

# Enrollment Agreement



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Marathon, Florida 33050  
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FAX (305)743-8168 • www.hallsdiving.com

NAME \_\_\_\_\_ BIRTH DATE \_\_\_\_\_ SEX \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

COUNTRY \_\_\_\_\_ S.S NO. \_\_\_\_\_

CELL OR DAY PHONE (\_\_\_\_) \_\_\_\_\_ NIGHT PHONE (\_\_\_\_) \_\_\_\_\_

FAX (\_\_\_\_) \_\_\_\_\_ E-MAIL \_\_\_\_\_ SHIP BY \_\_\_\_\_

(method: UPS 2 day, USPS, etc.)

SHIPPING ADDRESS \_\_\_\_\_

(UPS and FEDX will not deliver to Post Office Boxes)

OCCUPATION \_\_\_\_\_ EMPLOYER \_\_\_\_\_

EMPLOYER ADDRESS \_\_\_\_\_

DIVING CERTIFICATION LEVEL \_\_\_\_\_ BY WHAT AGENCY? \_\_\_\_\_

LENGTH OF YEARS DIVING? \_\_\_\_\_ NUMBER OF DIVES IN LIFE? \_\_\_\_\_

HOW DID YOU HEAR ABOUT THE INSTITUTE? \_\_\_\_\_

(If magazine, please specify name of magazine)

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

PROGRAM DESCRIPTION \_\_\_\_\_ PROGRAM DATES \_\_\_\_\_

BEGIN ANTICIPATED END

NUMBER OF CLOCK HOURS \_\_\_\_\_ NUMBER OF DAYS \_\_\_\_\_ OR WEEKS \_\_\_\_\_

Class schedules are from 9:00 am to 6:00 pm except for scheduled night dives which run from 7:00 pm to 10:00 pm. Time is provided somewhere in mid day for a 1 hour lunch. Hours will sometimes run over from coordinating boat trips, shore dives or where students request extra work.

COST

Tuition \_\_\_\_\_ + Lab Fee \_\_\_\_\_ + Applic. Fee \_\_\_\_\_

+ Book \_\_\_\_\_ + Tax on Book \_\_\_\_\_ = Grand Total \_\_\_\_\_

Fees Fees (7.5%)

**Must check one of the two blocks below.**

Attached is my dorm or room agreement with my deposit. Please process this with my enrollment.

Please process my enrollment without dorm or room arrangements. I understand dorm or room arrangements are not available at the last minute.

**METHODS OF PAYMENT:** Cash, cashiers check, travelers checks, money orders or signed credit card transactions (use form below) guaranteed not to be revoked by maker may be used for payment.

**Credit Cards - (circle one)** M/C Visa AX Optima Discover

Place your charge card under the agreement here

**Imprint all the embossed numbers and writing** by running a crayon across or laying a carbon on the agreement and rubbing it. **MUST BE LEGIBLY EMBOSSED!**

Write the card number above Write 3-digit CVV code Write card expiration date  
*I will not revoke this credit card transaction and agree to follow the terms of the enrollment agreement. A facsimile of this transaction is considered an original.*

Signature of card holder

Amount you want charged

**Personal or business checks** can be used. They must clear the bank of deposit (approx. 20 days) before shipment of books or acceptance for enrollment can be processed.

1. **ADMISSIONS:** I understand that acceptance for admission is based upon meeting the prerequisite requirements and subject to the minimum and maximum class size requirements. I hereby affirm that I meet the prerequisite requirements as outlined in the Institute Catalog or will meet them at least 21 days prior to arrival. I will furnish documented proof of meeting prerequisites at least 21 days before attendance. I authorize investigation of statements made in all applications and physical examination. I understand that misrepresentation or omission of facts called for may be grounds for dismissal or withdrawing of certification. It is also further understood that acceptance of this agreement or the application fee does not constitute acceptance to the Institution if there are material facts withheld or prerequisite requirements are not met.

2. **HONOR PROGRAM PREPARATION:** I realize that if I am enrolling in an Honor Program that it requires self preparation work prior to attendance. I understand that students enrolling in Honor Programs requiring self preparation must furnish the Institute with documentation of completed self preparation materials and diving skill preparation at least 21 days prior to attendance. I am in good physical condition and feel mentally competent and if enrolled in an Honor Program I agree to prepare myself on a self preparation basis at home. I have reviewed the expected time of average completion of self preparation as outlined in the Institute catalog. I have arranged for this time to be available and feel comfortable with performing program preparation at home.

3. **BOOK FEES:** It is understood that students enrolling in Honor Programs are required to pay in advance for book fees and shipping charges as needed for individual courses included in their program. I also understand that Professional Program students may request their books in advance of attendance. In that case, Professional Program students are required to pay in advance for the cost of book fees and shipping charges. Delivery of books and materials by the Institute to a shipping carrier will constitute a delivery to the student. Claims for lost, missing or damaged books should be filed by the student with the carrier.

4. **APPLICATION FEE:** An application fee is a pre-admission fee for determining acceptance to the Institute. I understand that a application fee, based on 10% of the amount of tuition, is due upon execution of this agreement. I further understand that this application fee is in addition to the tuition and shall not be less than \$25.00 nor is it required to be more than \$150.00.

**Page 1 of 2 Pages, continued on reverse side.**

**Make a copy of this form (both sides) for your records. Send original with deposit to the Institute.**

5. PROGRAM FEES: I understand that total program fees including tuition, book fees, lab fees, book shipping charges and sales tax for the program are payable in full on or before 21 days prior to attendance, so as to confirm my intention to attend the scheduled class. Also, that this agreement and the program fees are not to be contingent upon the receipt of financial assistance of any kind. It is further understood that my program fees are for no specified date of completion, due to condition of weather, equipment breakdown or any other reason beyond the Institute's control.

6. DIPLOMAS: It is understood that this form in no way implies that the Institute guarantees to graduate or supply a diploma to all members, or for that matter any member, of any class. Only those earning a diploma will receive one. The respective diplomas to be awarded are outlined in the Institute Catalog.

7. PLACEMENT: I understand the placement service of the Institute is available to me at no additional charge. The Institute does not guarantee or promise a job or placement of any sort upon graduation. However, reasonable efforts will be made upon successful completion of my selected program, to avail me of opportunities for employment.

8. WITHDRAWAL PROCEDURE: All requests for withdrawals or refunds must be made in writing to the Institute.

9. TERMINATION: The Institute reserves the right to terminate any student prior to completion of training for failing to maintain passing grades; showing excessive tardiness or absences; failing to meet program payment obligations; maliciously destroying or damaging any property of the Institute (*the student may be held liable for repair and/or replacement of damaged property*); being found by the Institute to be temperamentally unsuitable for diving; engaging in unlawful or improper conduct or any conduct contrary to the best interests of the Institute or demonstrates behavior disruptive of normal classroom discipline.

10. REAPPOINTMENTS: I understand that arrangements to reappoint a program before attendance can be made *in writing* to reappoint to another scheduled program time period. A reappointment fee equal to the application fee of the program is charged for this service. If I request a reappointment *in writing* fourteen (14) or more days in advance of my scheduled attendance, the reappointment fee will be reduced to \$35.00. I further understand that if a reappointment *in writing* is requested without the appropriate fee, enrollment will be considered cancelled and a new enrollment will be needed in order to reappoint.

11. CANCELLATION: This enrollment agreement can be cancelled at any time after the three (3) business day cancellation period and prior to commencement of classes by notifying the Institute in writing. If cancelled, all advanced money shall be refunded except for the application fee, any books purchased and cost of shipping books by carrier.

12. REFUND: The following refund policy is followed by the Institute.

A. An applicant cancelling enrollment will receive a full refund of all advanced money if the Institute is notified in writing within three (3) business days (Monday through Friday excluding Saturday, Sunday and National Holidays) of signing the enrollment contract; if any books or materials were shipped or received during this three (3) business day cancellation period, they may be returned to the Institute for a full refund providing they are resalable as new; freight charges will be deducted from any refund of book fees.

B. Cancellation, withdrawal or termination after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata hourly refund of the tuition and lab fees computed by the number of hours completed to the total program hours. Cancellation, withdrawal or termination after completing 40% of the program will result in no refund.

C. A student termination or withdrawal will be considered to have occurred on the last day of actual attendance at the Institute unless earlier written notice of withdrawal is received by the Institute, in which case withdrawal will be made the date of receipt of written notice.

D. If any refunds, the Institute shall have 30 days after notice of withdrawal or termination in which to pay any refund due.

E. In case of a student prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both.

F. A student who is rejected from entering the Institute will receive a full refund of all monies paid, providing any books purchased are returned unharmed and able to be sold as new. In the case where books are kept, lost, harmed or not returned to the Institute, the refund will reflect the difference between the cost of the book fees and the monies paid.

13. EQUIPMENT, AIR AND BOAT TRIPS: It is understood that students must furnish their own full open water scuba equipment as listed in the Institute catalog. Use of scuba tanks, weights, weight belt, tools, rebreathers, underwater camera equipment, photo editing computers, tapes, discs or prints and other specialized equipment along with the cost of airfills and boat trips required by the Institute for training sessions are furnished to students in the payment of Institute lab fees. I understand that I am responsible for any institute equipment including lab equipment in my care or custody. I agree to reimburse the Institute for any Institute equipment, lost, damaged, or otherwise made all or partially unusable while in my full or shared care or custody. It is understood and agreed that now and in the future, all rights to ownership, distribution and use of photos or videos produced during the programs of me, by me or with others will remain the exclusive property of the Institute for no fee.

14. LEGAL DISPUTES: Should the school, student buyer or Co-Buyer(s) instigate legal action against the other, the losing party agrees to reimburse the prevailing party for all reasonable legal fees and such other costs related to enforcing their rights under this contract. Should a portion of this contract be deemed invalid law, it is agreed that the parties will not lose their rights to other parts of this contract.

**I HAVE READ AND UNDERSTAND THIS ENROLLMENT AGREEMENT AND THE CURRENT INSTITUTE CATALOG AND I ACKNOWLEDGE A RECEIPT OF THE SAME AT LEAST ONE WEEK PRIOR TO MY ENROLLMENT. THIS AGREEMENT CONTAINS ALL THE TERMS OF OUR AGREEMENT (EXCEPT THAT ALL INFORMATION IN THE CURRENT INSTITUTE CATALOG THAT RELATES TO MY TRAINING AT THE INSTITUTE IS INCORPORATED INTO AND IS PART OF THIS AGREEMENT) AND NO PART OF THIS AGREEMENT SHALL BE MODIFIED OR WAIVED. I ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THE ENROLLMENT AGREEMENT. I ALSO, UNDERSTAND THAT 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.**

**I HEREBY GIVE MY PERMISSION TO USE MY PICTURE OR VIDEO, NAME, ADDRESS, AND EMPLOYER 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 OLD.**

**THIS ENROLLMENT AGREEMENT IS A BINDING CONTRACT AND IS EFFECTIVE UPON APPROVAL AND ACCEPTANCE SIGNIFIED BY THE SIGNATURE BELOW OF ALL PARTIES.**

**DO NOT SIGN WITHOUT READING BOTH SIDES OF THIS AGREEMENT FIRST!**

\_\_\_\_\_  
STUDENT DATE

\_\_\_\_\_  
CO-BUYER(S) DATE

\_\_\_\_\_  
CAREER INSTITUTE ADMINISTRATION APPROVAL DATE

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