



## United States Coast Guard Approved Training Programs



### EDUCATIONAL OBJECTIVES

The learning objective is to prepare students to complete testing for various levels of United States Coast Guard “USCG” Merchant Mariner Certifications.

**Upon successful completion of testing, students will receive a certificate/s approved and recognized by the USCG.** These certificates are valid for 12 months from date of issue and an original or copy must be submitted by the Applicant to the USCG Regional Examination Center within one year along with your application package and any applicable fees to the USCG Regional Exam Center. Upon their approval of your package USCG will issue and send your Merchant Mariner Credential.

### COURSE DESCRIPTIONS

#### **Operator of Uninspected Passenger Vessels (OUPV) - (64 hours Theory)**

Captains of vessels carrying up to six passengers on a **non-inspected vessel under 100 gross tons**. Candidates must be at least **18 years old** and in good physical and mental health. With 360 days of documented underway time (90 days of which must have been accumulated in the 3 years prior to Application to the USCG) you may have satisfied the required Sea Service time set forth by the United States Coast Guard. Non-US citizens may obtain this license (provided they currently hold a Permanent Resident “Green Card” as issued by USCIS), but will be limited to undocumented vessels only. This is a comprehensive course with instructor lectures, practice exercises and written final examinations.

**Examination Requirements / Graduation:** To be eligible for an OUPV USCG Certification a student must achieve the following grades in each Coast Guard required testing module:

- 90% Rules of the Road International and Inland– 50 question examination.
- 90% Navigation Problems Chart Plot – 10 question examination.
- 70% Deck General/Safety – 50 question examination.
- 70% Navigation General Near Coastal– 50 question examination.

Depending on the applicant’s sea experience, and subject to the applicant satisfying the other USCG requirements as set out on the USCG National Maritime Center website this certification will enable the successful applicant to apply for their Merchant Mariner Credential (License) in one of the two following formats.

#### ***OUPV Inland/Great Lakes***

The OUPV Inland license may be obtained with 360 days of documented service time on any waters. To obtain a Great Lakes endorsement, 90 days of your total 360 days must be on the Great Lakes. Also 90 days of the total of 360 must have been accumulated in the 3 years prior to Application to the USCG.

#### ***OUPV Near Coastal***

The OUPV Near Coastal License also be obtained with documented service time of 360 days. A minimum of 90 days of this experience must be obtained on Near Coastal waters. Also 90 days of the total of 360 must have been accumulated in the 3 years prior to Application to the USCG.

#### **Attendance Policy**

Program is approved by the United States Coast Guard “USCG” and 100% attendance is required for students to qualify for USCG Testing.

#### **Testing/Retest Policy**

- All modules of an examination must be completed before any retests of failed modules are attempted and all commenced exam modules must be successfully completed before any additional endorsement examinations can be taken.
- If the applicant fails three or more sections of the examination, a complete re-examination must be taken.
- On the subsequent exam, if the applicant again fails three or more sections, the course must be repeated.
- If the applicant fails one or two sections of an examination, the applicant may be retested twice on these sections during the next three months.
- If the Applicant does not successfully complete all sections within the 3-month period the course must be repeated.
- Unsuccessful students may sit through any portion up to the entire course again (space permitting) at no charge within the retest period (90 days).

## **Upgrade from OUPV to Master Not More Than 100 GRT Near Coastal Waters (100U) - (24 hours Theory)**

This is a comprehensive course with instructor lectures, practice exercises and a written final examination.

This course can be taken by students who have already passed their testing for the Operator of Uninspected Passenger (OUPV) License or Captains who already hold an OUPV License and wish to upgrade to a Master Captains License to carry more than six passengers on an inspected vessel.

**Examination Requirements / Graduation:** To be eligible for an Upgrade From OUPV to Master Not More Than 100 GRT Certification a student must achieve the following grade in the following Coast Guard testing module:

- 70% Navigation and Deck General Safety– 50 question examination.

Depending on the applicant's sea experience, and subject to the applicant satisfying the other USCG requirements as set out on the USCG National Maritime Center website this certification will enable the successful applicant to apply for their Merchant Mariner Credential (License) in one of the two following formats:

### ***Master License 25 GRT to Not More Than 100 GRT Upon Inland/Great Lakes Waters***

Candidates must be at least **19 years old** and a **U.S. citizen**. Master Inland License may be obtained with 360 days of documented sea service on any waters. To obtain a Great Lakes endorsement, 90 days of your total 360 days must be on the Great Lakes. Also 90 days of the total of 360 must have been accumulated in the 3 years prior to Application to the USCG.

### ***Master License 25 GRT to Not More Than 100 GRT Near Coastal Waters***

Candidates must be at least **19 years old** and a **U.S. citizen**.

The Master Near Coastal license is valid for all U.S. waters including the Great Lakes and 200 miles offshore.

This license may be obtained with a total of 720 days of documented Sea Service. A minimum of 360 days of this experience must be obtained in Near Coastal waters. Also 90 days of the total of 720 days must have been accumulated in the 3 years prior to Application to the USCG.

### **Attendance Policy**

Program is approved by the United States Coast Guard "USCG" and 100% attendance is required for students to qualify for USCG Testing.

### **Testing/Retest Policy**

- If the applicant fails the first attempt of the examination, a complete re-examination must be taken.
- If the applicant fails the examination, the applicant may be retested twice more if required on this examination during the next three months.
- If the Applicant cannot successfully complete the examination within the 3-month period the course must be repeated.
- Unsuccessful students may sit through any portion up to the entire course again (space permitting) at no charge within the retest period (90 days).

## **Assistance Towing Endorsement (TOW) - (4 hours Theory)**

This is a comprehensive course with instructor lectures and a written final examination.

The holder of a license or Merchant Mariner Credential "MMC" for master, mate, or operator endorsed for assistance towing is authorized to engage in assistance towing on any vessel within the scope of their license or MMC up to Master or Mate of vessels of Less Than 200GRT.

### **Attendance Policy**

Program is approved by the United States Coast Guard "USCG" and 100% attendance is required for students to qualify for USCG Testing.

### **Testing/Retest Policy**

- An applicant for an assistance towing endorsement must pass a written examination demonstrating his or her knowledge of assistance towing safety, equipment, and procedures. Passing grade for this testing module is 70%.
- If the applicant fails the first attempt of the examination, a complete re-examination must be taken.
- If the applicant fails the examination, the applicant may be retested twice more during the next three months.
- If the Applicant cannot successfully complete the examination within the 3-month period the course must be repeated.
- Unsuccessful students may sit through the entire course again (space permitting) at no charge within the retest period (90 days).

The Assistance Towing Endorsement is offered with the OUPV program at no additional fee.

If taken with the Not More Than 100 GRT Upgrade program or as a stand alone program, the fee is \$100.

### **Auxiliary Sail Endorsement (SAIL) - (4 hours Theory)**

This is a comprehensive course with instructor lectures and a written final examination.

This endorsement may be attached to a license or Merchant Mariner Credential “MMC” for Master Near Coastal Self Propelled Vessels of Less Than 100 GRT.

To obtain an endorsement for sail or auxiliary sail vessels, the applicant must submit to the USCG evidence of 12 months of service on sail or auxiliary-sail vessels. This required service may have been obtained before issuance of the license or MMC. All endorsements issued for master or mate of vessels of less than 100 GRT are issued in tonnage increments based on the applicant's qualifying experience.

#### **Attendance Policy**

Program is approved by the United States Coast Guard “USCG” and 100% attendance is required for students to qualify for USCG Testing.

#### **Testing/Retest Policy**

An applicant for an auxiliary sailing endorsement must pass an Auxiliary Sail written examination demonstrating his or her knowledge of sail theory. Passing grade for this testing module is 70%.

- If the applicant fails the first attempt of the examination, a complete re-examination must be taken.
- If the applicant fails the examination, the applicant may be retested twice more during the next three months.
- If the Applicant cannot successfully complete the examination within the 3-month period the course must be repeated.
- Unsuccessful students may sit through the entire course again (space permitting) at no charge within the retest period (90 days).

### **License Renewal - Not More Than 100 GRT (100R) - (8 hours Theory)**

The applicant who successfully completes this license renewal course will receive a certificate to be presented to the USCG within one year and will satisfy the training and sea time requirements for a deck license on vessels of not more than 100 gross tons. This is a comprehensive course with instructor lectures and written final examinations.

**Examination Requirements / Graduation:** To be eligible for License Renewal (Not More Than 100 Gross Registered Tons Certification) a student must achieve the following grades in the Coast Guard testing modules:

- 90% Navigation and Deck General Safety– 20 question examination.
- 90% Rules of the Road International and Inland– 50 question examination.

(Both of these examinations are open book examinations),

#### **Attendance Policy**

Programs is approved by the United States Coast Guard “USCG” and 100% attendance is required for students to qualify for USCG Testing.

#### **Testing/Retest Policy**

- If the applicant fails the first attempt of the examination, a complete re-examination must be taken.
- If the applicant fails the examination, the applicant may be retested twice more during the next three months.
- If the Applicant cannot successfully complete the examination within the 3-month period the course must be repeated.
- Unsuccessful students may sit through the entire course again (space permitting) at no charge within the retest period (90 days).

### **Upgrade Master Not More Than 100 GRT to Master Not More Than 200 GRT(200T) - (28 hours Theory)**

This course satisfies the examination requirements for upgrade of a merchant mariner endorsement from Master not more than 100 gross registered tons (or self propelled vessels of less than 100 gross registered tons) Upon Near Coastal, or Great Lakes and Inland, or Inland Waters to Master or Mate of self propelled vessels of less than 200 Gross Tons Upon Near Coastal, or Great Lakes and Inland, or Inland Waters. This is a comprehensive course with instructor lectures, practical exercises and written final examination.

**Examination Requirements / Graduation:** To be eligible for Upgrade from Master Not More Than 100 GRT to Master Not More Than 200 GRT (Near Coastal) certification a student must achieve the following grade in the Coast Guard testing module:

- 70% Deck General/Safety– 50 question examination.

#### **Attendance Policy**

Program is approved by the United States Coast Guard “USCG” and 100% attendance is required for students to qualify for USCG Testing.

#### **Testing/Retest Policy**

- If the applicant fails the first attempt of the examination, a complete re-examination must be taken.
- If the applicant fails the examination, the applicant may be retested twice more during the next three months.
- If the Applicant cannot successfully complete the examination within the 3-month period the course must be repeated.
- Unsuccessful students may sit through the entire course again (space permitting) at no charge within the retest period (90 days).

## **STCW Basic Training -(BT) Total 40 hrs. (24 hrs. theory/16 hrs. lab)**

This course is considered an entry level requirement for anyone who wishes to work in the Yachting or Commercial sectors of the maritime industry. Standards of Training and Certification of Watchkeeping “STCW “certification is not only a US Coast Guard approved program but also an International Maritime Organization (IMO) compliant program.

STCW Basic Training is mandated by flag States for all working seafarers, and is the standard of most leading flag states in the world. The program which is required by almost all Maritime employers is designed to provide the student with the basic knowledge and skills to enable them to be able to assist when confronted with emergency situations at sea so as to help save not only their own life at sea but potentially the lives of others.

This **5 day course** covers the following four modules required for the US Coast Guard approved endorsement.

### **Personal Safety & Social Responsibilities - 4 hrs. (4 hrs. theory)**

Individual shipboard responsibilities, teamwork, communications, health & hygiene, safety equipment, oil pollution and waste regulations, and managing shipboard emergencies.

### **Personal Survival Techniques - 12 hrs. (8 hrs. theory/4 hrs. lab)**

Designed to teach students the principles of survival at sea.

**First Aid** - 8 hrs. (4 hrs. theory/4 hrs. lab) Designed to prepare the student for emergency treatment of injuries that can occur in a Maritime or Industrial environment. Graduates may receive credit for meeting the CPR and First Aid requirement for U.S. Coast Guard Licensing.

### **Basic Marine Firefighting – 16 hrs. (8 hrs. theory / 8 hrs. lab)**

Students are taught the theory and application of shipboard firefighting, above and below deck on a simulated fire Fighting vessel. Training is conducted with Port Canaveral fire fighters at Port Canaveral Maritime Academy in Cocoa Beach FL

**Examination Requirements / Graduation:** To be eligible for BT certification a student must achieve the following grades in each Coast Guard required testing module:

- 70% Personal Safety & Social Responsibility– 25 question examination.
- 70% Personal Survival Techniques – 25 question examination.
- 70% First Aid – 25 question examination.
- 70% Basic Marine Fire Fighting – 20 question examination.

(4 individual certifications are issued)

### **Attendance Policy**

Program is approved by the United States Coast Guard “USCG” and 100% attendance is required for students to qualify for USCG Testing.

### **Testing/Retest Policy**

- If the applicant fails a first attempt of any modules a complete re-examination on failed module must be taken.
- If the applicant fails a module the applicant may be retested twice more on the failed module during the next three months.
- If the applicant cannot successfully complete the module examination within the 3-month period the failed module of the course must be repeated.

Unsuccessful students may sit through the entire course or module as required again (space permitting) at no charge within the retest period (90 days).

## **Maritime Security Awareness (MSA)– Total 4 hrs. (4 hrs. theory)**

This is a comprehensive course with instructor lectures and a written final examination.

Maritime Security Awareness Standards of Training and Certification of Watchkeeping “STCW “certification is not only a US Coast Guard approved program but also an International Maritime Organization (IMO) compliant program.

This course provides knowledge for crew members working at port facilities and on vessels. Includes the meaning and requirements of the different security levels; emergency procedures & contingency plans; recognition and detection of weapons, dangerous substances, and devices; non-discriminatory recognition of the characteristics and behavioral patterns of persons who are likely to threaten security; and techniques used to circumvent security measures.

### **Attendance Policy**

Program is approved by the United States Coast Guard “USCG” and 100% attendance is required for students to qualify for USCG Testing.

### **Testing/Retest Policy**

An applicant for Maritime Security Awareness must pass a written examination demonstrating his or her knowledge of sail theory. Passing grade for this testing module is 70%.

- If the applicant fails the first examination attempt, a complete re-examination must be taken.
- If the applicant fails the first examination, the applicant may be retested twice more during the next three months.
- If the applicant cannot successfully complete the examination within the 3-month period the course must be repeated.
- Unsuccessful students may sit through the entire course again (space permitting) at no charge within the retest period (90 days).

## **Able Seaman "AB"-40hrs.(35 hrs. Theory/5hrs. Lab)**

The Able Seaman **5 day course** covers the necessary United States Coast Guard "USCG" Deck General, Navigation General and Deck Safety Rules of the Road. The course also includes hands on training, tying various knots, splices, bends and hitches with students being required to demonstrate their ability to complete a number of them within 15-minute increments. This is a comprehensive course with instructor lectures, and practical hands on training. .

Preparation and USCG testing is included and the certification is advantageous for those students seeking to explore work opportunities in the Commercial Segment of Maritime Industry serving on vessels involved in finding and exploiting offshore mineral resources.

**Examination Requirements / Graduation:** To be eligible to apply for a Qualified rating on a Merchant Mariner Credential with the USCG a student must achieve the following grades in each Coast Guard required testing module:

- 70% Deck General & Navigation General-50 question examination.
- 70% Deck Safety & Rules of the Road- 50 question examination.
- Mandatory practical examination Knots (7), Splice (1) pass/fail

Depending on the applicant's sea experience and the applicant satisfying other requirements as set out on the USCG NMC website for practical demonstration or additional training required for Lifeboatman or Lifeboatman Limited this certification will enable the successful applicant to apply for a Qualified rating on a Merchant Mariner Credential.

### **Attendance Policy**

Program is approved by the United States Coast Guard "USCG" and 100% attendance is required for students to qualify for USCG Testing.

### **Testing/Retest Policy**

-If the applicant fails a first attempt of any modules a complete re-examination on failed module must be taken.

-If the applicant fails a module/s the applicant may be retested twice more on the failed module/s during the next three months.

-If the applicant cannot successfully complete the module examinations within the 3-month period the course must be repeated.

-Unsuccessful students may sit through the entire course or or part thereof as required again (space permitting) at no charge within the retest period (90 days).

## **PREREQUISITES for MERCHANT MARINER CREDENTIALS (LICENSING)**

Certificates issued to graduating students for the OUPV, 100U, TOW, SAIL, 200T & AB programs are good for one year, from date of issue, therefore you do not have to have all of your USCG required sea time prior to taking these programs. You will have one year to complete the sea service requirement after successful completion of these programs.

Certificates issued to graduating students for the BT,& MSA programs are good for five years from date of issue,

(with the exception of the First Aid certificate issued in BT which is only good for one year).

The USCG Officer in Charge (OIC) National Maritime Center makes final decisions on sea time requirements and approval for Merchant Mariner Credentialing.

**For official policy and forms go to the USCG National Maritime Center website :**

**[https://www.dco.uscg.mil/national\\_maritime\\_center/](https://www.dco.uscg.mil/national_maritime_center/)**

**Please note that it is the responsibility of the applicant to determine his/her eligibility for USCG Merchant Mariner Credentialing**

### **Approved USCG Instructors:**

#### **Thomas D. Swank-Lawrence**

USCG 200 GRT Master NC  
USCG 500 Ton Master ITC  
Master of Towing Vessel Near Coastal  
Master's Degree in Education, 1993  
BA in Psychology / Biology, 1990  
Temple University, Philadelphia, PA

#### **James W. Allen II**

USCG Master 200 GRT NC  
Assistance Towing Endorsement  
STCW  
Maritime Security Awareness  
Able Seaman Special/OSV  
Retired USCG Officer

#### **Robert F. White**

USCG Master 100 GRT NC  
STCW II/3 Master, Mates <500GT  
Assistance Towing Endorsement  
Maritime Security Awareness  
Able Seaman Special/OSV

#### **John P. Haggerty**

USCG Master 100 GRT NC  
Assistance Towing Endorsement

#### **George A. Bowles**

USCG 100 GRT Master NC  
Auxiliary Sail Endorsement  
Assistance Towing Endorsement

#### **Matthew D. McKenzie**

USCG Master 100 GRT NC  
Assistance Towing Endorsement

**COURSE SCHEDULES****Operator of Uninspected  
Passenger Vessels - OUPV****2025 Course Dates**

<b>Class#</b>	<b>Start</b>	<b>End</b>
01-25	01/06	01/15
02-25	02/03	02/12
<b>03-25*</b>	<b>03/08</b>	<b>03/16</b>
04-25	04/07	04/16
05-25	05/05	05/14
<b>06-25*</b>	<b>06/07</b>	<b>06/15</b>
07-25	07/07	07/16
08-25	08/11	08/20
09-25	09/08	09/17
<b>10-25*</b>	<b>10/04</b>	<b>10/12</b>
11-25	11/03	11/12
12-25	12/01	12/10

**Day Schedule:** 8 days/64 hours**Week 1** Mon-Fri**Week 2** Mon-Weds

8:00 am - 5:00 pm

**\*Evening Schedule:**

Classes meet 5 evenings &amp; 4 days

**Week 1**

Sat &amp; Sun 8:00 am - 6:30 pm

Mon - Fri 5:30 pm - 10:30 pm

**Week 2**

Sat 8:00 am - 6:30 pm

Sun 8:00 am - 7:30 pm

Tuition \$890.00

**COURSE SCHEDULES****Upgrade OUPV to  
Master Not More Than 100  
GRT****2025 Course Dates**

<b>Class#</b>	<b>Start</b>	<b>End</b>
01-25	01/16	01/18
02-25	02/13	02/15
<b>03-25*</b>	<b>03/18</b>	<b>03/23</b>
04-25	04/17	04/19
05-25	05/15	05/17
<b>06-25*</b>	<b>06/17</b>	<b>06/22</b>
07-25	07/17	07/19
08-25	08/21	08/23
09-25	09/18	09/20
<b>10-25*</b>	<b>10/14</b>	<b>10/19</b>
11-25	11/13	11/15
12-25	12/11	12/13

**Day Schedule:** 3 days/24 hours**Thus-Sat**

8:00 am - 5:00 pm

**\*Evening Schedule:**

Classes meet 2 evenings &amp; 2 days

Tues &amp; Thurs 5:30 - 9:30 pm

Sat &amp; Sun 9:00 am - 6:00 pm

Tuition \$350.00

**COURSE SCHEDULES****Master License Less Than 100  
GRT**(Dates of attendance and pricing if taking  
both OUPV and OUPV Upgrade Courses )**2025 Course Dates**

<b>Class#</b>	<b>Start</b>	<b>End</b>
01-25	01/06	01/18
02-25	02/03	02/15
<b>03-25*</b>	<b>03/08</b>	<b>03/23</b>
04-25	04/07	04/19
05-25	05/05	05/17
<b>06-25*</b>	<b>06/07</b>	<b>06/22</b>
07-25	07/07	07/19
08-25	08/11	08/23
09-25	09/08	09/20
<b>10-25*</b>	<b>10/04</b>	<b>10/19</b>
11-25	11/03	11/15
12-25	12/01	12/13

**Day Schedule:** 11 days/88 hours**Week 1** Mon-Fri**Week 2** Mon-Sat

8:00 am—5:00 pm

**\*Evening Schedule:**

Classes meet 7 evenings &amp; 6 days

**Week 1**

Sat &amp; Sun 8:00 am - 6:30 pm

Mon-Fri 5:30 pm - 10:30 pm

**Week 2**

Sat. 8:00 am - 6:30 pm

Sun. 8:00 am - 7:30 pm

Tues &amp; Thurs 5:30 pm - 9:30 pm

**Week 3**

Sat &amp; Sun 9:00 am - 6:00 pm

Tuition \$1140.00

**NO HIDDEN COSTS:****Tuition includes Books, Materials and USCG License Testing Fees.**

## COURSE SCHEDULES (cont.)

### Assistance Towing Endorsement (TOW) - (4 hrs.)

#### 2025 Course Dates

Class#	Date
01-25	01/16
02-25	02/13
<b>03-25*</b>	<b>03/17</b>
04-25	04/17
05-25	05/15
<b>06-25*</b>	<b>06/16</b>
07-25	07/17
08-25	08/21
09-25	09/18
<b>10-25*</b>	<b>10/13</b>
11-25	11/13
12-25	12/11

**Evenings: 5:00 pm– 9:00 pm**

**\* Evenings: 5:30 pm– 9:30 pm**

### Auxiliary Sail Endorsement (SAIL) - (4 hrs.)

#### 2025 Course Dates

Class#	Date
01-25	03/04
03-25	05/20
08-25	09/30
10-25	12/16

**1:00pm—5:00pm**

### License Renewal Not More Than 100 GRT (100R) (8 hrs.)

#### 2025 Course Dates

Class#	Date
01-25	01/20
04-25	04/21
07-25	07/21
10-25	10/27

**8:00 am to 5:00 pm - 1 day**

### Upgrade Master 100 GRT to Master Less Than 200 GRT (200T)- (28 hrs.)

#### 2025 Course Dates

Class#	Start	End
01-25	01/21	01/24
07-25	07/22	07/25
10-25	10/28	10/31

**8:00 am to 5:00 pm - 4 days**

### STCW Basic Training (BT) (40 Hrs.)

#### 2025 Course Dates

Class#	Start	End
01-25	01/06	01/10
03-25	03/24	03/28
08-25	09/01	09/05
10-25	11/17	11/21

**9:30 am to 5:30 pm Monday  
then 8:00 am to 5:00 pm  
Tuesday through Friday.**

### Maritime Security Awareness (MSA) - (4 hrs.)

#### 2025 Course Dates

Class#	Date
01-25	01/31
03-25	04/25
08-25	08/29
10-25	11/21

**1:00pm—5:00pm**

**\* Scheduled dates subject to change  
please call Student Services for  
final class dates.**

### Able Seaman “AB” (40 hours) 2025 Course Dates

Class#	Start	End
01-25	01/20	01/24
03-25	04/07	04/11
08-25	08/11	08/15
10-25	10/27	10/31

**8:00 am to 5:00 pm  
(Monday – Friday)**

## TUITION AND FEES

### **OUPV**

Non-Refundable Deposit .. \$200  
Tuition Balance ..... \$690  
Tuition Total ..... \$890

### **OUPV to Master Not More Than 100 GRT Upgrade**

Non-Refundable Tuition ... \$350

### **Master (If taking OUPV and OUPV to Master Upgrade)**

Non-Refundable Deposit ... \$200  
Tuition Balance ..... \$940  
Tuition Total ..... \$1140

### **Assistance Towing Endorsement**

If taken with OUPV ..... Free  
If taken with OUPV to Master  
Not More Than 100 GRT Upgrade  
or as a stand alone program  
Non- Refundable Tuition .. \$105

### **Auxiliary Sail Endorsement**

Non Refundable Tuition .... \$105

### **License Renewal to 100 GT**

Non-Refundable Tuition.... \$250

### **Master 100 GRT Upgrade to Master 200 GRT**

Non-Refundable Deposit ... \$200  
Tuition Balance..... \$650  
Total Tuition ..... \$850

### **STCW Basic Training**

Non-Refundable Deposit ... \$350  
Tuition Balance..... \$950  
Total Tuition ..... \$1300

### **Maritime Security Awareness**

Tuition..... \$150

### **Able Seaman “AB”**

Non Refundable Deposit.... \$200  
Tuition ..... \$1140  
Total Tuition ..... \$1340

Curriculum, fees, expenses and other matters described herein are subject to change without notice at the discretion of the Chapman School of Seamanship. Currently enrolled students who have paid in full will not be affected by any such changes unless they change the date of enrollment to a future class.

## ADMISSIONS

- The successful student must 18 years of age or older, be able to use basic math skills and the English language in order to fully benefit from the programs.
- The Registration Form must be completed and signed (by a parent or Guardian if under 18).
- Copy of official photo ID must be provided with registration.
- Payment of full tuition is due with registration.
- Housing fees (if applicable) are due in full 30 days prior to the start of class.
- Tuition includes all books and materials as well as USCG License Testing Fees.
- Tuition does not include housing, or transportation.
- All costs are payable in U.S. currency only.
- The Chapman School accepts all major credit cards.

## CAMPUS AND EQUIPMENT

The school's waterfront campus occupies 8 acres on the Manatee Pocket just south of the City of Stuart.

The 6 main campus classrooms are air conditioned for year-round comfort and approved for training by the United States Coast Guard "USCG" for USCG Approved Programs.

There are workshops for instruction in marine electronics, basic boat and engine repair and preventive maintenance.

The school maintains a fleet of power and sailing vessels for teaching practical, underway boating skills. Campus housing consists of dormitory style apartments that are available on a first come, first serve basis.

There is a large swimming pool with sundeck and covered patio.

## Other Travel Considerations

If travelling to the School from outside of Florida we strongly suggest you purchase refundable air fares, or arrange trip cancellation insurance.

*The School does not discriminate on the basis of age, sex, religion, race or ethnic group in any of its policies and programs.*

## TRANSFER/REFUND POLICY

- If Registration is not accepted by the School, all payments made will be refunded.
- If cancellation is requested within (3) business days after signing the Registration Form, all payments will be refunded in accordance with the buyer's right to cancel.
- If the school cancels the program due to insufficient student enrollment, I may be rescheduled for a future class, or all payments made will be refunded. In the event I am unable to attend the class for which I am registered the following change/refund policy will apply:
  1. If cancellation is requested more than three (3) business days after signing the Registration Form, but before the beginning of classroom instruction, the applicant is obligated for the non-refundable Tuition Deposit.
  2. Where notice is provided to the School more than fourteen (14) days before the start of class, a student may transfer to another class upon payment of a \$50.00 transfer fee.
  3. Where notice is provided to the School less than 14 days before the start of class to cancel, or if the applicant does not arrive for the scheduled class, or if the applicant wishes to withdraw from class once classes have begun, the applicant may be obligated for the full amount of the tuition.
  4. Where a credit card was used as the original method of payment, a convenience fee of 3.0% of the total amount refunded will apply for all transactions.

**Veteran's Refund Policy** is in accordance with the federal code of regulations chapter 38 section 21.4254 (c) (13) & 21.4255.

The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

## Veteran's Educational Benefits

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans' Affairs (VA) Post 9/11GI Bill ® (Ch.33) or Vocational Rehabilitation and Employment (Ch.31) bene-

## Veteran's Educational Benefits (cont.)

This school will not prevent the student's enrollment; assess a late penalty fee to the student, require the student to secure alternate or additional funding, deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to provide ;VA Certificate of Eligibility (COE) by the first day of class, a written request to be certified: and any additional information needed to properly certify the enrollment as described in other institutional policies.

## STUDENT HOUSING

- Campus Housing is provided on a space-available basis.
- Apartments contain a bedroom, convertible living room/bedroom, bath, kitchenette and a covered porch.
- The maximum number of students per apartment during this program is generally two.
- All apartments are air-conditioned and fully furnished.
- The School is not responsible for the loss of any personal property. Sorry, no pets.

## Housing Fees (Per Night)

Housing Fee .....\$80

Housing 2nd Person .....\$20

You must reserve your housing in advance to assure availability. .

## HOUSING REFUND

- Housing fees are due 10 days prior to the start of class.
- If a student cannot attend the classes for which he/she is registered, housing fees are refundable.
- Once a student moves into the housing, no fees will be refunded.
- In the event of any damage, the student will be responsible for any costs of repair.
- If a credit card was used as the original method of payment, a convenience fee of 3.0% of the total amount refunded will apply for all transactions.



## ADMINISTRATION

### Administration and Corporation Structure

James W. Allen II  
Executive Director

The School is actively run by the Executive Director of the corporation, who oversees all aspects of the School including corporate business & charitable fund raising.

John P. Haggerty  
Program Director

The Program Director deals with the academic function of the School including curriculum development, overseeing programs, faculty, and selection standards of instructors.

Bruce L. Robertson  
Director of Student  
Services

The Director of Student Services manages the admissions and registration of students, Financial Aid, and Job Placement Assistance.

The Charles F. Chapman School of Seamanship, Inc. is a nonprofit corporation recognized by the Internal Revenue Service as a 501(c) (3) corporation and headquartered in Stuart, Florida. The board members/officers are as follows:  
Executive Director - James W. Allen II, President - Shields McManus  
Vice President - Charles Wilcox, Secretary - Aleta Smith,  
Treasurer - Kyle Offringa, General Counsel –Shaun Plymale.



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Like us at [www.facebook.com/chapmanschool](https://www.facebook.com/chapmanschool)  
Instagram at [www.instagram.com/chapman\\_seamanship](https://www.instagram.com/chapman_seamanship)  
Twitter at <https://twitter.com/CSeamanship>