

## Student Enrollment Agreement

THIS AGREEMENT TOGETHER WITH THE SCHOOL CATALOG, CONSTITUTE A BINDING CONTRACT BETWEEN THE STUDENT AND THE SCHOOL UPON ACCEPTANCE BY THE SCHOOL.

American Pro Diving Center, Inc.  
821 SE Hwy. 19  
Crystal River, Florida 34429  
Phone: (352) 563-0041 or 1800-291-DIVE  
Fax: 352-563-5230



### STUDENT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

### PROGRAM INFORMATION

Program Title: IDC (Instructor Development Course) Clock Hours: 90

Class Schedule: \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

### CANCELLATION AND REFUND POLICY

Should a student be terminated or cancel for any reason, all refunds will be made according to following refund schedule.

1. Cancellation must be made in person, followed by cancellation in writing by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within (3) business days after signing the enrollment agreement or making initial payment except for items that cannot be returned due to use.
3. Cancellation after the third (3<sup>rd</sup>) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. A student that does not pass the IDC course is not entitled to a refund or any monies returned. They may be allowed to return to the next available IDC course. The students are responsible for their own accommodations and meals upon re-entry.
7. If a student cancels, the request must be sent to American Pro Diving Center by certified mail or the request is made in person. The refund will be sent within 30 days to the student.
8. A student can be dismissed, at the discretion of the Director, for insufficient progress, non-payments of costs, or failure to comply with rules.  
Tuition \$ \_\_\_\_\_  
Books, Materials and Supplies \$ \_\_\_\_\_  
Other Costs \$ \_\_\_\_\_  
Total Program Cost \$ \_\_\_\_\_

### Fee Payment Schedule

A nonrefundable registration fee is required upon the student scheduling the IDC course. The student has the option of paying the balance of the cost of the IDC course by installments or in full prior to the first day of class. The total payment is due in full on the first day of class. Prior to attending the first class, books must be purchased.

### Credential To Be Awarded

After successfully competing IDC course, a diploma will be issued. This diploma allows the student to take the IE (Instructor Examination) exam from PADI. After successfully passing the IE exam, the student will be given a diploma as an Open Water Scuba Instructor.

### Employment Guarantee Disclaimer

As stated in the catalog on p.7 under "student placement," the school cannot guarantee employment.

### Binding Agreement

This enrollment agreement in addition to the catalog shall be the binding agreement between the school and student.

### Termination By School

#### Interruptions in Training/Termination

- A. A student is not terminated for failure to learn the required skills. A student that has not successfully completed the examination is encouraged to retake examination.
- B. If the student fails to achieve a passing grade the second time he/she is counseled by the director as to the advisability of continuing and that if he/she decides to continue, a certification of completion may not be awarded.

#### Re-entry

A student that has cancelled, taken a leave of absence, or has been terminated and desires to re-enter the IDC program must notify the school and follow the required admission procedures. A student that was terminated for any reason must have an interview with the course director and show cause why he/she should be reinstated. The decision of the course director is final. A student that has a leave of absence granted by the course director shall return at another available IDC with the responsibility to the student of accommodation, meals and any other outstanding fees.

#### Conduct

Students are expected to conduct themselves in a professional manner at all times. Foul language, possession of unprescribed drugs or alcoholic beverages and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A student who conducts himself/herself in a manner detrimental to the school, staff or other students will be terminated. Theft of property from the IDC school or other students is grounds for immediate dismissal. No refund will be issued for any misconduct.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

All signers have "READ AND RECEIVED A COPY OF THE SIGNED AGREEMENT."

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

Acceptance Date By School \_\_\_\_\_