

# Attachment E



## Dive Alaska – Enrollment Agreement



### Diver Information:

First Name: \_\_\_\_\_ M.I: \_\_\_\_ Family Name: \_\_\_\_\_

Birth Date (DD/MM/YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Sex: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Address Line 2: \_\_\_\_\_ Zip: \_\_\_\_\_ Country \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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

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

High School: \_\_\_\_\_ Graduation Date: (DD/MM/YYYY) \_\_/\_\_/\_\_\_\_

Post-Secondary Education: \_\_\_\_\_ Graduation Date: (DD/MM/YYYY) \_\_/\_\_/\_\_\_\_

### Contact Information

Mobile: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Secondary Phone (if different): (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

### Diving History

Diving Certification Level: \_\_\_\_\_ Agency: \_\_\_\_\_ Years Diving: \_\_\_\_\_

Total Number of Dives: \_\_\_\_\_

How did you hear about us? : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I \_\_\_\_\_ hereby apply for admission into the program below:

Program Title (*circle one*):

**Divemaster Program (145 hours)**

**OWSI Program (110 hours)**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Number of Clock Hours: \_\_\_\_\_ Number of Days: \_\_\_\_\_

**Tuition/Material Costs:**

Write your total cost under "Grand Total". Note, you will not be charged for previous licensed experience. Please put an "X" in the Previous Exp. and provide proof of training.

<b>Divemaster Program</b>	<b>Tuition Cost</b>	<b>Materials</b>	<b>Previous Exp.</b>
PADI Open Water Diver	\$800.00	\$234.90	
PADI Drysuit Diver	\$299.00	\$69.75	
PADI Advanced Open Water Diver	\$499.00	\$94.80	
Emergency First Responder	\$150.00	\$97.70	
PADI Rescue Diver	\$499.00	\$192.80	
PADI Divemaster	\$1,400.00	\$610.70	
<b>Full Divemaster Program (Includes all the above)</b>	<b>\$3,647.00</b>	<b>\$1,300.65</b>	<b>Grand Total \$4,947.65</b>

<b>OWSI Program</b>	<b>Tuition Cost</b>	<b>Materials</b>	<b>Previous Exp.</b>
Emergency First Response Instructor	\$500.00	\$618.85	
PADI OWSI Course	\$1,800.00	\$1,405.10	
<b>Full OWSI Program (Includes all the above)</b>	<b>\$2,300.00</b>	<b>\$2,023.95</b>	<b>Grand Total \$4,323.95</b>

Tuition Cost: \$ \_\_\_\_\_

+ Material Cost: \$ \_\_\_\_\_

= Total Cost: \$ \_\_\_\_\_

**Notice to the Buyer:**

- I hereby acknowledge receipt Dive Alaska's catalog, dated \_\_\_\_\_ which contains information describing programs offered, and equipment/supplies provided. The Dive Alaska 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 to me for my course.

\_\_\_\_\_ (Student initials)

- I understand that Dive Alaska 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 Dive Alaska's catalog. While enrolled at Dive Alaska, I understand that I must maintain satisfactory academic progress as described in Dive Alaska's catalog and that my financial obligation to Dive Alaska must be paid in full before a certificate may be awarded.

\_\_\_\_\_ (Student initials)

- At the end of each month student attendance (clock-hours/week) of less than 22 hours for any week, i.e. not maintaining full time, will be recorded for the calendar week(s) in question, Sunday through Saturday. This change in training time indicates a lack of participation and will be addressed via Dive Alaska's Attendance Policy and may result in dismissal from the course.

\_\_\_\_\_ (Student initials)

- I understand that Dive Alaska will look to assist in job placement, and while Dive Alaska does guarantee an interview with a dive facility, it 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 are binding only when the agreement is accepted, signed, and dated by the authorized official of Dive Alaska or the Training Director at Dive Alaska's principal place of business. Read all pages before signing. You are entitled to an exact copy of this agreement and any disclosure pages you sign.

This agreement and the Dive Alaska Catalog constitute the entire agreement between the student and Dive Alaska.

- Although Dive Alaska will provide placement assistance, Dive Alaska does not guarantee job placement to graduates upon program completion or upon graduation.

\_\_\_\_\_ (Student initials)

- Dive Alaska reserves the right to reschedule the program start date when the number of students enrolled does not meet the minimum of four.

\_\_\_\_\_ (Student initials)

- Dive Alaska reserves the right to terminate a student's training for unsatisfactory progress, nonpayment of tuition, or failure to abide established standards of conduct.

\_\_\_\_\_ (Student initials)

- Dive Alaska 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.

\_\_\_\_\_ (Student initials)

- I 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.

\_\_\_\_\_ (Student initials)

- Materials required for all courses from Open Water Diver through Course Director are required to be purchased from Dive Alaska, in order to meet Dive Alaska's obligations and ensure the most current and accurate versions.

\_\_\_\_\_ (Student initials)

- 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 initials)

**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 Dive Alaska 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 Dive Alaska.

\_\_\_\_\_ (Student initials)

**Payment Schedule:**

Tuition payment in full must be made to reserve your position in the course. Regarding subsequently leaving or being removed from the course, see refund policy.

\_\_\_\_\_ (Student initials)

**Refund Policy:**

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 7+ day notice to Dive Alaska. Full tuition refunds are allowed if cancelled over one week before the start of the term. Tuition is non-refundable if cancelled within one week before the start of the term.

For students who voluntarily leave during a program or are dismissed by Dive Alaska for any reason during the progression of the course will be refunded a pro-rated amount based on last day of attendance.

\_\_\_\_\_ (Student initials)

**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 30 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 and be paid within 30 calendar days from the documented date of determination. 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 paid will be made to the applicant.
- 2. Program Cancellation:** If an institution cancels a program after a student's enrollment, the institution will refund all monies paid by the student or transfer the money to the next term at the discretion of the student and paying party. In event of transfer, a new Enrollment Agreement will be signed.
- 3. 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 will be refunded a pro-rated amount based on entire courses not yet completed. This includes students who are dismissed from the course for unsatisfactory performance.
- 4. Divemaster/OWSI Program Refund Policy**  
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. Dive Alaska 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 recognize my legal responsibilities regarding this binding contract.

Signed this \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

Student Name: \_\_\_\_\_

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

Dive Alaska Representative Name and Title: \_\_\_\_\_

Signature of Dive Alaska Representative: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby certify that, I \_\_\_\_\_ (*Dive Alaska member name*) have personally interviewed \_\_\_\_\_ (*student name*), and in my judgment, meets all requirements for acceptance as a student in the \_\_\_\_\_ (*program or course name*) at Dive Alaska, pursuant to, and as described, in the Dive Alaska Catalog. I further certify that there have been no verbal or written agreements, implied or stated promises, guarantees, or anything else of this nature, other than those described within this agreement.

\_\_\_\_\_  
*Dive Alaska Member or Manager Signature*

\_\_\_\_\_  
*Date*

**Total Cost of the \_\_\_\_\_ Program**

**Tuition:     \$ \_\_\_\_\_**

**Materials:   \$ \_\_\_\_\_**

**Grand Total: \$ \_\_\_\_\_**