

Enrollment Documents for
INTERNATIONAL DIVING INSTITUTE
A Commercial Diving and Underwater Welding Training Facility

Thank you for requesting enrollment information for the International Diving Institute! Please contact us with any questions. Our admissions staff can be reached at (843) 203-1387 or at admissions@idicharleston.edu.

CONTENTS:

Steps to Enroll (1 page)

A step-by-step list of the enrollment process.

Class Schedule (1 page)

The start dates and other significant dates for our upcoming classes. This should be used for reference when choosing a month to begin training and when planning your schedule to start school.

Registration/Enrollment Agreement (4 pages)

The registration form is the first step of enrollment. All four pages must be returned to the International Diving Institute in order to reserve a slot in your preferred class. We recommend scanning and emailing this document. It can also be submitted by fax, or returned through the postal system.

Credit Card Authorization Form (1 page)

This form may be used to pay the \$100.00 registration fee for enrollment if paying by credit card.

STEPS TO ENROLL AT INTERNATIONAL DIVING INSTITUTE

- 1) Fill out the registration form entirely and select which starting date you prefer. Be sure to indicate your payment options on page 3, and sign at the bottom of page 4.
- 2) Send your registration to IDI along with a registration fee of \$100.00. Alternately, your application can be faxed, or scanned and emailed to admissions@idicharleston.edu. If using fax or email, the fee can be paid by credit card by using the Credit Card Authorization form or calling the school at 843-740-1124. If you plan to use VA benefits, the registration fee may be covered by your benefits. Contact an admissions representative for details.
- 3) Once your registration is processed you will receive an electronic acceptance packet from IDI with any further steps needed for the admissions process. This will include a packing list and a list of recommended housing options.
- 4) If you opt for student financing, you may begin the process at any time. Visit fafsa.ed.gov and use school code 042556 to begin the process.
- 5) Contact your graduating high school for a transcript request and have your official transcripts sent to directly to IDI.
- 6) If using VA benefits, call the Veterans Administration office at 1-888-442-4551 to obtain a Certificate of Eligibility (COE) or Notice of Eligibility (NOE) (If using Voc Rehab, contact your VA representative to obtain approval.) Send or email the COE/NOE to us as soon as you receive it.
- 7) Keep IDI updated with any changes that may require adjustments to your start date or disenrollment from the program.
- 8) Be at the IDI administration office at 8:00 AM on your start date for orientation, dive physical, and gear issue. Be prepared to make your initial payment for school if applicable. Bring with you these original documents:
 - Driver's License
 - Social Security Card
 - Birth Certificate

International Diving Institute, LLC

1400 Pierside St # 190-C, North Charleston, SC 29405

Phone: (843) 740-1124 / Fax: (843) 740-5598

Visit us online at www.idiver.com and facebook.com/idiver



Air/Mixed Gas Surface Supplied Diving

2017 CLASS SCHEDULE

Class	Registration	Class Start	Graduation
January	1/3 & 1/4	1/5/2017	4/28/2017
February	1/30 & 1/31	2/1/2017	5/25/2017
March	2/27 & 2/28	3/1/2017	6/23/2017
April *	4/3	4/4/2017	7/28/2017
May	5/1 & 5/2	5/3/2017	8/24/2017
June	5/30 & 5/31	6/1/2017	9/22/2017
July	7/3 & 7/5	7/6/2017	10/26/2017
August	7/28 & 7/31	8/1/2017	11/22/2017
September	9/5 & 9/6	9/7/2017	1/16/2018
October *	10/2	10/3/2017	2/9/2018
November *	10/30	10/31/2017	3/9/2018
December	12/4 & 12/5	12/6/2017	4/13/2018

*****The Institute reserves the right to amend dates if required*****

STUDENT HOLIDAYS

New Year's	January 2, 2017
Spring Break	April 14-17, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017
Labor Day	September 4, 2017
Veterans Day (observed)	November 10, 2017
Thanksgiving	November 23-24, 2017
Winter Break	December 18, 2017 - January 1, 2018

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Registration/Enrollment Agreement 2017

Licensed by the South Carolina Commission on Higher Education

I, _____ would like to enroll in the Air/Mixed Gas Surface-Supplied Diver program,
(print name)
which is scheduled to convene on _____. I understand that class size is limited and if the class I have selected
(Class start date)
is full, I will be notified and given the option to attend the next available class. The program length is 16 weeks (640 hours),
Monday through Friday. The student will attend class from 7:00 AM to 4:00 PM.

Refer to the catalog for admission requirements and schedule

PERSONAL INFORMATION

IMPORTANT: Please print

Last Name First Name Middle Name

Social Security Number Date of Birth (month/day/year) Age Gender

Other Previous Full Name(s)

Street Address Apartment #

City State/Providence Zip+4 Country

Mobile Telephone Home Telephone Other Telephone

Country of Birth Citizenship Email Address

Emergency Contact Name Relationship Emergency Contact Phone Number

For Gear Sizing: Shoe Size (US) Height Weight Waist Size Chest

How did you first hear about International Diving Institute?

EDUCATIONAL BACKGROUND

High School Name	City & State	Years Attended
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Graduate? (yes/no)	If No, do you have a GED or equivalent thereof? (yes/no)
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MILITARY SERVICE

Country Served	Branch of Service	Rank
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Dates of Service	Type of Discharge	GI Bill
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DIVING EXPERIENCE

IMPORTANT: Prior diving experience is not required for enrollment

Scuba Certified? (yes/no)	Certifying Agency	Date Certified	Level	Last Dive Date
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Commercial Diving Experience? (yes/no)	Last Dive Date
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EVALUATION OF SKILLS

Check the appropriate rating for each line below

- | | | | | |
|---------------------------------|--|----------------------------------|--|------------------------------------|
| 1. Swimming abilities: | <input type="checkbox"/> below average | <input type="checkbox"/> average | <input type="checkbox"/> above average | <input type="checkbox"/> excellent |
| 2. Mechanical abilities: | <input type="checkbox"/> below average | <input type="checkbox"/> average | <input type="checkbox"/> above average | <input type="checkbox"/> excellent |
| 3. Ability to work with hands: | <input type="checkbox"/> below average | <input type="checkbox"/> average | <input type="checkbox"/> above average | <input type="checkbox"/> excellent |
| 4. Ability to work with others: | <input type="checkbox"/> below average | <input type="checkbox"/> average | <input type="checkbox"/> above average | <input type="checkbox"/> excellent |

TERMS & CONDITIONS OF AGREEMENT

Acceptance of this application/enrollment agreement is at the sole discretion of the International Diving Institute, LLC "IDI".

AGREEMENT- All pages of this Registration/ Enrollment Agreement represent one agreement. This agreement, which is made up of 4 pages, shall not be binding until the student and an IDI representative sign it. By signing this agreement, the student acknowledges that he/she understands and agrees to all terms of this agreement, the Catalog, Code of Conduct, Code of Safety, as well as all other literature and information provided by IDI to the student.

CERTIFICATE - Upon successful completion of the course the student will be awarded a certificate for Air/Mixed Gas Surface Supplied Diver.

TRANSCRIPTS - The institute is authorized to request copies of the student's high school, vocational school and college transcripts. However, we make no claim or guarantee that credit earned at IDI will transfer to another institution.

TUITION & FEES

Prices effective January 2017

Registration Fee (non-refundable)	\$100.00
Tuition - Air/Mixed Gas Surface Supplied Diver (4 months)	\$18,000.00
Commercial Diving Equipment (required, non-refundable. Gear belongs to student once purchased)	\$2,600.00
Books (required, non-refundable)	\$150.00
Physical and Drug Test (required, non-refundable)	\$650.00
Open Water Scuba Training	<i>Free for students</i>

Housing accommodations are not provided by the school; however a list of housing providers may be available upon request.

FINANCING OPTIONS

Price in parenthesis below covers the tuition, diving equipment, dive physical, and books. It does not cover the registration fee or advanced classes. Equipment is issued at the start of class and is non-refundable. Any payments made directly to the school may be made by cash, check, or credit card (Amex, Visa, MasterCard, Discover.)

****INITIAL**** next to the option you choose:

_____ Option 1 (\$21,400.00): All charges paid in full on or before the first day of class.

_____ Option 2: Student Financing. Registrant elects to apply for student financing. Details on applying for student financing will be provided by the school once this registration form is received. All student aid and credit decisions are the responsibility of the individual third-party lending institutions. A representative will contact you for details.

Please indicate the funding source(s) you intend to use: _____
(Typical sources include cash, check, credit card, student financing (FAFSA or third-party), VA benefits, and state funding)

REFUNDS & CANCELLATIONS

Refund and Cancellation Policy - Refund computations will be based on scheduled clock hours of class through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class. The length of a course for purposes of calculating refunds owed is the shortest scheduled time period in which the course may be completed by continuous attendance of a full-time student.

Refund Due Dates - If a registrant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within forty (40) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier. For an enrolled student, the refund due will be paid within forty (40) calendar days from the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, according to the institution's attendance, conduct, or Satisfactory Academic Progress policy.

Cancellations:

- 1) **Rejection of Registrant** - If a registrant is rejected for enrollment by IDI, a full refund of all tuition monies paid will be made to the registrant.
- 2) **Program Cancellation** - If IDI cancels a program subsequent to a student's enrollment, IDI will refund all monies paid by the student.
- 3) **Cancellation Prior to the Start of Class or No Show** - If a student cancels within three days (72 hours) of signing the enrollment agreement, IDI will make a full refund; after three days but prior to the start of scheduled classes, IDI will refund all monies paid minus the registration fee.
- 4) **Cancellation After the Start of Class** - After classes begin, during the first 60% of the course, IDI will refund to the appropriate party(ies) a pro rata portion of fees charged, less the administrative fee, for the hours the student actually attended based on the last date attended. There are no refunds past the 60% completion of the course, which meets or exceeds the ACCET standard. The school will make refunds within 40 days after the effective date of cancellation or the last date attended.

RESPONSIBILITIES

STUDENT RESPONSIBILITY - The student agrees to comply with the Code of Conduct and the Code of Safety as outlined in the catalog. By signing and submitting this Registration/Enrollment Form, student is representing that they have fully read and understand all policies contained in the Catalog, and all other IDI documents and hand-outs. Students are also expected to attend all classes and to study diligently. If at any time the student feels he/she is falling behind, it is his/her responsibility to ask for help. It is understood that failure by the student to attend class regularly, study diligently, or to comply with the Code of Conduct and the Code of Safety as stated in the catalog, or as otherwise prescribed by IDI, now or in the future, verbally or in written form, can result in immediate suspension or expulsion. It will be at the discretion of the institute and the institute will not be responsible for the remaining portion of the course of instruction. Any changes or additions made in the future to the Code of Conduct and/or the Code of Safety will be provided to the student within a reasonable time of such changes or additions.

INSTITUTE RESPONSIBILITY - The institute will provide the applicant with classroom space, space on the dive station, use of the recompression chamber, hand-outs, and instruction in the program indicated. All diving equipment and supplies will be available for purchase through the institute. Upon successful completion of the program and after meeting graduation requirements, the institute agrees to award the appropriate certification(s) and to provide reasonable assistance in locating employment. The institute does not guarantee employment. The institute reserves the right to reorganize the curriculum and to change or revise starting dates. If necessary, suitable substitutions in the curriculum may be made by the institute.

TENDER/DIVER PLACEMENT - The institute provides instruction on developing resumes and conducting interviews. The Institute will also post and/or announce any inquiries for divers/tenders. Students will also be provided with a list of potential employers, including names and addresses.

PROSPECTIVE STUDENTS SIGNING THIS APPLICATION SPECIFICALLY ACKNOWLEDGE THAT THEY HAVE READ AND UNDERSTAND THIS REGISTRATION/ENROLLMENT AGREEMENT, AS WELL AS THE CATALOG AND ALL OTHER INSTITUTE DOCUMENTATION PROVIDED AND MADE AVAILABLE TO THE STUDENT.

STATEMENTS

*** I have attached \$100.00 with this form as my registration fee. If prior military, I have attached a copy of my DD-214. ***

I understand that, prior to class, I must provide a certified copy of my driver's license, social security card and birth certificate. I will contact my high school or GED office and requested that my official transcripts be mailed directly to the institute.

I certify that the above information is true, accurate and correct to the best of my knowledge. I further understand that falsification, misrepresentation, or failure to provide complete information herein may result in denial of admission or dismissal after admission. I acknowledge having received and read this entire agreement, the institute's Catalog and inserts and all other literature provided by IDI. I also acknowledge and agree to accept the terms and conditions stipulated herein as well as the terms, conditions, and policies outlined in other IDI documents. There have been no other arrangements or promises made to me other than those presented in this agreement, the catalog and inserts. This Agreement, in addition to the Catalog and all other documentation provided by IDI, shall be the binding agreement between the institute and the student.

Signature of Registrant

Date

Authorized Institute Representative

Date

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CREDIT CARD AUTHORIZATION FORM

This form can be completed and saved electronically

Name of Student: _____

Billing Statement Details:

Name on Card: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

Credit Card Brand: Visa MasterCard Discover Amex

Credit Card Number: _____

Credit Card Expiration: _____

Credit Card CVV Number: _____

I authorize the International Diving Institute to charge my credit card listed above for the \$100.00 non-refundable registration fee. I agree that I will pay for this charge in accordance with the issuing bank cardholder agreement. I agree this information is only to be used for a single charge.

Signature of Credit Card Holder

Date

Please return this form with your completed Enrollment Agreement to: admissions@idiver.com