



BWF TRADE SCHOOL

Student Start Guide

Programs, learning formats, admissions, tuition pathways, and the steps required to begin.

For future students, families, sponsors, and referral partners

Training That Meets You Where You Are

Dallas, Texas | Year Round | Online | Hybrid | Workplace Delivery



Start where you are

BWF Trade School operates year round. Students can request information at any time and may enroll through an available individual start or a sponsored cohort after the program, tuition, documents, schedule, and official start are confirmed.

Training That Meets You Where You Are

Current programs

Bookkeeping & Tax Preparation	Financial records, bookkeeping processes, tax preparation support, software, ethics, and workflow.
Business Office Administration	Professional communication, scheduling, documents, office software, digital systems, and workflow.
Customer Service	Active listening, telephone and digital communication, conflict resolution, complaint handling, and professionalism.
Graphic Design	Visual communication, layout, branding, design software, content creation, and AI assisted workflow.
Health Services Administration	Health care communication, records, scheduling, professional conduct, and administrative workflow.
Logistics	Inventory, shipping and receiving, supply chain communication, documents, coordination, and problem solving.
Culinary Arts	Food preparation, safety, kitchen organization, presentation, and food service professionalism.

How enrollment works

1. Request information	Share your program interest, location, preferred format, possible tuition route, and desired timing.
2. Review your pathway	BWF explains the program, admissions requirements, learning format, current tuition, and possible funding route.
3. Complete enrollment	Submit the required information and complete the applicable enrollment and tuition documents.
4. Confirm your start	Receive the official schedule, orientation details, learning access, and items needed to begin.

Learning formats

- Online learning for programs that can be completed through approved remote instruction.
- Hybrid learning that combines online work with scheduled live instruction or support.
- Dallas classroom instruction when a class and instructor are available.
- Workplace or partner site learning when an employer or sponsor provides an approved setting.

Before you submit

- Know the program that interests you.
- Use a current email address and phone number.
- Be ready to share your city, county, and education level.
- Identify your preferred learning format and timing.
- Share the name of any sponsor or funding program.

Tuition and funding pathways

Sponsor payment	An organization or employer pays for selected participants through an approved written agreement.
BWF tuition support	Eligible students may be reviewed for available support that can help close a remaining tuition balance.
Texas workforce funding	Eligible students may use an approved Texas Workforce Commission or Workforce Innovation and Opportunity Act pathway after authorization.
Direct payment	A student may ask BWF about current tuition, payment expectations, and available starts.

Important

Submitting a form does not guarantee enrollment, funding, a seat, certification, or employment. BWF must confirm admissions requirements, program availability, tuition, funding, documents, and the official start date in writing.

Ready for the next conversation?

[Request Student Information](#)

contact@bwftradeschool.com

[Visit BWF Trade School online](#)

Texas Workforce Commission Certificate of Approval | School Number S6701