024-June 30, 2025)

- The number of students who were admitted to the program as of July 1st of that reporting period (July 1, 2024 – June 30, 2025): 41
- The number of additional students who were admitted to the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program or other programs at the school (July 1, 2025 – March 31, 2026).
 - New Starts: 29
 - Re-enrollments: 0
 - Transfers into the program from other programs: 0

- The total number of students admitted into the program during the 12-month reporting period: 41
- The number of students enrolled in the program during the 12-month reporting period who transferred out of the program and into another program at the school, completed or graduated from the program, withdrew from the program, and are still enrolled.
 - Transferred out of the program or course and into another program at the school: 0
 - Completed or graduated from the welding program: 40
 - Withdrew from the program: 1
 - Are still enrolled: 0
- The number of students who were placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.
 - Placed in their field of study: 25
 - Placed in a related field: 3
 - Placed out of the field: 4
 - Not available for placement due to personal reasons: 1
 - Not employed: 2
- The number of students who took a state licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed: 40
- The number of graduates who obtained employment in the field who did not use CWIT's placement assistance during the reporting period: 0
- The average starting salary for all CWIT Women in Welding graduates employed during the reporting period: \$22 per hour.

Financial Aid

CWIT does not offer financial aid, as all its programs are grant-funded and available **free of charge** to participants.

Tuition and Fees

Non-refundable registration fee:	\$ 0
Tuition	\$ 8,000
Books and Supplies	\$ 0
Miscellaneous Expenses	\$ 0
Other Other includes:	\$ 0

Total cost for Women in Welding	\$ 8,000

Refund and Cancellation Policy

CWIT **does not charge** its students fees for application, registration, breakage, books, or for consumable instructional supplies. CWIT does not accept payment for tuition from any student prior to enrollment. Students may dispose of any items issued to them during the program at their discretion.

The following refund policy applies to students funded through an Individual Training Account (ITA) issued under the Workforce Innovation Opportunity Act (WIOA).

When a student gives written notice of cancellation, CWIT will provide a tuition refund to the ITA in the amount of at least the following:

- When notice of written cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all tuition shall be refunded.
- When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class, CWIT will retain \$0.
- When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, CWIT may retain no more than 10% of the tuition.
- When a student has completed more than 5% of the course of instruction, CWIT may retain an amount computed pro rata by days in class plus 10% of the tuition up to completion of 60% of the course instruction.
- When the student has completed more than 60% of the course of instruction, CWIT may retain the entire tuition.
- All student refunds shall be made by CWIT within 30 calendar days from receipt of the student's cancellation.

A student may give notice of cancellation to CWIT in writing. The unexplained absence of a student for more than 15 days shall constitute constructive notice of cancellation to CWIT. For purposes of cancellation, the date shall be the last day of attendance. CWIT will mail a written acknowledgment of a student's cancellation or withdrawal to the student within 15 calendar days of the postmark date of notification.

CWIT shall refund all monies to the ITA in any of the following circumstances:

- CWIT did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin.
- CWIT cancels or discontinues the program in which the student has enrolled.
- CWIT fails to conduct classes on days or times scheduled, detrimentally affecting the student.

A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.

Notice to Student

- Do not sign this agreement before you have read it or if it contains any blank spaces.
- This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of CWIT. Read all pages of this contract before signing.
- You are entitled to an exact copy of the agreement and any disclosure pages you sign.
- This agreement and the CWIT's catalog constitute the entire agreement between the student and CWIT.
- Any changes in this agreement must be made in writing and shall not be binding on either the student or CWIT unless such changes have been approved in writing by the authorized official of CWIT and by the student.
- CWIT's courses are not transferable to another school, college or university.

Student's Right to Cancel

The student has the right to cancel the initial enrollment agreement at any time after the student has been admitted. If the right to cancel is not given to the prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time. Cancellation should be submitted to CWIT's Director of Programs.

Complaint Process

Any student who believes they have a grievance with CWIT is entitled to **file a written complaint within one year of the alleged incident.**

- The Director of Programs shall acknowledge with 20 days of receipt of such a written complaint.
- The Director of Programs shall issue a written finding as to whether there is good cause to initiate a disciplinary proceeding in accordance with the provisions of the Private

Business and Vocational Schools Act. The Director of Programs shall furnish such findings to the person who filed the complaint and to the Executive Director of CWIT.

- CWIT will resolve student complaints promptly and fairly and shall not subject a student to punitive action because of written grievances filed with CWIT.
- CWIT shall maintain a written record of its handling of all student complaints.
- Students can file a grievance through the Illinois Board of Higher Education's (IBHE) online complaint system at <http://complaints.ibhe.org/>, accessible through the agency's homepage (www.ibhe.org). The IBHE online complaint site includes step-by-step instructions and key information about the complaint process.

CWIT maintains approval to operate approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education. CWIT is not approved to operate by a U.S. Department of Education-recognized accrediting body.

Student Acknowledgments

I hereby acknowledge receipt of CWIT's catalog, which contains information describing programs offered, and equipment or supplies provided. The catalog is included as part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.

Student Initials _____

I have carefully read and received an exact copy of this enrollment agreement.

Student Initials _____

I understand that CWIT may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog.

Student Initials _____

I hereby acknowledge that CWIT has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.

Student Initials _____

I understand that CWIT does not guarantee job placement to graduates upon program completion.

Student Initials _____

I understand that complaints, which cannot be resolved by direct negotiation with CWIT in accordance with written grievance policies, may be filed with the Illinois Board of Higher Education, Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at www.ibhe.org.

Student Initials _____

I acknowledge receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. By signing this contract, I acknowledge that I have read the contract, understand the terms and conditions, and agree to the conditions outlined in the contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without a written agreement from me and a CWIT official. I and CWIT will retain a copy of this agreement.

Signatures

Student

Name _____

Signature _____

Date _____

Program Director

Name _____

Signature _____

Date _____