

◦ **Registration Fee and Housing Deposit must be sent with signed Enrollment Agreement**

- Tuition deposit and fee for Books and Materials are due 45 days prior to the start of class. Balance of tuition is due 10 days prior to the first day of class.
- Housing Fee includes utilities and Wireless Internet. Campus housing fees are due 45 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.
- Although placement assistance is offered, the School does not guarantee employment.

Refund Policy

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

- All cancellations must be made in writing and presented in person or 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, or after signing the enrollment agreement and making initial payment, providing textbooks and lab equipment is returned.
- Cancellation after the third (3rd) business day and prior to the first day of class, all monies paid will be refunded, with the exception of the registration fee.
- Cancellation after attendance has begun, but prior to 40% of completion of the program will result in a pro rata refund computed on the number of hours completed compared to the total program hours. Fees for registration and books and materials are not included in the calculation.
- Cancellation after the completion of 40% of the program will result in no refund.
- Termination date is the last date of actual attendance by the student unless earlier written notice is received.
- All refunds are made within 30 days after termination or receipt of cancellation notice.
- 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 and applicable insert concerning the course I want 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 catalog constitutes a binding agreement between the student and the school upon acceptance.

Signature & Payment Authorization

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

I authorize the use of my credit card Mastercard Visa Discover in the amount of \$ _____

Acct #: _____ Expiration Date: _____

Student Signature _____ Date _____

School Official Signature _____ Date _____

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