

**ENROLLMENT AGREEMENT
PACIFIC MARITIME INSTITUTE (P.M.I.)**

1729 Alaskan Way South, Seattle, WA 98134 * 888 893-7829 * www.mates.org

This Enrollment Agreement is between the above-named school and _____

Student Name

() _____

Street Address

City / State / Zip

Telephone Number

The school agrees to provide the following training:

Course Program (see below)

Starting Date

Completion Date

Entry Level

AB to Mate

Chief Mate to Master

Mate 500/1600 Tons

Independent Course(s)

Program consists of _____ weeks x _____ hours per week = _____ total hours.

Please Note: If the student is taking entry level or individual courses this Agreement has no expiration date. Records and costs are kept within the school database. Courses are 35 clock hours per week and a school week is considered to be Monday – Friday, unless otherwise noted. For a vocational program the Agreement will be valid the length of the program.

CONFIRMATION OF ENROLLMENT

The PMI takes requests to enroll over the phone or via registration form. A letter to identify the course/program interest will be sent out and the Enrollment Agreement will be attached. Please read, fill out, sign, and return the Agreement to PMI. Once the Agreement is received the course/program will be confirmed (provided the candidate meets, and has enclosed all admission requirements, if there are any). A PMI representative will sign and return a copy to the candidate. Be sure to see our 2006 Vocational Catalog for admission requirements for each program.

TUITION

Tuition for Pacific Maritime Institute’s individual courses/programs is charged per course. Vocational programs may be paid within a payment schedule agreed upon by the school and student, which will be provided to and signed by both. The signed copy will be provided to the student and kept on file in the student record. Financial aid is available, although, in the event that approval for such aid is pending, the student is responsible for the tuition and must pay in accordance with the payment schedule. The use of books, tools and supplies are included within the cost of tuition.

AGREEMENT IS BINDING

This Agreement will be binding only when it has been fully completed, signed and dated by the student and an authorized representative of the school prior to the time instruction begins.

NOTICE TO BUYER

Do not sign this Agreement before you read it or if it contains any blank spaces. This is a legal document. All pages of this Agreement are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the Agreement, school catalog, and any other papers you may sign. You are required to sign this statement acknowledging receipt the Agreement and Catalog.

EFFECTIVE DATE OF ACCEPTANCE

I certify that I have read and understand the cancellation policy, refund policy, confirmation policy, and complaint procedure. I have received a copy of the school catalog or brochure; and I am entitled to an exact copy of this Enrollment Agreement, school catalog, and any other papers I sign. I hereby agree to abide by the conditions set forth herein.

NOTICE

Washington state law requires the following information to be supplied to each student enrolling in a private vocational school licensed under RCW 28C.10. The school must attach one copy of this notice bearing original signatures as addenda to that individual’s enrollment agreement and a copy must be provided to the enrollee, by the school.

ACKNOWLEDGEMENT BY SCHOOL

Prior to being enrolled in this school, the applicant, whose signature appears below, has been made aware of the legal obligations he/she takes on by entering into a contract for training.

ACKNOWLEDGEMENT BY ENROLLEE

I understand and accept that any contract for training I enter into with the above named school contains legally binding obligations and responsibilities. I understand and accept that repayment obligation will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training. I understand that the enrollment contract I enter into will not be binding or take effect for at least five (5) days provided that I have not entered classes sooner.

UNFAIR BUSINESS PRACTICES

It is unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed, written consent of the student or his/her parent or guardian, and a written statement notifying all parties that the cancellation and refund policy continues to apply.

CHANGES IN THE AGREEMENT

Any changes in the Agreement will not be binding on either the student of the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student.

COURSE CANCELLATION BY STUDENT

Students are required to provide 72-hours notice (3-business days) of cancellation either verbally or in writing to the Registrar. Failure to provide such notice will result in a 10% administrative fee based on the cost of the course, or \$100, whichever is less, per WTECB requirements.

~Agreement continued on backside~

_____ Date _____

Student Signature

mm/dd/yyyy

Accepted by _____ Acceptance Date: _____ Title: _____

COURSE CANCELLATION BY SCHOOL

The school reserves the right to cancel a class if the number of students enrolled is insufficient. If this occurs, the student may request a full refund of monies paid for tuition or apply all monies paid to the next scheduled class, if on the schedule.

GROUNDS FOR TERMINATION BY SCHOOL

A student that fails to maintain satisfactory progress, violates safety regulations, interferes with other students' work, is disruptive or obscene, and / or is under the influence of alcohol or drugs is subject to immediate termination.

- If a student fails to attend classes, without notice, for thirty calendar days or misses time that interferes with the instruction of the course, it will be at the discretion of the Instructor and the Training Director to decide on whether they may complete the course.
- If a student fails to meet financial obligations they are subject to termination by the Director.
- Students can be reinstated into a program by demonstrating that they have taken steps to improve their knowledge or skills to a level that would allow satisfactory progress.

TERMINATION FOR ONBOARD TRAINING

In the event that an onboard training provider rejects a student from onboard training for any reason, the school reserves the right to immediately terminate that student from the entire program. An onboard training provider has the absolute authority to reject or retain students who are training onboard the provider's vessels. PMI will issue a partial refund if the student is terminated due to rejection by an onboard training provider, as discussed in the Termination From Onboard Training policy, below, as follows: the full tuition cost less \$2000, or the refund amount required by law, whichever is greater.

DISCONTINUED PROGRAMS

If the school discontinues instruction in any program after a student enters training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a pro-rata refund of all tuition and fees paid, unless comparable training is arranged for by the school and agreed upon, in writing, by the student. The student must make a written request for such a refund within 90-days from the date the program was discontinued, or relocated, and the refund must be paid within 30 -days after receipt of such a request.

REFUNDS

PMI will issue a refund under the following circumstances:

- 1) If the school discontinues a course after the student has enrolled.
- 2) If the school cancels a course due to insufficient enrollment.
- 3) If a student cancels a course in accordance with the Student Cancellation Policy – above.

PMI will issue a partial refund if the student is terminated by the school, as provided in the Termination By The School policy, above, as follows:

- 1) If the student completes one week or up to 10% of the program, the school will refund 90% of the tuition cost, less the registration fee.
 - 2) * If the student completes more than one week or 10% of the program, but less than 25%, the school will refund 75% of the tuition cost, less the registration fee.
 - 3) If the student completes more than 25% of the program, but less than 50%, the school will refund 50% of the tuition cost, less the registration fee.
 - 4) If the student completes more than 50% of the program, no refund will be made.
- *"Registration fee" is a 10% administrative fee, based on the cost of the course, or \$100, whichever is less.

See note under Termination of Onboard training for special circumstances related to the MATE 500/1600 ton program

The student, or the student's representative, must submit a request for refund in writing within thirty (30) days of the date that notice of cancellation was submitted to the school Registrar. The request for refund must include the following information: the course and the date it was cancelled, student name and address for refund receipt, student signature. Refund requests received later than thirty - (30) days after the date that notice of cancellation was submitted to the Registrar will not be eligible for refund unless extenuating circumstances exist which prevented the request from being submitted in a timely manner. Any extenuating circumstances must be explained in the request for refund. The school Administrative Manager will review all late requests and determine whether the circumstances merit a refund or not. When calculating refunds, the official date of a student's termination is the last full day of recorded attendance.

Refund Denial Appeals

Any student denied refund may appeal the decision in writing to the school Director. Appeals must be received within thirty (30) days of the date of denial. The decision of the school Director, on appeal, is final.

Refund Payouts

Students awarded refund of course costs will be reported to the accounting department within seven (7) working days of the date of approval. The accounting department will refund the appropriate course costs via check, which will be sent to the refund receipt address provided by the student in the request for refund.

Refund Table

<i>Completed Training</i>	<i>Student Refund %</i>
<i>One week or up to 10%, whichever is less</i>	<i>90%</i>
<i>More than one week or 10% whichever is less, but less than 25%</i>	<i>75%</i>
<i>25% through 50%</i>	<i>50%</i>
<i>More than 50%</i>	<i>0%</i>

CANCELLATION OF AGREEMENT

If you have not started training, you may cancel this Agreement by submitting written notice of such cancellation to the school at the address provided on the Agreement. Notice shall be submitted not later than midnight of the fifth business day (excluding week ends and holidays) following your signing this Agreement or the written notice may be personally delivered to the school within that time. In the event of a dispute over timely notice, the burden to prove service rests on the sender.

_____ Date _____
Student Signature mm/dd/yyyy

Accepted by _____ Acceptance Date: _____ Title: _____