

WESTLAWN INSTITUTE OF MARINE TECHNOLOGY, INC.

ENROLLMENT AGREEMENT: FIBERGLASS BOATBUILDING PRODUCTION METHODS - BC 402 U.S. STUDENTS [This form may be used until January 31, 2016]

I hereby apply for enrollment in Westlawn Institute's continuing education course, **Fiberglass Boatbuilding Production Methods (BC 402)**. I am at least 18 years of age. I understand that my enrollment is subject to acceptance by the school and that, if I am accepted, I will abide by the terms and conditions of this agreement and I have read this Enrollment Agreement including the Enrollment Conditions and the Cancellation Policy.

The tuition for this course is \$380.00 in U.S. funds. I have enclosed my tuition payment with this application.
PLEASE PRINT CLEARLY: Male Female

Family Name _____ Given Name _____ Middle Name or Initial _____

Address _____

Home Phone Number _____ Work Phone Number _____ Email Address **REQUIRED** _____

Date of Birth _____ Employer/Company _____ Occupation/Job Title _____

I have signed and dated this agreement below to indicate that I understand and accept the terms of this agreement, including the Enrollment Conditions and Cancellation Policy on page 2.

Applicant's Signature _____ Date _____

For School Use Only **STUDENT ID:** _____
Signature of Accepting Administrator _____ Date _____ **TARGET COMPLETION DATE (TCD)**

When accepted, a copy will be returned for your files.
This agreement and your payment of \$380.00 in collectable U.S. funds, drawn on a U.S. bank should be made payable and mailed to:
WESTLAWN INSTITUTE OF MARINE TECHNOLOGY
c/o Maine Maritime Museum • 243 Washington Street • Bath ME 04530 USA • Tel: 800-832-7430 or 207-747-0088 •
Fax: 207-747-0084. If paying by credit card, you may complete this form and fax it to: 207-747-0084,
or scan and email it to info@westlawn.edu

One- or Two-Payment Option. Please Check One:

- My payment in full of \$380.00 U.S. is enclosed.
- My initial payment of \$190.00 U.S. is enclosed. I understand and agree that I will be billed for the balance of \$190.00 approximately on the 15th day of the month after my first payment has been received. I understand and agree that this enrollment is valid for the submission of only two lessons and for only thirty days until after the second payment has been received. I understand and agree that, should any payment be more than ten days past due, my enrollment will be suspended until the payments have been brought up to current status, and that any such suspension will not change the target completion date/termination date of this enrollment agreement.

If you wish to charge your tuition to your **MASTERCARD** or **VISA** card, fill in below:

Amount to be charged, check one:

- \$380.00 U.S. for payment in full (Check one) **MASTERCARD** **VISA**
- \$190.00 U.S. initial payment followed by a second \$190.00 U.S. payment automatically billed to my credit card approximately on the 15th day of the month after my first payment is received.

Card Number _____ Expiration Date: _____ Code from Back of Card _____

Signature of Card Holder: _____ Zip Code of Credit-Card Billing Address _____

Enrollment Conditions

- I agree to follow the instructions to the best of my ability. I agree to apply myself conscientiously to the course, and to personally complete all the required assignments and examinations, and I understand that I need a computer and reliable access to the Internet and email in order to complete the coursework.
- I agree to complete the course and submit all required examinations to the school for grading in the prescribed manner and **within six months** from the date of acceptance of this enrollment, at which time this agreement, with the exception of the student's obligation for any payments not completed, will terminate.
- I understand that the school will be closed for U.S. national holidays; for a two-week summer break and a two-week winter break; and that, for several days during the year, faculty may be engaged in giving presentations and seminars at other schools, at conferences, and at boat shows.
- I understand I can send only one lesson at a time to the school, and that I cannot submit succeeding lessons until I have passed the previous lesson with a grade of 75% or better.
- I understand I am to pay postage on all materials I send to the school, and the school will pay postage on all materials sent to me.
- I agree to sign and abide by the Code of Conduct, and understand this must be submitted before my lessons can be graded.
- The school will provide the student with the study materials and instructor guidance needed to complete each lesson. The school will also award a certificate of completion when the student successfully completes all course requirements.

Cancellation Policy

- You may request cancellation in any manner, **BUT A WRITTEN REQUEST IS RECOMMENDED.**
- If you cancel your enrollment within 5 calendar days after this application is signed, no tuition will be charged. Return of all course material sent is requested.
- From 5 calendar days after this agreement is signed, until the school receives the first lesson assignment, upon cancellation, the school is entitled to a registration fee of 20% of the tuition.
- After the school receives the first lesson assignment, upon cancellation, the school shall be entitled to a registration fee plus a charge which shall be determined according to the following:
 - Up to and including completion of the first 10% of the course, 10% of the tuition minus the registration fee.
 - After completing more than 10% of the course and up to and including 25% of the course, 25% of the tuition minus the registration fee.
 - After completing more than 25% of the course and up to and including 50% of the course, 50% of the tuition minus the registration fee.
 - If the student completes more than half the course, the school shall be entitled to the full tuition.
 - No refunds are due three months after the termination date of this agreement.

Westlawn Institute of Marine Technology
c/o Maine Maritime Museum
243 Washington Street
Bath, Maine 04530 USA
Tel: 800-832-7430 or 207-853-6600 • Fax: 207-853-6605
info@westlawn.edu
ww.westlawn.edu





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A Code of Conduct for the Distance Education Student

As a student of a distance education institution, I recognize that in the pursuit of my educational goals I have certain responsibilities toward my fellow distance learners, my institution, and myself. To fulfill these responsibilities, I pledge adherence to this Code of Conduct.

I will observe fully the standards, rules, policies, and guidelines established by the Westlawn Institute of Marine Technology.

* * *

I will adhere to high ethical standards in the pursuit of my education, and to the best of my ability will:

1. Conduct myself with professionalism, courtesy and respect for others in all of my dealings with the institution staff, faculty, and other students.
2. Present my qualifications and background truthfully and accurately for admission to the institution.
3. Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions, and conducting research.
4. Never turn in work that is not my own, or present another person's ideas or scholarship as my own.
5. Never ask for, receive, or give unauthorized help on graded assignments, quizzes, and examinations.
6. Never divulge the content of or answers to quizzes or examinations to fellow students.
7. Never improperly use, destroy, forge, or alter my institution's documents, transcripts, or other records.
8. Never divulge my online username or password.
9. Do my best to follow the recommended study schedule for my program of studies.
10. Always report any violations of this Code of Conduct to the director of Westlawn, and report any evidence of cheating, plagiarism or improper conduct on the part of any student of the institution when I have direct knowledge of these activities.

Print Student's Name: _____

Signature: _____ Date: _____

Please Sign This Code Of Conduct And Return With Your Enrollment Agreement