

# Enrollment Agreement

This agreement, together with reading the Horizon Divers Career Catalog, constitutes a binding contract between the applicant/student (hereinafter referred to as student) and Horizon Divers Instructor Development Center LLC (hereinafter referred to as school) upon acceptance by the school. The student understands that if the school accepts this agreement it shall be deemed a binding contract.

## Horizon Divers Instructor Development Center LLC

100 Ocean Drive, Bldg 1  
Key Largo, FL 33037  
Telephone Number: (305) 453-3535  
Fax Number: (305) 453-3511

(Last Name)	(First Name)	(Middle Name)
(Mailing Address)		(City)
(State)	(Zip Code)	(Country)
(Phone Number)	(Email Address)	(Date of Birth - Day/Month/Year)
(Highest Certification Level)	(Training Agency)	(Number of Dives)

List the information below to enroll in your program and to determine your total cost for training.  
See the Career Catalog for Program fees, Books and Materials, and Administrative Information and Requirements.

Programs (one per line)	Start Date of Program	Tuition
		\$
		\$
		\$
		\$
	<b>Total Program(s)</b>	\$
	<b>Deposit</b>	\$
	<b>Balance</b>	\$

## Enrollment Requirements

To apply for the program, complete and submit the Enrollment Agreement. Send the completed Enrollment Agreement along with the required registration fee to us. Please bring your completed medical statement for the programs required and photocopies of your previous certifications. Admission is taken on a first come first served basis up to and including the first day of the program. When possible the student will receive a Course Catalog at least 1 week prior to enrollment. Unless otherwise stated as a prerequisite for one of the school programs.

## Registration Fee and Program Payment

A \$100 registration fee is due at the time of submitting the Student Enrollment Agreement. The registration fee secures your place in the program and is credited towards your tuition. Prior to attending the program, books and materials must be purchased.

The student has the option of paying the tuition costs: 1) In full prior to attending the program; or 2) Paying a registration fee before the start of the program and paying the balance the first day of the program.

PADI application fees and PADI IE fees are not included in the tuition or program fees and must be paid to the particular training agency at the conclusion of the appropriate segment of training.

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## Cancellation/Refund Policy

Should a student/applicant cancel his/her enrollment or be terminated by the school for any reason, all refunds will be made using the following procedures:

1. Request for cancellations must be made in writing to the school and given in person or by certified mail.
2. All monies will be refunded if the school does not accept this Enrollment Agreement or the applicant cancels within 3 business days after signing the Enrollment Agreement and making the initial payment.
3. An applicant requesting cancellation after the 3rd business day, but before the first program date 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 50% 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 50% of the program will result in no refund.
6. The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. A student can be dismissed at the discretion of the Director, for insufficient progress, non-payment of costs, or failure to comply with the rules.
8. All refunds will be made within 30 days of cancellation or termination.
9. If the school cancels any of the programs at any time, a full refund will be given to the student.

## Graduation

A "Diploma" is awarded upon satisfactory program completion, with all monetary obligations to the school made. The school reserves the right to withhold diploma for unsatisfactory attendance, unsatisfactory progress, and failure to adhere to school rules, or nonpayment of monetary obligations to the school.

## Employment Disclaimer

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquires made to the school from potential employers will be made available to the proper students. The school will assist the student with employment to the best of its ability, but cannot guarantee employment.

**Notice to Student:** Do not sign this contract unless you have read it and or it contains any blank spaces.

I have read, understand, and received a copy of the enrollment agreement and career catalog.

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(Student Signature)

(Date - Day/Month/Year)

Payment:  Credit Card

Check

Money Order

Cash

All funds are payable in U.S. dollars only.

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(Credit Card Number)

(Expiration Date)

(Code)

(Signature of Card Holder)

(Print Name)

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(Acceptance Signature of School Representative)

(Date - Day/Month/Year)