

# COMMERCIAL DIVING ACADEMY ENROLLMENT AGREEMENT

License # 2521  
8137 North Main Street, Jacksonville, Florida 32208  
Toll Free Phone 888-974-2232  
SCUBA INSTRUCTOR PROGRAM (PHASES 1, 2, 3)

I desire to enroll in the SCUBA Instructor Program **Phase(s) #** \_\_\_\_\_ which is  
scheduled to convene on \_\_\_\_\_ and which will graduate on \_\_\_\_\_.  
(Month) (Day) (Year) (Month) (Day) (Year)

**Phase 1** - 8 days (68 Hours), Monday through Saturday 7:30 am to 5:00 pm.  
**Phase 2** - 8 days (68 Hours), Monday through Saturday 7:30 am to 5:00 pm.  
**Phase 3** - 12 days (104 Hours), Monday through Sunday 7:30 am to 5:00 pm.

Attached with this agreement is my non-refundable Registration Fee of \$100.00.

## TERMS AND CONDITIONS

**COST** - Non-refundable Registration fee -\$100.00 (one time only), Tuition - Phase 1 \$1299, Phase 2 \$1300, Phase 3 \$2450, Estimated equipment supplies - \$2,200.00 Books \$600 up to \$1500 (complete NAUI library). NAUI Membership fees are responsibility of student.

**CREDENTIALS** – Upon successful completion of the course the student will receive a NAUI Scuba Instructor Certification.

**SCHOOL RESPONSIBILITY** – The Academy agrees to make available to the applicant classroom space, all diving equipment and supplies (other than personal diving equipment required to be furnished by the student as outlined in the Academy’s catalog), diving station space, diving manual, diver’s log, handouts, recompression chamber, and instruction in the course outline in the program designated for the period indicated. The Academy agrees to award the appropriate certification and to provide assistance in locating employment as outlined in the Academy’s catalog after the student meets all requirements for the course completion. The Academy reserves the right to schedule subjects within the curriculum in the order deemed necessary and, if necessary, to change or revise class starting dates. Reasonable and appropriate substitutions in curriculum may be made by the Academy as deemed necessary.

**STUDENT PLACEMENT** – Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the School from potential employers will be posted on the web board. The Academy will assist the student with employment to the best of its ability, but cannot guarantee employment.

**METHOD AND TERMS OF PAYMENT** - The Academy has three payment plans available to the students, please choose from one of the following: \_\_\_\_ 1. Cash payment in full paid three weeks before start date \_\_\_\_ 2. All charges are paid in full through a student loan the week before classes start. \_\_\_\_ 3. 50% cash payment paid three weeks before start date and 50% paid through a student loan the week before classes start.

Late payment fee of \$25.00 is charged for all late payments, not exceeding \$75.00 total per term.

I have enclosed a check or utilized the attached credit card form in the amount of \$\_\_\_\_\_.

**STUDENT PERFORMANCE** – The student agrees to attend classes regularly, study diligently, and abide by the rules and regulations of the Academy. It is understood that failure by the student to attend class regularly, study diligently, or to abide by the rules and regulations of the Academy, as stated in its catalog, or as otherwise prescribed by the Academy, now or in the future, verbally or in written form, may result in immediate suspension or termination at the option of the Academy and the School will not be held responsible for the remaining portion of the course of instruction. It is understood that such rules and regulations to be imposed in the future will be reasonable and proper.

**REFUNDS** - Cancellation must be made in person or by certified mail. All money will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after the enrollment agreement and making initial payment. Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund of all money paid, with the exception of the registration fee. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a pro rate refund computed on the number of hours completed to the total program hours. Cancellation after completing 50% of the program will result in no refund.

**TERMINATION DATE** - The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received. Refunds will be made within 30 days of termination or receipt of cancellation notice.

**WITHDRAWAL** – The withdrawal process is initiated in the Admissions Office. Students who are absent from the program for two consecutive weeks will be automatically withdrawn from the program, and will be refunded according to the refund policy, unless prior arrangements have been made with the administration. The student may withdraw from the Academy at anytime and the official date of withdrawal (for all purposes, including computing tuition refunds) shall be considered to have occurred on the last day of actual attendance regardless of whether any written notice is received by the School.

**TRANSCRIPTS** – The Academy is authorized to request copies of the applicant’s high school, trade school and college transcripts.

**AGREEMENT** – Both sides of the Application for Enrollment constitute one Agreement.

This agreement shall not be binding until it is accepted in writing by the school. Upon acceptance by the Academy, this Application for Enrollment becomes an agreement whereby the following terms and conditions are understood and agreed to by the Academy and each party signing this Agreement.

## GENERAL INFORMATION

1. ARE YOU CURRENTLY SCUBA CERTIFIED? YES \_\_\_\_ NO \_\_\_\_ IF YES, TO WHAT LEVEL, \_\_\_\_\_ AND WHAT AGENCY \_\_\_\_\_
2. HOW MANY DIVES DO YOU HAVE LOGGED? \_\_\_\_\_ WHAT IS YOUR DEEPEST DIVE \_\_\_\_\_
3. DO YOU CONSIDER YOURSELF A STRONG SWIMMER? YES \_\_\_\_ NO \_\_\_\_ (SWIMMING SKILLS ARE A REQUIREMENT FOR INSTRUCTORS)

(NOTE: NO PRIOR DIVING EXPERIENCE IS REQUIRED FOR ENROLLMENT BUT YOU MUST ATTEND *PRE PHASE PROGRAM*)

**PERSONAL**

Name in Full (Please Print) \_\_\_\_\_ Phone \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address (Street & Number) \_\_\_\_\_ City \_\_\_\_\_ State/Providence \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Shirt Size \_\_\_\_\_ Have you attended any other colleges \_\_\_\_\_ Dorms Yes \_\_\_ No \_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Last Medical Examination \_\_\_\_\_ Social Security No. \_\_\_\_\_

Ethnicity: White (Non Hispanic) \_\_\_\_\_ Black (Non Hispanic) \_\_\_\_\_ American Indian \_\_\_\_\_ Asian or Pacific Islander \_\_\_\_\_ Hispanic \_\_\_\_\_

Country of Birth \_\_\_\_\_ Citizen of \_\_\_\_\_ Marital Status \_\_\_\_\_  
(Country)

Driver's License Number \_\_\_\_\_ State (Country) \_\_\_\_\_

Do You Have Any Physical Handicaps or Limitations? \_\_\_ Yes \_\_\_ No If yes, please describe: \_\_\_\_\_

Name of Parent (or Legal Guardian) if a minor \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_

**EDUCATION AND BACKGROUND**

High School \_\_\_\_\_ Attended \_\_\_\_\_ Graduated? Yes \_\_\_ No \_\_\_  
Name, City & State \_\_\_\_\_ From (MDY to MDY) \_\_\_\_\_

Trade School \_\_\_\_\_ Attended \_\_\_\_\_ Graduated? Yes \_\_\_ No \_\_\_  
Name, City & State \_\_\_\_\_ From (MDY to MDY) \_\_\_\_\_

Couse Taken: \_\_\_\_\_

College: \_\_\_\_\_ Attended \_\_\_\_\_ Graduated? Yes \_\_\_ No \_\_\_  
Name, City & State \_\_\_\_\_ From (MDY to MDY) \_\_\_\_\_

Major Courses Taken: \_\_\_\_\_

Military Service \_\_\_\_\_ Dates of Service: \_\_\_\_\_  
Name of Service (If None, So Indicate) \_\_\_\_\_

**OCCUPATIONAL & WORK HISTORY**

Present Occupation \_\_\_\_\_ How Long? \_\_\_\_\_  
Indicate Title / Position \_\_\_\_\_

Employer \_\_\_\_\_  
Name of Company \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Former Employer \_\_\_\_\_  
Name of Company \_\_\_\_\_ Title / Position \_\_\_\_\_ How Long? \_\_\_\_\_

If Not Currently Employed, indicate employer of Father, Mother, or Spouse (Circle one) :

Employer \_\_\_\_\_  
Name of Company \_\_\_\_\_ Title / Position \_\_\_\_\_ How Long? \_\_\_\_\_

Address \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Acceptance of this Application by Commercial Diving Academy is at the sole discretion of the School.

**FOR THE PROTECTION OF ALL PARTIES, IT IS AGREED THAT NO AGREEMENTS OR PROMISES WERE MADE TO ME OTHER THAN THOSE SET FORTH IN THIS CONTRACT AND THE SCHOOL CATALOG AND INSERTS, WHICH I ACKNOWLEDGE HAVING RECEIVED. AND THAT I HAVE READ AND AGREED TO THE ABOVE APPLICATION AND TERMS AND CONDITIONS STIPULATED. I CONSENT AND AGREE THAT THE SCHOOL AND ITS AGENTS AND SUCCESSORS IN INTEREST MAY USE AND REPRODUCE MY NAME AND PHOTOGRAPH FOR ANY AND ALL PURPOSES IN ANY MEDIA. THIS CONTRACT IN ADDITION TO THE CATALOG SHALL BE THE BINDING AGREEMENT BETWEEN THE SCHOOL AND THE STUDENT. IN ADDITION, I HAVE READ & RECEIVED A COPY OF THE SIGNED AGREEMENT.**

SIGNATURE OF APPLICANT \_\_\_\_\_

Date \_\_\_\_\_

GUARDIAN SIGNATURE (UNDER 18) \_\_\_\_\_

Date \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

School Representative \_\_\_\_\_

Date \_\_\_\_\_