

Requirements and Policies

Enrollments

For help with enrollments please contact the Institute. Office Hours are from 9am to 6pm everyday except Thanksgiving and Christmas. Enrollments are taken until an Institute session is filled. All waterwork training groups are limited to seven students per trainer. Classroom and laboratory sessions are typically fewer than 10 students per trainer and limited to no more than 15 students.

Before enrolling, check to make sure you meet the entrance and prerequisite requirements or will be meeting all of them (except the Career Program Assessment Test - CPAT) at least 21 days before your date of attendance at the Institute.

Veterans using VA Benefits can only attend classes that also have some non-VA students in the program. Veterans should apply to enroll only in the most popular programs that are sure to have some non-VA students enrolled in order to avoid last minute changes in their enrollment.

TO ENROLL in a Professional Training Program, fill out the "Enrollment Agreement" and "Dorm Agreement" (if applicable). Mail them with a Program deposit of \$500.00 and Dorm deposit (if applicable, usually \$450.00) or a filled out "Student Loan Application" and the Application Fee (usually \$150.00) and Dorm deposit (if applicable, usually \$450.00) for the program. Please check with an Institute Enrollment Counselor at 800-331-4255 or 305-743-5929 to help you fill out the paperwork properly before sending it to the Institute for processing.

TO ENROLL in a Honor Training Program (short residence with self study prep), fill out "Enrollment Agreement." Mail it with a minimum of the application fee (usually \$150.00), payment for self study book fees, Florida State sales tax on book fees, a \$50.00 shipping cost deposit, "Dorm Agreement" and deposit (if applicable, usually \$450.00) and proof of having met prerequisites. Please check with an Institute Enrollment Counselor at 800-331-4255 or 305-743-5929 to help you fill out the paperwork properly before sending it to the Institute for processing.

Honor Training Program (short residence with self study prep) students whose prerequisites require physical and written attendance qualification exams must submit proof of meeting these requirements before attendance. Attendance exams may be completed at home on an open-book basis. Physical requirements must be witnessed. Contact the Institute for necessary forms and exam.

Your entire tuition, lab and application fees, book fees and Florida State sales tax on book fees, along with proof of having met entrance and prerequisite requirements must be received at least 21 days before the starting day of your training program.

Entrance Requirements

Program entrance requirements for each program are listed under "prerequisites" in the hourly schedules for each program listed in this catalog. Documented proof of meeting both the prerequisite and general entrance requirements (below) must be furnished to the Institute at least 21 days before attendance on campus. The Career Institute at Hall's does not discriminate against applicants by denying admission because of race, creed, age, color, sex, national origin, marital status or disability.

The general requirements for entrance to all programs are as follows:

1. The student must be at least 18 years of age or older. Students who are 17 years old may be accepted at the Institute at the discretion of the Executive Director. Minimum requirements for consideration of 17 year old's are: written parental permission, liability releases, and a signed statement of understanding. Part of the understanding is that the Institute withholds certification until the student reaches the age of 18. The underage student must also show evidence that the program is not interfering with the pursuit of their secondary education.

2. Students must furnish evidence of a high school diploma, general equivalency diploma (GED) or proof of Higher Education, like a College or University transcript, before the start of classes **OR** take a standard Career Program Assessment Test (CPAT) their first day in class. The CPAT exam measures a student's ability in reading, writing and arithmetic (not using a calculator). A student must receive a scaled score of at least 42 in language, 43 in reading and 41 in arithmetic. If a student receives less than these scores, they must be interviewed to determine if the student has the ability to benefit from the training offered. After the interview, admission to the school will be decided by the Executive Director and the Training Director.

Students enrolled in programs of 450 or more clock hours who **haven't** furnished a copy of a high school diploma, general equivalency diploma (GED) or proof of Higher Education must

take a standard CPAT exam through an independent tester. **Students who require independent testing must notify the school to make arrangements well in advance of their program.**

CPAT exam independent testing can sometimes be arranged in the student's hometown before the program starts or at the Institute the day before the first class. If the student receives less than the required scores from the independent tester, remedial training will be required by the student. After, remedial training, another test must be successfully completed before the student will be allowed to attend the Institute Program.

3. In good physical condition and found acceptable for diving by a medical doctor.
4. Able to speak and understand English and work with U.S. Measurement systems.
5. Able to swim the crawl or freestyle stroke.
6. Any programs requiring certification as a diver for enrollment must show evidence in one of the following ways (A, B, C or D) at least 21 days before scheduled attendance:

A. Furnish the Institute with a copy of a current diver certification through an Institute-recognized national or international diver certification organization, government body or commercial diving school.

OR

B. Furnish proof of enrollment in a nationally or internationally Institute-recognized certified diving program and show evidence of successful completion at least 21 days before attendance.

OR

C. Make confirmed reservations for attendance at a Hall's Diving Center (here on the Institute grounds) certified diving program with a scheduled completion date at least two days before the first day of the Institute program.

OR

D. Request an interview with the Executive Director or Training Director to determine if the student has sufficient *un-certified diving experience* to benefit from the training offered. After an interview to determine experience, admission to the school will be decided by the Executive Director and Training Director.

7. Must complete and sign an enrollment agreement, application form, risk and waiver form and statements of understanding.

Sport diving as a profession requires on-the-job performance. Part of this performance is the responsibility for the safety, welfare and lives of others. Responsibility for others is stressful at times. The Institute reserves the right to deny admission or certification to any student if a Director of the Institute believes the student's past or present actions indicate they may be temperamentally or physically unsuited to diving leadership.

Training Program Equipment Required

Students supply typical classroom supplies such as pens, pencils, erasers, notebooks, paper, poster board, markers, etc. Laptop computers are nice to have but not absolutely required. Office supply, stationery, and department stores are within a short distance of the Institute.

For programs involving diving, the student must have their own personal diving equipment except for tanks and weights. If you have not already purchased this equipment seek the advice of the instructor trainers in your class. Located on the grounds in conjunction with the Institute is Hall's Diving Center. Hall's stocks diving equipment for diving professionals. The following is a list of the *professional level* diving and other equipment needed with the approximate price range on each item.

Diving Mask	\$30 to \$150
Open Heel Power Fins	\$80 to \$250
Snorkel	\$19 to \$80
Wet Suit with Booties and Light Weight Gloves	\$300 to \$800
Buoyancy Compensator with Back-pak Power Inflator & Whistle	\$350 to \$1,200
Regulator with Octopus and Pressure Gauge	\$500 to \$1,500

Compass with Rotating Bezel	\$50 to \$100
Nitrox Computer	\$350 to \$2300
Underwater Timing Device (May be part of Nitrox Computer)	\$40 to \$500
Underwater Slate	\$9 to \$15
Dive Knife	\$19 to \$150
Underwater Light	\$40 to \$100
Calculator (non-programmable) for Classroom Use	\$7 to \$50

Previous Experience or Training Credit

Students can receive credit for previous training or experience. VA students *must* provide transcripts or other documents to the Institute of all previous experience or training. The Institute will evaluate previous experience or training and credit on a case-by-case basis. Should credit be granted, the Institute will reduce tuition and length of training proportionally. A written notice will be furnished to the student for credits allowed. If the student is receiving VA Benefits, the VA will be notified.

Clock Hour and Credit Transfers

A clock hour is a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. The maximum number of clock hours allowed to transfer for credit to the Institute will not exceed 60% of the total hours of the program. Transfers of clock hour credits to other institutions are at the discretion of the accepting institution. Students are responsible to confirm whether or not clock hour transfers will be accepted at future institutions before enrollment in Institute Programs.

Attendance

The Institute is open for class attendance from 9:00 AM to 6:00 PM, seven days a week including Saturday, Sunday and all Holidays except for the Holiday season from late December to early January, Presidents day, Memorial day, Independence day, Labor day, Veterans day and Thanksgiving day. All Professional Career Programs that are more than one week in residence and Honor Programs more than ten (10) days in residence have scheduled day/s off. Some programs are scheduled with no day breaks. See the hourly schedule for each program in this catalog for details. All programs are timed to follow an eight-hour day. Occasional overruns may occur due to boat scheduling, travel time, or where an individual or group of students require extra work. Four hours at night for Divemaster training is required in order to complete night dive leadership training.

Leave of Absence, Emergency Leave or Illness Leave:

In all Programs less than thirty (30) days in duration, more than one day (eight clock hours of instruction) interruption by the student will require enrollment in the next scheduled session.

In all Programs thirty (30) days or more in duration, more than two and one-half (2 1/2) days interruption in a calendar month will require enrollment in the next scheduled session.

For a longer absence, the student is expected to withdraw from the program. Excused absences will be granted in extreme cases only and are to be reviewed on a case-by-case basis by the Training Director. Excused absences will be granted only in writing and such notice is placed in the student's file.

Absence, Cuts, Unexcused Absence:

Students are expected to attend every hour of a class during the program and be on time. One unexcused absence puts a student on probation.

In all Programs less than thirty (30) days in duration, more than two unexcused absences results in dismissal. A student who exceeds eight hours — one program day — of unexcused absence in a calendar month will be terminated for unsatisfactory attendance.

In all Programs thirty (30) days or more in duration, more than three unexcused absences results in dismissal. A student who exceeds twenty hours - 2 1/2 program days - of unexcused absence in a calendar month will be terminated for unsatisfactory attendance.

Tardiness:

Tardiness to any class or lab is equal to one unexcused absence and results in probation. While on probation, a student's continued chronic tardiness (four additional occurrences) will result in dismissal.

Early departures, class cuts, tardiness, etc., for any part of a class or lab hour is counted as a full hour of absence.

Makeup Work

Any class, lab or practical work missed is to be satisfactorily completed before the Institute will grant a diploma. All practical makeup work must average at least 3.25 on a 5.0 scale for each area of evaluation. This average is figured using only makeup scores, not previous scores. Makeup written exams must be passed with a score of 75 percent or better except where outside certifying agencies require a higher score. All makeup work must be completed within one year from the date of enrollment or the program grade reverts to a failure (1) or no-credit.

At no point will a makeup session exceed one-half of the duration of the original scheduled program. Those students that require makeup work greater than one-half the duration of the program will be considered to have failed.

Holidays

The Institute is closed for classes during holiday season from late December through early January and on Presidents day, Memorial day, Independence day, Labor day, Veterans day and Thanksgiving day. The Institute is totally closed for administration, store, reef trips and classes on Thanksgiving day and Christmas day. For exact dates see holiday date sheet in the back pocket of this catalog.

Withdrawal From Institute or Change of Program

No withdrawal from the Institute is approved until the student has first contacted the trainers in the program and consulted with the Director to fill out the necessary forms.

Failure to attend class or merely giving notice to trainers will not be considered as official notice of withdrawal. Changes or withdrawal from a program is official only when the proper forms are signed and approved by the Institute Director.

Unofficial or unreported withdrawal without notice may result in failure of the program.

Grading System

Grading is on a five-point basis:

5 = excellent	4 = good	3 = acceptable	2 = not acceptable	1 = unprepared, incorrect or unsafe.
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Written exam scoring is on a percentage basis (1 percent through 100 percent.) A minimum of 75 percent is passing unless an outside certifying agency requires a higher score. In the event that an exam has an odd number of questions, the closest average above the minimum passing score will be considered passing.

Satisfactory Progress Policy

If a student's performance is below standard, he or she is made aware of the problem, counseled, and instructed on how to improve. As long as the student is willing to give the effort to learn, the trainers will continue to teach. If after a reasonable effort, progress is still not made the student will be dismissed.

Reviews of academic and practical progress are scheduled quarterly during every program. During the first 25% (one quarter) of a program the student must maintain a minimum grade point average of 2.0. The student must have at least a 2.5 grade average by midpoint in any program. An average of 3.0 is required by the end of a program for program completion. All students must be performing primarily at the 4 grade level by the end of a program in order to be eligible for Institute Staff recommendations for outside certifying agency certifications or membership.

Students will be furnished a progress/grade report at the end of every evaluation quarter. A copy of this report will be placed in the student's permanent file maintained at the Institute.

Failure to meet minimum grade point averages or written exam averages will place the student on academic probation. A student must show improvement by the next grading period. Unsatisfactory progress results in dismissal.

In the event of a dismissal for lack of progress, the student may request reinstatement. Requests must be in writing and addressed to the Executive Director of the Institute. The student will be allowed to attend another scheduled program within a year, providing the presence of the dismissed student does not endanger or threaten the learning process of other students in the class, and if the Director believes there is a reasonable chance for success.

Additional Satisfactory Progress Policies for VA Educational Benefits

The following additional requirements and policies only apply to students while they are receiving Veteran's Administration (VA) approved educational benefits for programs at the Institute.

Each VA student is expected to satisfactorily complete the program with a 3.0 cumulative grade point average (GPA) or better within the number of training hours approved by the State Approving Agency for Veterans Training. They also must meet any academic, skill and/or technical requirements of their particular program. If at any point it is determined that a VA student cannot satisfactorily complete the program within the approved number of hours, the student's VA educational benefits will be terminated for unsatisfactory progress.

A VA student who, at the end of any evaluation period (quarter - 25%), has not attained and maintained satisfactory progress (3.0 GPA or better) will be placed on academic probation for the next quarter. Should the student not attain and maintain satisfactory progress by the end of the probationary period, the student's VA educational benefits will be terminated for unsatisfactory progress.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the Institute to be recertified after one evaluation period has elapsed. The Institute may recertify the student for VA educational benefits only if there is a likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

A VA student terminated for lack of attendance may petition the Institute to be recertified in a future scheduled session. The Institute may recertify the student for VA educational benefits only if there is a likelihood that the student will be able to attain and maintain satisfactory progress and attendance for the remainder of the program.

Program Records

The Institute keeps program records on the academic achievement and practical progress of each student. Records of counseling sessions and professional evaluations by the Staff of the student are a permanent part of the records. Records (transcripts) of academic achievement and practical progress, attendance, program of study, clock hours, grades and financial information are available to students, free of charge. These records are permanently maintained at the Institute. Copies of all paper program records can also be made available to students immediately following their program for a \$50.00 charge for copying.

Diplomas

The respective diploma to be awarded for each program is listed with the individual program hourly schedule in this catalog. The Institute in no way implies that it 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.

Association Membership, Registrations and Certifications

Institute Staff recommendations along with meeting outside certifying agency review testing, training, registration, certification and membership requirements and paying additional processing, materials, membership and insurance fees are required for initial registration, certification and membership with most of the outside certifying agencies. Availability of Staff to make recommendations to outside certifying agencies for your program may vary. The Institute in no way implies that it guarantees a Staff recommendation to an outside certifying agency or acceptance by an outside certifying agency of a graduate for review, registration, certification or association membership, or supply a Staff recommendation to all members of a class, or for that matter any member of any class. Staff recommendations for outside certifying agency review, registration, membership or certifications are at the sole discretion of Institute Staff members. The Institute Staff will not make recommendations to an outside certifying agency for review, registration, certifications or membership for any portion of an enrolled program until the student successfully completes the entire enrolled program.

Conduct

Students are expected to conduct themselves at the Institute in the same manner they plan to act on the job in the future, when their training is completed. Conduct records of qualities such as common sense, promptness, preparation, competency, courtesy, enthusiasm and a general attitude of cooperation will be kept and made available to any inquiring employers.

Dismissal for unsatisfactory conduct may be made if an individual's behavior interferes with learning by classmates or jeopardizes safety in any way and is not corrected after counseling.

Dismissal may also occur if a student's behavior creates an unfavorable impression of the school with the local or diving community.

Students either past or present agree to not either through their own actions or by passing information on to other parties, disparage, defame, impugn or assail the reputation of the Institute or any other Institute businesses, students, graduates or staff. Failure to comply can result in substantial economic damages and losses of types and amounts which are impossible to compute and ascertain with certainty as a basis to recover from these damages. Accordingly, students either past or present who cause this damage agree to pay the injured parties \$1,000 per day as long as the damage remains, which shall represent a fair, reasonable and appropriate cost thereof.

Use of drugs, including alcohol, which affect a student's behavior during classes is prohibited. One such occurrence will place a student on probation; more than two occurrences results in dismissal.

Policy on Discrimination and Sexual Harassment (D-SH)

It is the policy of the Institute to provide an environment that is free from discrimination and harassment because such conduct seriously undermines the atmosphere of trust and respect that is essential to a healthy work and academic environment. This policy applies to all members of the Institute who are encouraged to promptly report complaints about discrimination and harassment. Persons found to be in violation of this policy shall be subject to disciplinary action that may include written warning, suspension, or dismissal.

Definition (D-SH)

Discrimination constitutes an unlawful practice and violates local, state, and/or federal Civil Rights statutes. Discrimination occurs whenever decisions are made based on race, color, religion, sex, national origin, age, marital status or disability.

The term sexual harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct. Sexually harassing behavior in particular includes unwelcome conduct such as sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature.

In determining whether conduct constitutes discrimination or sexual harassment, the record as a whole and the totality of the circumstances will be examined, on a case-by-case basis.

A third party may file a complaint under this policy if the discrimination or sexual conduct of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare, academic or work performance.

Examples of Prohibited Behavior (D-SH)

Prohibited acts that constitutes **discrimination** may take a variety of forms. Examples of the kinds of conduct that may constitute discrimination include, but are not limited to:

1. Unwanted or unwelcome verbalism or behaviors that have overtones related to an individual's race, color, religion, sex, national origin, age, marital status, or disability.
2. Epithets, slurs, negative stereotypes, or threatening, intimidating or hostile acts that relate to race, color, religion, sex, national origin, age, marital status or disability.
3. Verbalisms/behaviors which the student regards as offensive.
4. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, age, marital status, or disability and that is placed on walls, bulletin boards, or elsewhere on the premises, or circulated.

Prohibited acts that constitute **sexual harassment** may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Threats or insinuations that a person's academic grade, classroom assignments or other conditions of academic life may be adversely affected by not submitting to sexual advances.
3. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene phone calls.
4. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the study area, may embarrass or offend individuals. Such materials if used in an educational setting should be related to educational purposes.

- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- Consensual sexual relationships where such relationships lead to favoritism of a student or subordinate employee with whom the Supervisor or Superior is sexually involved and where such favoritism adversely affects other students.

Reporting Policy (D-SH)

Where a conflict of interest exists, or may exist, the individual with the power or status advantage shall notify his or her Supervisor. The Supervisor shall have the responsibility for making arrangements to eliminate or mitigate a conflict whose consequence might prove detrimental to the Institute or to either party.

Confidentiality (D-SH)

The Institute encourages an environment in which individuals are unafraid to discuss concerns and make complaints. The confidentiality of this process is highly important. While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complainant regarding action by the Institute cannot be guaranteed, these areas will be protected to as great a degree as is legally possible.

Malicious, False Accusations (D-SH)

A complaint whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action which may include, but is not limited to, written warning, suspension, or dismissal.

Complaint Procedure (D-SH)

Any student who wishes to report a possible incident of discrimination or sexual harassment or other unlawful harassment should promptly report the matter to the Training Director. If that person is not available, or you believe it would be inappropriate to contact that person, contact the Executive Director of the Institute.

The Institute will conduct a prompt investigation as confidentially as possible under the circumstances. Students who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, students have an obligation to cooperate with the Institute in enforcing this policy and investigating and remedying complaints.

Any student who becomes aware of possible discrimination or sexual harassment against others should promptly advise their supervisor. Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include dismissal.

Retaliation (D-SH)

Any student who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of the enrollment agreement and will not be retaliated against because of the complaint.

In addition, the Institute will not tolerate retaliation against any student who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including dismissal.

Appeals

Any student complaints, or appeals concerning probation or dismissals may be made in writing to the Executive Director within five school days of the problem. Complaints and appeals are reviewed by the Executive Director. Appeal decisions by the Executive Director are final.

Program Reappointments

Arrangements to reappoint a program before attendance can be made *in writing* to another scheduled program time period. A reappointment fee equal to the application fee of the program is charged for this service. If a reappointment is requested *in writing* fourteen or more days before scheduled attendance, the reappointment fee can be reduced to \$35.00.

Written Notices

Students must make all written notices by verifiable means. Dated signed receipt deliveries such as UPS, FEDEX, certified mail or hand delivery are acceptable. It is agreed that the Institute shall make the final determination of receipt for all written notices sent by other than verifiable means.

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.

Refunds

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, through 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 more than 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 books and the monies paid.

VA Student Refund Policy

The refund of the unused portion of tuition, fees and other charges for veterans or eligible persons under veterans benefits who fail to enter a program, or withdraw, or discontinue prior to completion, will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges, that the length of the completed portion of the program bears to the total length of the program. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student - to the total number of instructional days or hours in the program.

Accommodations, equipment, books and materials purchased and received are not figured as "fees or other charges" when calculating refunds in the VA Student Refund Policy.

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