

# Discovery DIVING

## Enrollment Agreement

Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_

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

Country \_\_\_\_\_ S.S. No. \_\_\_\_\_

Cell or Day Phone ( ) \_\_\_\_\_ Night Phone ( ) \_\_\_\_\_

Fax ( ) \_\_\_\_\_ Email \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Diving Certification Level \_\_\_\_\_ By What Agency? \_\_\_\_\_

Length of Years Diving? \_\_\_\_\_ Total Number of Dives? \_\_\_\_\_

How Did You Hear About Us? \_\_\_\_\_

I hereby apply for admission to a program as indicated below:

Program Title Master Instructor Program for Elite Professionals Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Number of Clock Hours 396 Number of Days \_\_\_\_\_ Or Weeks 18

Cost:  
Tuition \$7,200.00 + Lab Fee \$2,100.00 + Other \_\_\_\_\_ + Registr. Fee \$100.00

+ Books \$1250.00 + Tax on Books and Lab Fee 84.38 = Grand Total \$10,734.38  
(6.75%)

High School Name \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Post Secondary School \_\_\_\_\_

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## NOTICE TO BUYER:

I hereby acknowledge receipt of the school's catalog dated \_\_\_\_\_ which contains information describing programs offered, and equipment/supplies provided. The school 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 and a schedule has been provided. \_\_\_\_\_ Student initials

I understand that the school 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 and that my financial obligation to the school must be paid in full before a certificate may be awarded. \_\_\_\_\_ Student initials

At the end of each "reporting period", student attendance (clock-hours/week) of less than 22 hours for any week, i.e. not maintaining full time, will be reported for the calendar week (s) in question, Sunday through Saturday. This change in training time affects the benefit amount and will result in a reduction and/or loss of benefits (tuition/fees, housing allowance). \_\_\_\_\_ Student initials

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

Do not sign this agreement before you have read it or if it contains any blank spaces.

This agreement is a legally binding instrument. Both sides of the contract is binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read both sides before signing. You are entitled to an exact copy of this agreement and any disclosure pages you sign.

This agreement and the school catalog constitute the entire agreement between the student and the school.

Although the school will provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.

The school reserves the right to reschedule the program start date with the number of students scheduled is too small.

The school reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.

The school 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 institute.

I also understand that the tuition charges are solely for the right to attend classes for which I am enrolled and are in no way contingent upon satisfactory progress or placement upon graduation.

Books required for professional level courses from Divemaster through Course Director are required to be purchased from Discovery Diving Co., Inc in order to meet VA obligations.

I hereby give my permission to use my picture or video, name, and address for promotional activities for no fee. By signing this agreement, the student represents that he or she is at least 18 years of age.

## STUDENT ACKNOWLEDGMENTS:

### CONTRACT ACCEPTANCE

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. 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 Discovery diving Co., Inc.

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#### Deposits and Payment Schedule:

A deposit of \$65 or \$115, depending on the class, is required as a down payment for all vocational classes.  $\frac{1}{4}$  of the total cost of a program is due as deposit upon execution of the enrollment agreement for that program.  $\frac{1}{4}$  of the total program cost is due on or before the first day of the program.  $\frac{1}{4}$  of the total program cost is due on or before 30 days after the first day of the program. The final  $\frac{1}{4}$  of the total program cost is due on or before 60 days after the first day of the program.

Payments may be made by Cash, Check, money order or Credit Card.

A Deposit of \$ \_\_\_\_\_ was received on \_\_\_\_\_ leaving a balance due of \$ \_\_\_\_\_.

Signature of School Official \_\_\_\_\_.

The Master Instructor Program meets \_\_\_\_\_ Days of the Week and from \_\_\_\_\_ am to \_\_\_\_\_ pm.

#### Policy/Regulations – Re: Refund

Refund of unused portions of tuition, fees, etc if student does not enter course Students will be refunded the full course costs if they are unable to attend the desired course and have given at least a 30 day notice to Discovery Diving, Co. If the student has not given enough advanced notice prior to not entering, they will be charged an administrative fee not to exceed \$200.00.

#### Refund Due Dates:

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
2. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.

#### Cancellations:

1. Rejection of Applicant: If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all tuition monies paid will be made to the applicant.
2. Program Cancellation: If an institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the student.
3. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a maximum application/registration fee of \$200 , if such charges are clearly noted in the enrollment agreement as being non-refundable. An institution may retain any actual housing costs incurred by the institutions and a maximum total of \$500 for any non-refundable charges clearly identified in the enrollment agreement, including any application/registration fee, courier fees, and travel cancellation insurance, when a student is recruited from outside the United States or its territories and possesses a student visa to enter the country for study.
4. Cancellation After the Start of Class: An institution may consider a withdrawal as a cancellation or no show (for example, within the first week of the program) provided this process is fully delineated in writing as part of the refund policy and provided to all students at or before enrollment. A student who is considered a cancellation or no show under such a policy must have all charges refunded and all payments returned to the individual or the applicable funding source less the maximum allowable application/registration fee of \$200.

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If student withdraws from a vocational course Students will not be refunded any money if they voluntarily withdraw from the course after having started the course. If student is discontinued from a vocational course Students will not be refunded any money if they are asked to withdraw from the course.

## VA Instructor Program Refund Policy

### REFUNDS

A student cancelling enrollment before the start of class and students withdrawing after class starts will be refunded any unused portion of the tuition, fees and other charges. The charges to the eligible person for tuition, fees, and other charges will not exceed the approximate pro-rata portion of the tuition, fees and other charges that the length of the completed portion of the course bears to the total length of the course. DDC will have 30 days after withdrawal or termination to pay any refund due.

All programs are subject to change, lack of availability or cancellation without notice.

My signature below signifies that I have read and understand all aspects of this agreement and do recognized my legal responsibilities in regard to this binding contract.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

## REPRESENTATIVE'S CERTIFICATION

I hereby certify that \_\_\_\_\_ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student in the Master Instructor Program (program name) at Discovery Diving Co., Inc., as described in the school catalog. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

## THE TOTAL COST OF THE Master Instructor for Elite Professionals PROGRAM

Tuition:	\$7,200.00
Non-Refundable Registration Fee (May Not Exceed \$100):	\$100.00
Books/Supplies:	\$1250.00
Lab Fees:	\$2,100.00
Misc. Expenses:	84.38
Total Cost:	\$10,734.38