



ENROLLMENT AGREEMENT

Congratulations on your decision to become a student at National University Polytechnic Institute (NUPI). This agreement covers your obligation to pay tuition and fees. By signing this agreement, you agree to the following terms:

TUITION AND FEES: Tuition is due and payable prior to the first class session of each course. Tuition not fully paid when due is subject to a late fee. If a tuition payment check is returned due to insufficient funds, the University reserves the right to drop all current and future classes for that student. Students will be notified of this action and assessed a return check charge. The University may require students who have written multiple insufficient-fund checks to make all future payments by cashier's check, cash, or money order. The University reserves the right to modify tuition at any time. Students whose employers have entered into a contractual agreement with the University may be eligible for reduced tuition.

FINANCIAL ASSISTANCE: You are responsible for the full amount of tuition and fees charged by National University even though you may be eligible for a Stafford/SLS Loan, Veterans benefits, or other government or company-sponsored financial assistance. You agree that eligibility for financial assistance under these programs is not controlled by National University, and National University makes no promise or representation that you will be eligible to receive financial assistance or the amount of financial assistance. However, if you are eligible and apply for financial assistance through a financial assistance program approved by National University, you must make arrangements with National University's finance office for permission to attend classes by making payments equal to the difference between the tuition charged and the financial aid to be received. When your financial assistance disbursement is received by National University, you agree, as a condition of your enrollment and National University's acceptance of payments, that any tuition and fees then due will be deducted from any disbursement due to you.

YOU UNDERSTAND AND AGREE THAT NATIONAL UNIVERSITY WILL WITHHOLD TRANSCRIPTS, DIPLOMAS, CERTIFICATES, CARDS, AND OTHER SERVICES IF YOU FAIL TO PAY TUITION OR BREAK ANY PROMISES TO THIS AGREEMENT.

OFFICIAL ENROLLMENT: Official enrollment in a class requires registration with the Registrar prior to the first class meeting. Faculty is not authorized to allow non-registered students to attend class or to receive grades beyond the third class session.

ATTENDANCE: Students are expected to attend all class periods of a course. An instructor may withdraw a student from the course up to the twenty-first (21st) day of the session if the student has more than two (2) absences. An absence is assessed each time a student does not attend a regularly scheduled class, whether or not it is an excused absence. Students who have more than three (3) absences and who are still enrolled as of midnight (PST) of the twenty-first (21st) day of the session will be issued a letter grade of "F" or "U" as appropriate for the grading criteria of the class. Tardiness and early departures from classes accrue and have the potential to cumulatively affect absences.

VETERANS: Many active duty military personnel, veterans, dependents of deceased or disabled veterans, and reservists are eligible for Department of Veterans Affairs' educational benefits. If you are a veteran, you promise that you will not enroll in any course at National University that you have previously taken at another college or university for which you received benefits from the Veterans Administration. You understand and agree that you will be liable for any overpayment of Veterans benefits if you break this promise. Students wishing to apply for programs administered by the Department of Veterans Affairs can obtain information on how to apply for their benefits by calling or visiting the Veterans' Affairs Office. **The Professional Certificates for Marine Technology is not approved by the Department of Veterans Affairs at this time.**

CANCELLATION: The University reserves the right to cancel or postpone a class or a program if student enrollment is insufficient. However, every effort will be made to cancel the class or program well in advance of the intended start date allowing students to reschedule or make other arrangements.

REFUNDS: For courses that are at least a month long; students who drop a course prior to midnight of the ninth (9th) day of the session will receive a 100 percent refund. Students who withdraw from a course on the tenth (10th) calendar day of the session will receive a 50 percent refund. Students who withdraw from a course after the tenth (10th) calendar day will receive no refund. In all cases in which refunds are awarded, the cost of books and materials will be deducted.

ENTIRE AGREEMENT: This agreement and the Catalog under which you are enrolled and that is incorporated herein contain the entire agreement between you and National University governing the enrollment, attendance, and other contractual relationships between you and National University. If any part of this agreement is found to be unenforceable, the remaining parts will remain valid and enforceable. In the event of a conflict between this agreement and the Catalog, this agreement will govern. Your rights under this Agreement and the Catalog cannot be assigned to any other person.

GOVERNING LAW: the laws of the state of California govern this agreement. By signing this agreement, you specifically represent and warrant that: (a) no guarantees or inducements have been made to you; (b) you have not been promised anything other than what is contained in this agreement or in the Catalog; (c) you understand that National University is relying on this representation in agreeing to enter into this agreement with you; (d) you have carefully read and understand the terms in this agreement; (e) you have read, understand and agree that the University's cancellation and refund policies have been clearly explained to you and the University has answered any questions about these policies; and (f) you agree to comply with National University's policies and regulations in the Catalog and any additional policies and regulations that National University may adopt in the future and publish in the Catalog.

Student Name: _____ Student ID: _____

Student Signature: _____ Date: _____



WAIVER AND RELEASE AGREEMENT

***Initials**

WAIVER, RELEASE AND INDEMNITY AGREEMENT

I am aware that many of the programs at National University Polytechnic Institute (NUPI) including commercial diving entail activities that are potentially dangerous and hazardous, and I am participating in these activities with knowledge of the danger involved.

I hereby assume all risk of injury or death, including loss or damage to my property, during the complete course of instruction and related assignments and activities at NUPI however or wherever the activities occur.

I agree for myself, my heirs, successors and assignees, not to prosecute against NUPI for compensation for any injury suffered by me or any loss or damage to my property during participation in course related activities whether occasioned by negligence of NUPI or myself.

I further agree for myself, my heirs, my successors and my assignees to hold NUPI and its officers, agents and employees, free and harmless from any and every claim, and to indemnify them against any and every claim. I am releasing any claim, which may arise against NUPI from any and all liability of personal injury, property damage, and/or wrongful death that might result from my participation in diving and other course related activities.

ANTI-DRUG ABUSE CERTIFICATION WAIVER

National University Polytechnic Institute requires the conduct of all students to reflect a professional and safe attitude toward the public, the industry, and the welfare of self and other students. NUPI students are expected to conduct themselves appropriately at all times, both on and off campus, while they are enrolled in an academic program or course.

In an effort to protect the health and welfare of students, all policies related to drugs are strictly enforced because **DRUGS ARE A SERIOUS CONTRAINDICATOR TO SAFE CONDITIONS AND PRESSURE RELATED ACTIVITIES**. The use of drugs can present a dangerous, life-threatening situation to either a diver or members of the diving team. **THE POSSESSION, USE, OR SELLING OF DRUGS WILL RESULT IN IMMEDIATE AND PERMANENT EXPULSION FROM THE UNIVERSITY.**

In accordance with this important policy, all students attending the National University Polytechnic Institute are required to sign the following declaration to refrain from drug use.

I certify I will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance while I am enrolled in classes at the National University Polytechnic Institute. During my studies, I understand that the University may require that I participate in a random or required drug test at the University's expense and that failure to participate in such testing may result in my immediate expulsion.

PLAN RECEIPT AND ACKNOWLEDGEMENT

The United States Congress has published rules regarding "Drug Free Workplace Requirements" that affect all employees and students of educational institutions. The requirements pertain to all grant(s) and campus-based funding. National University Polytechnic Institute "Drug Abuse Prevention Plan" meets these requirements. In order for you to comply with these regulations in support of a drug-free workplace, you must read and sign the certification below:

As a student of the National University Polytechnic Institute, I have reviewed a copy of this plan, and agree to abide by its contents. I further certify that as a condition of my employment or enrollment, I will not engage in the unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance, or be under the influence of same while conducting college business on or off the University's premises.

I understand that violation of any portion of this plan or its policies may subject me to disciplinary action, up to and including termination as an employee or separation from the institution as a student.

FACT SHEET REGARDING PHYSICAL EXAMINATIONS (program specific)

One of the most important requirements for most programs is the medical verification that students must pass showing they are qualified to begin the strenuous and demanding tasks involved in commercial diver and or hyperbaric training. All students enrolled in National University Polytechnic Institute pressure related programs must pass an approved medical examination **PRIOR TO ORIENTATION**.

A licensed physician must administer the medical examination. Attached you will find NUPI's Medical Acceptance form which must be returned to the school before you will be allowed proceed in particular courses which require the dive physical as a prerequisite.

This medical exam was designed to exceed diving medical requirements by the U.S. Coast Guard and OSHA diving standards, however, there are some diving companies in the Gulf of Mexico who require lumbo-sacral back x-rays before employment. These companies have designed their own criteria for determining when a new person is physically fit to hire. If you have experienced any type of back problems or have a family with a history of congenital back problems, you should seriously consider having a back x-ray. Consult your doctor and you can make arrangements for this type of x-ray. If you or your medical provider has any questions they should contact NUPI directly.

Student Signature: _____ Date: _____



PRIVACY ACT AUTHORIZATION

The Privacy Act restricts the information in your file to only National University Polytechnic Institute and yourself. This law protects your rights to privacy. Therefore, NUPI requires an authorization in order to release information to any other person or persons.

Please check one of the options below (**Yes or No**). If **yes**, please indicate on the appropriate line to whom the information can be released (list the full name). If you do not care, to whom the information is given, check “**Yes**” and write “any” on the line(s). If no specific names are given but the “**Yes**” box is checked, National University Polytechnic Institute will release directory information only.

- YES, I authorize National University Polytechnic Institute to release the information in my file (either verbally or in written form), now and in the future, to the person or persons below.**

Parent _____

Spouse _____

Other relative (specify) _____

Business or organization (specify) _____

- NO, I do not authorize National University Polytechnic Institute to release information to any other person.**

Please Read Carefully, Initial Each Line, then Sign and Date Below.

_____ **Yes** _____ **No** I authorize National University Polytechnic Institute to use photographs Or likeness of myself in its newsletters, campus bulletins, website, flyers, etc for promotional purposes or resale.

_____ **Yes** _____ **No** Do you give National University Polytechnic Institute permission to publish where you are working in its newsletters, campus bulletins, website, etc.?

_____ **Yes** _____ **No** May we give your name and address to the Association of Commercial Diving Educators (ACDE), Association of Diving Contractors International, Inc. (ADCI), and National Board of Diving & Hyperbaric Medical Technology (NBDHMT) so that they can put you on various industry-related mailing lists and to issue your dive and/or diver medic technician cards?

Student Signature: _____ Date: _____



EMERGENCY ADDRESS SHEET

Student Name: _____ Student ID: _____

List below the address at which you will stay while attending National University Polytechnic Institute. Local addresses are maintained on file for routine NUPI business purposes. In addition, parents, relatives or friends occasionally call after hours to locate students in an emergency.

ADDRESS WHILE AT SCHOOL

Name: _____ Telephone #: () _____

Address: _____

City: _____ State: _____ Zip Code: _____

Roommate (s): _____ Telephone #: () _____

Cell or Pager #: () _____ Email address: _____

EMERGENCY CONTACT

Name: _____ Relationship: _____

Telephone #: () _____ Telephone #: () _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email address: _____

Student Signature: _____ Date: _____



MILITARY QUESTIONNAIRE

Student Name: _____ Student ID: _____

Are you currently on Military Active Duty? (Circle One) **Yes or NO**

If yes, what military branch are you in? (Check one) _____ US Army
_____ US Navy
_____ US Marine Corps
_____ US Air Force
_____ US Coast Guard
_____ US Public Health

Rate: _____ Rating: _____

Military Installation: _____ Years of Service: _____

Is your spouse currently on Military Active Duty? (Circle One) **Yes or NO**

If yes, what military branch is he or she in? (Check One)

_____ US Army
_____ US Navy
_____ US Marine Corps
_____ US Air Force
_____ US Coast Guard
_____ US Public Health Service

Rate _____ Rating _____

Military Installation _____ Years of Service _____

If you or your spouse currently is on Military Active Duty, it is important to order your official military transcripts (SMART) and any other college transcripts you may have. The Office of the Registrar will contact you with your transcript evaluation.

VETERAN'S ACKNOWLEDGEMENT Veteran: Yes No

If I am a veteran, I understand that termination from training for failure to comply with school policies with regard to attendance, conduct or progress may require me to undergo personal counseling with a Veteran Administration Counselor before I will be entitled to VA Education Benefits.

Student Signature: _____ Date: _____



MARINE TECHNOLOGY/COMMERCIAL DIVER INFORMATION

During my interview with an admissions advisor, the following facts were reviewed.

- An entry-level diver/tender normally earns \$40,000 to \$55,000 per year.
- Students will start out as Entry Level Tenders which are responsible for tending the diver below. The average transition time from a tender to break out as a Diver is anywhere from 1 to 2 years, depending on skill and aptitude. A tender may also make some dives during the tender phase.
- Admissions requirements for National University and National University Polytechnic Institute must be completed before attending orientation.
- Commercial diving is an occupation that involves hard, manual labor done in potentially hazardous situations. Those working in commercial diving must be in top physical condition, be emotionally stable, have sound mental capacity, and be in good health.
- All my questions or concerns about age and/or health have been answered.
- There is job placement assistance for students however; students are expected to actively participate in their own job search.
- Many countries have unique regulations for the training of commercial divers. Additional training after graduation may be required if you plan to work outside the United States. Students must check the qualifications, certifications, work permit regulations, and immigration requirements of the particular country being considered.
- I understand that completing and getting approval for the dive physical can take several weeks and in some cases several months and it is highly recommended that I see my doctor for my dive physical at least 15 weeks prior to my first course in which it is a prerequisite.

Student Signature: _____ Date: _____



MEDICAL PHYSICAL WAIVER

It is important that you read this entire form and fully understand its terms. After you have done so, please print your name legibly and sign in the spaces provided at the bottom.

Students who enter into a diving related program may be required to submit an approved Medical Physical. Students are expected to be medically fit for diving throughout the duration of the program. Failure to remain medically fit may result in a disqualification.

The weight standards listed below are recommendations set forth by the Association of Diving Contractors International and apply to all students who enter into a program that requires a Medical Physical. If a student exceeds these standards and his/her physician feels the increase is due to muscular build, a variance may be appropriate. Furthermore, individuals who fall within these weight standards but who present an excess of body fat may be disqualified. Students are required to stay within the outlined standards throughout the duration of their program.

Height In. (cm)	Max. Weight Lbs. (kg)	Height In. (cm)	Max Weight Lbs. (kg)
64 (162.56)	164 (73.80)	72 (182.88)	205 (92.25)
65 (165.10)	169 (76.05)	73 (185.42)	211 (94.95)
66 (167.64)	174 (78.30)	74 (187.96)	218 (98.10)
67 (170.18)	179 (80.55)	75 (190.50)	224 (100.80)
68 (172.72)	184 (82.80)	76 (193.04)	230 (103.50)
69 (175.26)	189 (85.05)	77 (195.58)	236 (106.20)
70 (177.80)	194 (87.30)	78 (198.12)	242 (108.90)
71 (180.34)	199 (89.55)		

Waiver of Legal Action: I, _____, have been informed and fully understand that meeting the recommended weight and height requirements set forth by the Association of Diving Contractors International may be a requirement for acceptance and completion of any program requiring a Medical Physical. I understand that if at anytime during my program I am determined to be medically unfit for diving, I may be disqualified from the program. Furthermore, I understand that after the completion of my program, I may be subject to additional medical examinations by industry employers and that failure to meet their medical examination requirements may affect my employability.

I agree for myself, my heirs, successors and assignees, not to prosecute against National University for compensation for any injury suffered by me or any loss or damage to my property during participation in course related activities whether occasioned by negligence of National University or myself. I further agree for myself, my heirs, my successors and my assignees to hold National University and its officers, agents and employees, free and harmless from any and every claim, and to indemnify them against any and every claim. I am releasing any claim, which may arise against National University from any and all liability of personal injury, property damage, and/or wrongful death that might result from my participation in diving and other course related activities.

Acknowledgement of Understanding: I have read this medical examination waiver and fully understand its terms. I hereby assume all risk of injury or death, including loss or damage to my property, during the complete course of instruction and related assignments and activities at National University Polytechnic Institute however or wherever the activities occur, including any activities that may be the result of my physical condition.

I understand that I am giving up substantial rights, including my right to take legal action against National University/ National University Polytechnic Institute. I acknowledge that I am signing the agreement freely and voluntarily. I therefore, contend that my signature acts as a complete and unconditional release of all liability to the greatest extent allowed by law.

Student Signature: _____ Date: _____