



PRO DIVE MEXICO

Career Training Rules and Regulations

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The Career Training Rules and Regulations are meant to define the basis of the relationship between the student and PRO DIVE MEXICO. By enrolling and participating in PRO DIVE MEXICO scuba training courses the student acknowledges these rules and commits to abide by them. The purpose of these rules is to ensure the highest academic level and professional training with attention to each individual student. PRO DIVE MEXICO is committed to excellence in all our professional courses. Also internships and programs fall under these regulations.

§ 1.0 Admission Requirements

Enrollment in PRO DIVE MEXICO career training is limited and advanced deposit is required. The student is required to have a current Medical Statement form indicating fitness to scuba dive signed by a physician. Medical statements may be obtained at one of the local PRO DIVE MEXICO affiliated Hyperbaric Chambers (Cozumel and Playa del Carmen). The student needs to present a photocopy of his last log book entry or other proof of diving experience (minimum of 100 logged dives required for enrollment in the IDC). The student must be at least 18 years of age by the starting date of the career course. The following individual course prerequisites apply:

PADI Rescue Diver

Students must be certified as a PADI Advanced Open Water Diver or its equivalent and PADI Emergency First Responder/Care for Children or its equivalent.

PADI Divemaster

Students must be certified as a PADI Rescue Diver or its equivalent and have proof of CPR/First Aid training within 24 months and have proof of at least 20 logged dives.

PADI Instructor Development Course (IDC)

Students must be certified as a PADI Divemaster or the equivalent from another diving organization. In addition the student must have been a certified diver for a minimum of 6 months and have proof of CPR/First Aid training within 24 months.

PADI Emergency First Responder/Care for Children Instructor

Applicant must be a PADI Divemaster or PADI Instructor.

DM Internship.

Students must be certified as a PADI Divemaster or the equivalent from another diving organization.

§ 2.0 Method of Payment

The payment for career training may be made by direct bank wire or through our online payment system in affiliation with PayPal.

Our secure payment system is in affiliation with PAYPAL. This high tech payment system is very secure and you can pay with most credit cards.

If you don't have a PayPal account you DON'T have to create one for this transaction, and don't have to login. You will be presented with a separate secure credit card payment link. If you are already a PayPal member, with above mentioned email address, you can login and pay through your PayPal account.

During the transaction you will have the option to PRINT your invoice.

To reserve one of our packages a 50% deposit would be required, the rest balance of the tuition is due no later than 30 days prior to commencement of the training.

§ 3.0 Refund Policy

Should a student/applicant cancel his/her enrollment or be terminated for any reason, all refunds will be made according to the following refund policy:

These policies are also on our website: <http://www.idcmexico.com/policy.php>

Refund policy: IDC training, GoPro courses and recreational courses:

Cancellations more than 30 days prior to Course start date

Refund deposit minus payment charge. *

IDC training: For reserving your IDC seat and ordering your crewpacks we will charge 50% of your deposit

Cancellation 30 - 3 days prior to Course start date

50 % of your tuition is charged. (If you have another candidate to replace you, full refund applies)

Re-schedule training without extra charges

Cancellation within 72 hours prior to Course start date

No cash refund is given.

Cancellations due to sickness or other medical condition, which prevents client taking the Courses:

We would request a written statement of a doctor, in which case we will do everything possible to reschedule course without extra cost. If rescheduling isn't possible at that time, the client shall receive a voucher which will be valid for 3 consecutive years.

Pro Dive Mexico academy advises to arrange a travel cancellation insurance with your local insurance branche for these cases, so you will get refunded for any medical conditions

Cancellations without notice

No Refund

Pro Dive Mexico policies.

Full tuition fee must be transferred 30 days before course starting date.

Cancellations by Pro Dive Mexico due to any reason will result in 100% refund. *

Cancellation due to sickness while taking our courses, no refund. Our team will re-schedule the remaining course modules at a later day or other course.

* 7,5% charges applies.

* Request for cancellation must be in writing

Students voluntarily terminating during their career training will loose their rights for a refund, an alternative training date based on availability may be offered.

There will be no refunds issued for students who have been dismissed because of violation of our PRO DIVE MEXICO career training rules & regulations.

Termination of Training caused by Pro Dive Mexico and outside Candidates control will result in a full refund or an alternative date will be offered.

§ 4.0 Attendance Policy

The PRO DIVE MEXICO scuba career training is highly condensed and time is of the essence. Unexcused absences cannot be allowed, and will be considered grounds for dismissal.

Absences due to illness or emergencies must be approved by the instructor and/or Director of Training.

Tardiness will be considered a serious breach of rules.

Repeated tardiness will result in dismissal. Students dismissed or failing to meet certification requirements due to unsatisfactory performance will be required to repeat the appropriate course in its entirety.

If extended absences result in failure to complete certification requirements in the allotted time, provisions for completion may only be made with the approval of PRO DIVE MEXICO Director of Training.

All training missed due to excused absences must be completed prior to subsequent training and/or issuance of certification.

The student will be charged at a rate of \$35.00 per contact hour (above the regular tuition) for all such makeup work.

§ 5.0 Books and Instructional Materials

The student will be required to provide books and instructional materials. These materials may be purchased from PRO DIVE MEXICO. The possession of all PADI materials from PADI Open Water Scuba Diver to PADI Divemaster level is a prerequisite for the enrollment in the PRO DIVE MEXICO and PADI IDC Instructor Development Cours.

§ 6.0 Required Diving Equipment

The following equipment is required for all courses and should be personal equipment by the student:

- BCD with low-pressure inflator system
- Single-hose regulator with alternate-air source device
- Submersible pressure gauge; depth gauge; compass and timing device
- Computers are recommended
- Mask, fins and snorkel
- Wet suit (recommended 5mm full wet suit)
- Surface marker buoy, whistle
- Pencil and underwater slate

Note: Scuba tanks and weight belts will be provided at no extra charge. The student will be held responsible in the event of loss or damage. The student will be charged US\$25 for a lost weight belt.

§ 7.0 Conduct

In accordance with the PRO DIVE MEXICO Career Training rules & regulations, the student is expected to conduct himself in a professional manner at all times (both in and out of class). The following violations will be grounds for immediate dismissal:

1. Possession or consumption of alcohol or illegal substances during training activities or on hotel premises.
2. Intoxication during training activities.
3. Abusiveness, rudeness or unprofessional behavior toward other students or staff.
4. Physical violence or threat of physical violence toward other students or staff.
5. Destruction, alteration or theft of school, Hotel or rental property.
6. Gross violations of diving safety practices.
7. Violations of Mexican rules, regulations or laws.

§ 8.0 Food & Housing

In some instances PRO DIVE MEXICO assists the students with housing options. Most of the time the student will have to rent own appartement wherby we as ProDive will help find one in Playa del Carmen.

The student is responsible for deposit and rent payments and maintaining the apartment in its original condition. The student is also responsible for consumption of electricity (air conditioning can be expensive), gas, cable TV or internet connection. In some instances PRO DIVE MEXICO provides food (breakfast and/or lunches) for students who made prior special arrangements.

The student will be informed regarding the anticipated costs of such meals and will be responsible for the cost of his consumption.

§ 9.0 Payment of Outstanding Balances

All outstanding balances (food, lodging, learning materials, extra course fees, etc.) have to be settled and paid for, prior to the student's admittance to the PADI IE Instructor Exam.

§ 10.0 Daily Schedule

The specific schedule for all courses depends on the type of course and/or training that is being provided, the weather and/or logistical considerations. The student will be informed as to the anticipated next day schedule and/or the overall schedule of the training curriculum. The student should arrive at least 10 minutes prior to the schedule training activity.

§ 11.0 Grading

All PRO DIVE MEXICO career PADI courses are performance based. During training the student must demonstrate mastery of all the performance requirements specified for a particular course. These requirements are specified and described in the appropriate section of the PADI Instructor Manual. A copy of this manual may be purchased from PRO DIVE MEXICO or directly from PADI International Headquarters in Rancho Santa Margarita, California.

Certain knowledge assessments will take place in the form of various written exams. For example during the Rescue Diver training the student will receive a single exam, during Divemaster training the student will be given a total of 8 exams. During the PADI IDC the student will have to pass the "PADI Instructor Pre-assessment Exam" as a tool to determine his readiness to attend the PADI IE. The student will also have to complete a non-timed 800 yard/meter snorkel swim.

The final decision regarding admission of the student to the PADI IE Instructor Exam rests with the Director of Training (Course Director). The student will be counseled individually prior to the PADI IE.

§ 12.0 Performance Levels

During all PRO DIVE MEXICO skill performance exercises the student will be evaluated as follows:

Score: 5

Description: Excellent

Interpretation: Denotes demonstration quality. Skill conducted in a calm, controlled manner without any problems or difficulties.

Score: 4

Description: Good

Interpretation: Denotes a high degree of competency and control, though lacking some of the same fluidity and demonstration quality as a 5.

Score: 3

Description: Average

Interpretation: Skill conducted in a calm, controlled manner with no significant problems. Lacks the polish and control of a 4.

Score: 2

Description: Below Average

Interpretation: Denotes skills which, even though successfully completed, demonstrated significant problems or errors.

Score: 1

Description: Unacceptable

Interpretation: Denotes inability to complete the skill, or performance so poor that competence cannot be inferred.

The results of the students written examinations are as follows:

100-90% A

89-80% B

79-75% C

74-65% D (retest required)

64% and below F (retest required)

PRO DIVE MEXICO will provide oral reviews of all exams to ensure that even those students passing the exams have complete understanding of the curriculum.

§ 13.0 Counseling

The PRO DIVE MEXICO career students will receive on-going critique on their performance level during the entire training. The PRO DIVE MEXICO training staff will counsel the student. Students who demonstrate unsatisfactory progress will be counseled to withdraw from the course. Students dismissed for unsatisfactory academic performance or gross violation of school rules may be allowed to re-enroll in subsequent courses only if prior approval is given by the Director of Training.

§ 14.0 Student Recourse Policy

1. If a disciplinary action has been taken against a student and that student disagrees with that action, they may contact the Head of Training unless the Head of Training is the party invoking the disciplinary action. In that case the Chief Operation Officer would make the final decision in regard to said action after reviewing all relevant information.
2. If a student disagrees with an academic grade that is given the student may contact the Head of Training to dispute the grade. The final decision rests with the Head of Training unless the Head of Training is the party invoking the academic grade. In that case the Chief Operation Officer would make the final decision after reviewing all relevant information.

§ 15.0 Student Records & Acknowledgment

Student records are permanently retained by PRO DIVE MEXICO and are available to students upon individual request.

Signed and agreed by:

.....
Full name

.....
Date

Signature.....

Candidate signature.