



# Enrollment Agreement

**Charles F. Chapman School of Seamanship, Inc.**  
 (For Professional Mariner Training & Yacht & Small Craft Surveying Programs Only)  
**Professional Mariner Training ... 11 week program ... 425 hours**  
**Yacht & Small Craft Surveying ... 6 week program ... 180 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: \_\_\_\_\_

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: \_\_\_\_\_

	Professional Mariner Training – 425 hours ( 8:30am to 4:30pm )-1st 285 hours ( 8:00am to 5:00pm )-final 140 hours	Yacht & Small Craft Survey – 180 hours (8:30am to 3:30pm)
Fees for Training		
Registration Fee	\$150.00 (non-refundable)	\$150.00 (non-refundable)
Tuition – Current (Includes Books)	\$8,350.00	\$4,700.00
<b>TOTAL</b>	<b>\$8,500.00</b>	<b>\$4,850.00</b>
Campus Housing (Optional)		
Security Deposit	\$300.00	\$300.00
Dormitory Fee	\$1,700.00	\$1,050.00
<b>TOTAL</b>	<b>\$2,000.00</b>	<b>\$1,350.00</b>

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

- Tuition deposit is 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 student be terminated or cancelled 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 registration fee.
- Cancellation after attendance has begun, through 40% of completion of 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.**
- Termination date: for refund computation purposes 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.
- Chapman School will maintain graduate student records permanently; however, 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 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  Amex in the amount of \$\_\_\_\_\_

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

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

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

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