
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.

WESTLAWN INSTITUTE OF MARINE TECHNOLOGY
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EASTPORT, ME 04631 USA
Tel: 207-853-6600 • Fax: 207-853-6605
Email: info@westlawn.edu • Web: www.westlawn.edu

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.

DETC - 1601 18th Street NW
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Provost
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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.