



# Enrollment Agreement

Charles F. Chapman School of Seamanship, Inc.

Professional Mariner Training Program ... 9-weeks ... 360 hours

Yacht & Small Craft Surveying Program ... 6-weeks ... 180 hours

Yamaha Marine Maintenance Certification Program ... 9-weeks ... 360 hours

Name: \_\_\_\_\_  
(Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle Initial) \_\_\_\_\_ (Nickname) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  Male  Female SS#: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

If you have a chronic illness or handicap, describe \_\_\_\_\_

How did you hear about Chapman School? \_\_\_\_\_

I desire enrollment in the following program(s):

- Professional Mariner Training: Start Date: \_\_\_\_\_ Anticipated Finish Date: \_\_\_\_\_
- Yacht & Small Craft Surveying: Start Date: \_\_\_\_\_ Anticipated Finish Date: \_\_\_\_\_
- Yamaha Marine Maintenance: Start Date: \_\_\_\_\_ Anticipated Finish Date: \_\_\_\_\_

Do you wish on-campus housing?  Yes  No Dates requested for housing \_\_\_\_\_ to \_\_\_\_\_

**Please have a copy of your High School or college transcript sent to the Registrar at the School.**

Previous Education (i.e. high school, college, technical/voc. training or other schools/certifications)

Work Experience: principal occupation(s) for the past five years \_\_\_\_\_

Marine Experience: \_\_\_\_\_

Fees for Training	Professional Mariner Training 360 hours (8:00am to 5:00pm)  \$150.00 (non-refundable)  \$9,650.00	Yacht & Small Craft Surveying 180 hours (8:30am to 3:30pm)  \$150.00 (non-refundable)  \$6,850.00	Yamaha Marine Maintenance 360 hours (8:00am to 5:00pm)  \$150.00 (non-refundable)  \$9,650.00
Registration Fee	<b>\$9,800.00</b>	<b>\$7,000.00</b>	<b>\$9,800.00</b>
Tuition (Includes Books)			
<b>Total Tuition</b>	<b>\$9,800.00</b>	<b>\$7,000.00</b>	<b>\$9,800.00</b>
Campus Housing Dormitory Fee (Shared Housing Rate)	(Optional)  \$3,150.00	(Optional)  \$2,100.00	(Optional)  \$3,150.00
<b>Total Housing</b>	<b>\$3,150.00</b>	<b>\$2,100.00</b>	<b>\$3,150.00</b>

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## Registration Fee and Tuition Deposit must be sent with signed Enrollment Agreement

- Non-Refundable Registration Fee and Tuition Deposit due with enrollment. Balance of tuition due 30 days prior to the first day of class.
- Housing Fee includes utilities and Wireless Internet. Campus housing fees are due 30 days prior to the first day of class.
- I understand that I will be required to supply the school with a copy of my photo ID prior to the start of class.
- A student's enrollment can be terminated at the discretion of the institution for insufficient academic progress, non-payment of Academic costs, or failure to comply with rules and policies established by the institution as outlined in the catalog and this Agreement.
- Upon satisfactory completion of (1) Professional Mariner Training a Diploma is awarded, (2) Yacht & Small Craft Surveying a Certificate is awarded, (3) Yamaha Marine Maintenance a Certificate is awarded. Yamaha Marine University, the curriculum owner, also awards individual certifications for each course successfully completed within the program.
- Although placement assistance is offered, the school does not guarantee employment.

## Refund Policy

Our outlined refund policy is designed in accordance with Fair Consumer Practices. Should a student be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

- All cancellations must be in writing and presented in person or by certified mail.
- All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days of signing the Enrollment Agreement and making initial payment, providing textbooks and lab equipment is returned.
- Cancellation after the third (3) business day and prior to the first day of class, all monies paid will be refunded, except the \$150.00 non-refundable registration fee.
- Cancellation after attendance has begun, through 40% completion of the program will result in a pro rata refund computed on the number of hours completed to the total program hours.
- **Cancellation after completion of more than 40% of the program will result in no refund.**
- If Enrollment of the Applicant is not accepted by the School, or if the School cancels the program due to insufficient enrollment, all payments made by the Applicant will be fully refunded.
- Termination date: for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
- If a credit card was used as the original method of payment, a convenience fee of 3.0% of the total amount refunded will apply for all transactions.
- All refunds are made within 30 days after termination or receipt of cancellation notice.
- Chapman School will maintain graduate student records permanently, Non-graduate student records will remain on file for one year.
- **Veteran's Refund Policy** is in accordance with the federal code of regulations chapter 38 section 21.4254 (c) (13) & 21-4255. The pro ration 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 course. (See catalog for Housing Information & Refund Policy)

## Complete Enrollment Agreement, Read Information Below and Sign Authorization

I have received and read the Chapman School catalog concerning the program I wish to take and understand the conditions, services and curriculum under which I will receive training. By signing this Enrollment Agreement, I agree to abide by the terms of enrollment and refund policy.

**The Enrollment Agreement (pages 1 of 2 and 2 of 2) in addition to the program catalog constitutes a binding agreement between the student and the school upon acceptance.**

## Signature & Payment Authorization

Registration Fee: \$ \_\_\_\_\_ Tuition Deposit: \$ \_\_\_\_\_ Housing : \$ \_\_\_\_\_ Total Enclosed \$ \_\_\_\_\_

I authorize the use of my credit card  MasterCard  Visa  Discover  Amex in the amount of \$ \_\_\_\_\_

Acct #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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Facebook: [www.facebook.com/chapmanschool](http://www.facebook.com/chapmanschool)

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