

Application for Admission & Enrollment Agreement (May be used for enrollment until March 15, 2013)



MODULE 1

Westlawn Institute of Marine Technology
www.westlawn.edu
 Distance Study Diploma Program in Yacht & Boat Design

Admissions Office:

Westlawn Institute of Marine Technology Inc.
 16 Deep Cove Road
 Eastport, Maine 04631 USA
 Phone: (207) 853-6600, Fax: (207) 853-6605
 Email: info@westlawn.edu



INFORMATION:

The program is divided into four modules as follows:

- Module 1—Introduction to Small-Craft Design
- Module 2—Intermediate Boat & Yacht Design
- Module 3—Small-Craft Structural Design
- Module 4—Small-Craft Systems Engineering

This application and agreement is for Module 1. Students must receive a passing grade on all Module-1 lessons before they can register for Module 2. A certificate of completion will be awarded upon successful completion of Module 1. A professional diploma will be awarded upon successful completion of Module 4.

PERSONAL DATA:

Applicant's Education

1. I am a high school graduate (diploma or G.E.D. / Equivalency diploma.)
 Yes No (If yes, go to question 5)
2. I have successfully completed at least two years of high school level mathematics.
 Yes No
3. My age exceeds compulsory school age. Yes No
4. On a separate sheet of paper briefly describe any prior studies, specialized training, previous employment, life experience, or other activity that you feel has prepared you to successfully pursue this course of study. Attach this to your application. You can also include copies of letters of reference.

5. _____
 High School City, State Date of Graduation (or earned G.E.D.)

College City, State Major Dates Attended Degree Earned

Technical or Vocational or Professional School Dates Attended Subject Major

6. I am proficient in English at a secondary-school-graduate level. Yes No

EXPERIENCE:

7. Are you currently working in the boating industry? Yes No

8. Current Employment: _____
 Company Job Title

Previous Employment: _____
 Company Job Title

9. Have you any training or experience in:

CAD:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sketching and drawing:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Operating a Sailboat:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Manual Drafting:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Operating a Powerboat:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

10. Do you have any handicaps that would reasonably prevent you from completing this course?
 Yes No

MODULE 2 PRICE PROTECTION WARRANTEE:

If students who have completed Module 1 register for Module 2 within 1 year of the acceptance date of this agreement, the cost for Module 2 will be \$3,150.00. A Module-2 enrollment agreement will be sent to you when you complete Module 1.

PERSONAL INFORMATION:

Please try *not* to use a post-office-box address. Course material is often shipped via UPS or courier. If you use a post-office-box address, delivery of course material may be delayed due to the slower post-office shipping required.

(Please Print or Type CLEARLY and NEATLY):

Family Name Given Name/First Name Middle Name

Mailing Address

City State or Province Zip

Home Phone Work Phone Email Address— **REQUIRED**

Male Female

Country of Residence

Date of Birth: / / Social Insurance Number or National ID Number

How did you hear about Westlawn? If a magazine or boat show, which one:

Have you taken any Westlawn courses previously? Yes No If yes, which course(s):

AFFIRMATION:

I have read this entire enrollment agreement and I understand and agree to all the terms and conditions therein. I hereby apply for enrollment in Module 1 of Westlawn’s distance-study course in yacht & boat design. I understand that my enrollment is subject to acceptance by the school and, if accepted, I will abide by the terms and conditions of this agreement.

X Applicant’s Signature Date

IF APPLICANT IS A LEGAL MINOR, PARENT OR GUARDIAN MUST COMPLETE AND SIGN BELOW:

Family Name Given Name/First Name Middle Name

Mailing Address

City State or Province Zip

Home Phone Work Phone Email Address

Male Female

Country of Residence

Date of Birth: / / Social Insurance Number or National ID Number

X Parent or Guardian’s Signature Date

DO NOT WRITE BELOW THIS LINE

For School Use Only:

Module-1 Study Period (incl. six month free extension*) ends on:

X School’s Acceptance Date of Acceptance

Student ID Number

Date *(See enrollment conditions on last page.)

WHEN ACCEPTED, A COPY WILL BE RETURNED FOR YOUR FILES. PLEASE RETURN ALL FOUR PAGES OF THIS APPLICATION.

ENROLLMENT CONDITIONS:

It is understood that Module 1 consists of 12 lessons. The lesson assignments are to be completed by me and returned to the school, per school instructions. It is understood that I need a computer, reliable access to the Internet, and email in order to properly complete the coursework, and I agree I must log onto the Westlawn student forum at least once a week. The work submitted shall be for the purpose of fulfilling the prescribed course requirements. The school will grade and return my lesson assignments to me. I will pay postage on all material I send to the school, and the school will pay postage on all lesson work returned to me.

It is understood that the school will be closed for U.S. national holidays; for a two-week summer break and for 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.

It is understood that I cannot submit a succeeding lesson assignment until I have passed the previous lesson assignment with a grade of 75% or better, and that—if I fail to achieve a passing grade on the final lesson/exam in a module or course after five submissions of this lesson—the school will record this as failing the module or course and my enrollment will be terminated.

It is understood that for payment of my tuition fees, the school will furnish me the Module-1 study guides, Module-1 Westlawn text books, and instructor services consisting of lesson-assignment grading and instruction by mail or email should I need it to properly complete a lesson.

I agree to follow instructions to the best of my ability, to apply myself consistently and conscientiously, and to personally complete all Module-1 lesson assignments within six months from the enrollment date, at which time this contract, with the exception of the student's obligation for payments, if not completed, will terminate. However, a six month time extension will be granted, at no additional charge, for the purpose of completing the Module-1 assignments. This free time extension does not alter the termination date of this contract, including the school's obligation for issuing refunds. Any additional time extensions, granted after the free extension, will be subject to an additional agreement.

If a third party has paid some or all of my tuition, I agree the school may send copies of my records to that third party.

I understand that acceptance of transfer of credit for Westlawn Institute courses to another institution is solely based on the policies of the receiving institution.

I have signed the enclosed student code of conduct and agree to abide by it, and I understand that the school has the right to suspend or terminate my enrollment for unethical conduct.

CANCELLATION & REFUND POLICY*

**Meets the business standards of the Distance Education and Training Council*

If you cancel your enrollment within five (5) calendar days after midnight on the day on which this agreement is signed, no tuition will be charged. RETURN OF ALL COURSE MATERIAL sent to you is requested. You may request cancellation in any manner, but for your protection, WRITTEN NOTIFICATION IS RECOMMENDED.

Until the time the school receives the first lesson assignment from the student, upon cancellation, the student will be entitled to a refund of all monies paid for Module-1 tuition, in excess of \$200.00 which is considered a registration fee.

After the school receives the first lesson assignment, upon cancellation, the school shall be entitled to the registration fee plus a charge which shall be determined according to the following:

- A. When lesson assignment 1 is received by the school, 10% of the tuition minus the amount of the registration fee.
- B. When lesson assignments 2 or 3 is received by the school, 25% of the tuition minus the amount of the registration fee.
- C. When lesson assignments 4, 5, or 6 is received by the school, 50% of the tuition minus the amount of the registration fee.
- D. After the student submits more than 6 lesson assignments, the school shall be entitled to the full tuition.

Upon receipt of notification of cancellation, any tuition refund due to the student will be paid within 30 days.*

No refunds are due 90 days after the termination date of this agreement.

If you fail to make any payment within 30 calendar days of its due date, the school reserves the right to find you in default of this enrollment agreement. Your entire tuition obligation will become due and payable and you will no longer be entitled to any refund, unless you cure the default within 15 days of our notice to you.

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Educational Affiliate of the American Boat & Yacht Council, www.abycinc.org

Westlawn Institute of Marine Technology does not discriminate in its admission activities on the basis of sex, race, religion, national origin, age, color, or creed.

This application and agreement shall in no way be construed as a guarantee of employment.





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Norman Nudelman, ext. 40
Provost
Email:
nnudelman@westlawn.edu

A Code of Conduct for the Distance Education Student

As a student of a DETC accredited distance education institution, I recognize that in the pursuit of my educational goals and aspirations 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, as well as those of the Accrediting Commission of the Distance Education and Training Council, and the Maine Department of Education.

* * *

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



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Tuition Discounts Available For Westlawn Courses

Corporate Multiple-Enrollment Discounts:

A company or organization that enrolls 3 or more people in any Westlawn course, within a 12-month period, will receive a 10% discount off the tuition for each course. If tuition is paid in full upon enrollment, the discount applies to the initial payment. If tuition is paid on the monthly-payment plan, the discount is applied to the final payment or payments.

Details:

For example, if only two students from a company enroll in Westlawn courses initially, then these enrollments will be charged full price. If—later within the same 12-month period—a third student enrolls from the same company, then the discount will be applied retroactively to the first two enrollments as well as to the third enrollment. Either a refund check or credit-card credit will be issued (if the initial enrollments were paid in full) or (if on the monthly payment plan) the discount will be applied to the final payment(s). Additional enrollments within the 12-month period continue to receive the discount.

These discounts cannot be applied retroactively through to a preceding 12-month period; however, the 12-month period is continuous. For example if two students enroll on January 12, 2011 and a third enrolls on December 17, 2011 all three would then be eligible for the discount. If another two students enroll on November 9, 2011, they too will be eligible for the discount, as the December 17, 2011 enrollment also makes 3 enrollments within a 12-month period.

ABYC-Member Discounts:

ABYC members (at levels above Individual Membership) receive either 5% or 10% discounts on all Westlawn courses. The amount of the discount is determined by the level of ABYC membership.

Contact ABYC membership, Judith Ramsey (jramsey@abycinc.org), Tel: 410-990-4460, ext. 102) to determine the ABYC discount your membership level entitles you to.

Details:

For example, a large corporation with a high-level ABYC membership, would qualify for multiple 10% discounts for several employees, while a standard Business Member would qualify for a single 5% percent discount in each year.

If tuition is paid in full upon enrollment, the discount applies with the initial payment. If paid on the monthly-payment plan, the discount is applied to the final payment(s).

Combined Multiple-Enrollment Corporate Discounts and ABYC-Member Discounts – 15%

Should an ABYC-member company qualify for multiple 10% tuition discounts, they can obtain a further 5% discount if they qualify for the Corporate Multiple-Enrollment Discounts above for a total discount of 15% for each course, for qualifying companies.

WESTLAWN

Institute of Marine Technology



Students in Europe—Take Advantage of the Favorable Exchange Rate

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If you are live in a European Union country and are paying for your Westlawn tuition with dollars purchased with Euros, the exchange rate is very favorable.

At current rates, you will realize an additional savings of around 30% off the tuition price.

There's never been a better time for students in Europe to enroll in Westlawn.