CDA Student Handbook

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1. Contact Details

1.1 Commercial Dive Academy

Postal Address (Head Office):	PO Box 342, Beauty Point, Tasmania, Australia 7270
Physical Address (Head Office):	Unit 2C, 200 Flinders Street, Beauty Point, Tasmania, Australia 7270
Commercial Dive Practical Site (Part 1&2 Tasmania):	200 Flinders Street, Beauty Point, Tasmania, Australia 7270
Commercial Dive Practical Site (Part 3, Closed Bell Tasmania)	Lake Cethana, Moina, Tasmania, Australia 7306
Commercial Dive Training Centre (Sheffield):	Unit 2, 36 Claude Road, Sheffield, Tasmania, Australia 7306
Commercial Dive Practical Site (Western Australia):	Lake Kepwari, Collie, Western Australia, Australia 6225
Commercial Dive Practical Site (Brisbane):	21 Dunlop Street, Collingwood Park, Queensland, Australia 4301
Website:	www.commercialdiveacademy.com
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Managing Director:	Alan Strong alan.strong@commercialdiveacademy.com
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Training Manager:	Stephen Clark sjc@commercialdiveacademy.com
Accounts/Administration:	Nivedita Nair admin@commercialdiveacademy.com
Student Services (all enquiries):	info@commercialdiveacademy.com

1.2 External

ADAS	https://adas.org.au/ Ph: +61 2 6689 5656

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2. Terms and Definitions

ADAS	Australian Diver Accreditation Scheme
ATE	Accredited Training Establishment
CDA	Commercial Dive Academy
RPL	Recognised Prior Learning
SCUBA	Self-contained underwater breathing apparatus
SSBA	Surface-supplied breathing apparatus

3. Training Provider

3.1 Overview

Commercial Dive Academy (CDA) is audited and approved by the following certifying bodies to deliver and assess to relevant accreditations, such as:

- Australian Diver Accreditation Scheme (ADAS). CDA is accredited as an ADAS Accredited Training Establishment (ATE),
- International Marine Contractors Association (IMCA),
- Association of Diving Contractors International, Inc (ADCI).

4. Programme/Course Specific Information

4.1 Part One SCUBA to 30 Metres (Restricted) Curriculum Content

The Restricted Occupational SCUBA to 30m (Part 1R) course is to prepare recreationally trained divers to work safely and effectively as members of an integrated occupational dive team in reasonably controlled environments that involve negligible risk from environmental hazards, underwater entrapment or risk of unplanned decompression. Whilst the main emphasis of the course is to dive using half face masks and mouth held regulators, during training, students must use a variety of modern diving equipment including full face masks with effective communications. They must be assessed as competent to complete a variety of relevant light work, sampling and survey tasks.

4.2 Part One SCUBA to 30 Metres Curriculum Content

The SCUBA to 30m (Part 1) course is the exposure of recreational divers to working safely and effectively as members of a diving team, wearing modern full-face masks with effective communications to successfully achieve a variety of light work and inspection and survey tasks.

4.3 Aquarium SSBA to 30 Metres Curriculum Content

The Aquaculture SSBA to 30m course has been requested by the Australian seafood industry to meet its legislative requirement for training for tuna, salmon and farm diving operations.

The emphasis of the course is to train recreational qualified SCUBA divers to working safely and effectively as members of a diving team, on surface supply. The training is on modern light weight full

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face masks with effective communications, to successfully achieve a variety of light manual work tasks required of seafood divers.

4.4 Part Two SSBA to 30 Metres Curriculum Content

The SSBA to 30m (Part 2) course is a progressive step from occupational SCUBA to 30m and introduces the use of surface-supplied breathing apparatus as the basis for underwater construction activities. This significantly increases the diver's ability to operate under working situations. The course includes the use of welding and cutting equipment, pneumatic and hydraulic tools, salvage equipment, air and water dredging equipment, construction tools and other work-related subjects to meet on shore diving industry requirements.

4.5 Part Three SSBA to 50 Metres Curriculum Content

The SSBA to 50m (Part 3) course is a progressive step from Part Two and includes the use of surface-supplied breathing apparatus. The qualification significantly increases the diver's ability to operate under working situations including the use of wet bells, desk decompression chambers and other work-related subjects to meet offshore diving industry requirements.

The Part Three qualification at CDA also includes the units of competency to achieve the Chamber Operator qualification.

4.6 Part Four Closed Bell Diving Curriculum Content

The Closed Bell Diver (Part 4) qualification is the most advanced of the commercial diving qualifications and enables the diver to work in the construction diving industry to a maximum of 300m using underwater tools, breathing apparatus and techniques including the use of closed bells and saturation systems.

The course is a progressive step from Part Three and trains divers in the use of closed diving bells and chamber complexes as a diver or another member of the dive team to:

- Be able to dive using a closed bell and breathing artificial gas mixtures in air-range dives and dives deeper than 50 metres.
- Respond to emergencies in the water, bell or chamber when acting as a diver or another member of the diving team.

The training will culminate in the diver being placed into saturation with one dive being completed to a depth of approximately 65 metres.

4.7 Onshore Supervisor Curriculum Content

The course covers activities and competencies required for the training and accreditation of dive supervisors who are required to supervise diving work safely and competently using either SCUBA to 30 metres, or surface supplied breathing equipment to depths down to 50 metres, in accordance with AS/NZS 2299.1:2015 and AS 2815.5. It should be noted that there are five separate qualifications under the onshore supervisor's qualification scheme:

- Diving Supervision – Occupational SCUBA to 30m (Part 1);

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- Diving Supervision – SSBA to 30m (Part 2); and
- Diving Supervision – SSBA to 50m (Part 3).

4.8 Trainee Offshore Supervisor Curriculum Content

The Trainee Offshore Supervisor (Air or Bell) is a diver who has gained relevant offshore experience (including such advanced training as may be required by certifying bodies) (air or closed bell experience) prior to sitting the theory examination(s) and subsequent formal appointment as an Offshore Diving Supervisor.

4.9 Onshore / Offshore Diver Medic Technician (DMT) Curriculum Content

The Diver Medical Technician (DMT) course is for divers, and non-divers (onshore only), to develop advanced practical skills to enable them to administer first aid and emergency treatment to patients in response to a diving related incident under the direction of a doctor, pending the arrival of more skills medical aid.

4.10 Combined First Aid Curriculum Content

The Oxygen Supply & First Aid course covers oxygen related pathologies likely to occur in diving contexts. The content is therefore concerned with the recognition and treatment of oxygen related disorders in diving context – functionally the management of oxygen to stressed divers (patients) and hyperbaric first aid. The Combined First Aid course includes First Aid, CPR and Advanced Oxygen Resuscitation units of competency.

5. Pre-requisites

Evidence of meeting the following pre-requisites must be provided to CDA during the enrolment process. All pre-requisites must remain current until completion of the course. If pre-requisite documentation is not provided by the start date of the course, the student will be unable to commence their training until the documentation is provided to CDA.

5.1 General Pre-requisite Requirements

All CDA courses require evidence of the following (with some exceptions):

- Axcelerate Onboarding completed,
- Completed CDA Student Handbook declarations,
- Photo identification (Passport preferred, Driver's License is acceptable for Australian residents),
- Passport-style photo (for your dive card, for ADAS courses only).
- Have a suitable level of literacy and numeracy skills, as well as the ability to understand written and verbal communication in English.

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5.2 Part One SCUBA to 30 Metres (AS 2815.1) Additional Pre-requisites

In addition to the general pre-requisites, before commencing the Part One SCUBA to 30m course we will need to sight the following from each student:

- Recognised open water recreational dive certificate (PADI, SSI, or equivalent)
- At least 10 logged dives, completed within the previous six months
- AS/NZS 2299.1 compliant Dive Medical, or international equivalent with the final page of the AS/NZS 2299.1 Dive Medical form completed, signed and stamped by the dive doctor (valid 12 months)
- First Aid/CPR (valid 3 years)
- Advanced Oxygen Resuscitation (valid 12 months)
- ADAS Pre-study Module certificates (Diving Physiology and Illness; Decompression Tables; Diver Physics; Onshore Legislation; Risk Assessment)

Additionally, demonstrated prior to any practical diving on course, be able to swim 200 metres, non-stop, within eight (8) minutes on the surface using a mask, snorkel and fins, while wearing SCUBA equipment and being neutrally buoyant. Following this, be able to tread water for ten (10) minutes while fully clothed (i.e. long pants and long-sleeved shirt).

5.3 Part Two SSBA to 30 Metres (AS 2815.2) Additional Pre-requisites

- Hold a current certification to ADAS Part One SCUBA to 30m or approved equivalent.
- AS/NZS 2299.1 compliant Dive Medical, or international equivalent with the final page of the AS/NZS 2299.1 Dive Medical form completed, signed and stamped by the dive doctor (valid 12 months)
- First Aid/CPR (valid 3 years)
- Advanced Oxygen Resuscitation (valid 12 months)
- ADAS Pre-study Module certificates (Diving Physiology and Illness; Decompression Tables; Diver Physics; Onshore Legislation; Risk Assessment)

5.4 Part Three SSBA to 50 Metres (AS 2815.3) Additional Pre-requisites

- Hold a current certification to ADAS Part Two SSBA to 30m or approved equivalent.
- AS/NZS 2299.1 compliant Dive Medical, or international equivalent with the final page of the AS/NZS 2299.1 Dive Medical form completed, signed and stamped by the dive doctor (valid 12 months)
- First Aid/CPR (valid 3 years)
- Advanced Oxygen Resuscitation (valid 12 months)
- ADAS Pre-study Module certificates (Diving Physiology and Illness; Decompression Tables; Diver Physics; Onshore Legislation; Risk Assessment)

5.5 Part Four Closed Bell Diving (AS 2815.4) Additional Pre-requisites

- Hold a current certification to ADAS Part Three SSBA to 50m or approved equivalent.

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- Must have worked for at least 12 months as a Part Three (or equivalent) diver and have a range of experience at different depths and in different conditions.
- Have recorded the following in a daily record of diving (and certified by a qualified supervisor) since being qualified as an offshore surface supplied breathing apparatus (SSBA) diver:
    - At least 100 dives using SSBA, and,
    - At least 100 hours bottom time.
    - The above dives and dive time can be made up of either onshore or offshore dives or a combination of both.
    - If all dives are from onshore work, then at least 20 dives must have been at a depth greater than 12 msw.
    - Training dives and dive time shall not be considered to fulfill these requirements. Dives must have been completed using either a diving helmet or bandmask.
- Logbook photocopies of the 20 deepest dives (these must correlate to the 20 deepest dives entered into the Part 4 matrix),
- AS/NZS 2299.1 compliant Dive Medical, or international equivalent with the final page of the AS/NZS 2299.1 Dive Medical form completed, signed and stamped by the dive doctor (valid 12 months),
- Diver Medic Technician (DMT) (valid 2 years)^,
- Advanced Oxygen Resuscitation & CPR (valid 12 months) (DMT can count towards this requirement if <12 months old),
- ADAS Pre-study Module certificates (Onshore Supervisor Physics & Calculations; Offshore Legislation; Risk Assessment; Diving Physiology & Illness),
- Completion of ADAS Part 3 Workbook (only required if non-ADAS SSBA to 50m qualification provided).

^Students must hold a valid DMT to be issued with a Part 4 certification. The DMT may be completed through CDA after the ADAS Part 4 course (depending on course availability), however, the student must hold a valid First Aid (valid 3 years), CPR (valid 12 months) and Advanced Oxygen Resuscitation (valid 12 months) certificates prior to commencing the Part 4 course.

5.6 Supervisor Additional Pre-requisites

- Hold a current dive certification to the level of Supervisor being obtained.
- Provide a letter of suitability from a recognised diving employer.
- Completed Supervisor Matrix to indicate sufficient operational experience over a range of diving operations, environments, tasks, and equipment.
- First Aid/CPR (valid 3 years
- Advanced Oxygen Resuscitation (valid 12 months)
- ADAS Pre-study Module certificates (Risk Assessment; Onshore Legislation; Onshore Supervisor Physics & Calculations)

5.7 ADAS Diver Medic Technician Additional Pre-requisites

- For ADAS Onshore or Offshore DMT:

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- AS/NZS 2299.1 compliant Dive Medical, or international equivalent with the final page of the AS/NZS 2299.1 Dive Medical form completed, signed and stamped by the dive doctor (valid 12 months)
- First Aid/CPR (valid 3 years) or current Diver Medic Technician certificate
- Advanced Oxygen Resuscitation (valid 12 months)*^

- For refresher onshore DMT courses, DMT qualification no greater than eight weeks six months prior to, or past expiry.
- For refresher offshore DMT courses, DMT qualification no greater than three months prior to, or eight weeks past expiry.

5.8 IMCA Diver Medic Technician Additional Pre-requisites

- Offshore Diver qualification recognised by IMCA (i.e., ADAS Part 3, ADAS Part 4 certification, or equivalent), Offshore Supervisor qualification recognised by IMCA, or Life Support Technician certification recognised by IMCA^
- For refresher courses, DMT qualification no earlier than three months prior to or no greater than eight weeks past expiry.

6. Equipment Required for Courses

Students are required to bring the following essential tools of trade at course commencement or make arrangements with CDA to obtain them:

Dive Equipment	– Wetsuit (at least 7mm single piece + dive thermals, though two-piece will be warmer), – Wetsuit (3mm) or undersuit for Part 3 and Part 4 courses only (for wearing underneath hot water suit). – Booties, gloves, hood, – Snorkel system, – Gear bag. **Dry Suit** Students are required to demonstrate proficiency in using dry suits during the ADAS Part 1 course. CDA will provide dry suits for this training, however, students may bring their own dry suit if they prefer. CDA can supply a range of sizes from Small to Extra Extra Large (XXL), however, if you fall outside this range, we recommend you supply your own. **A wetsuit is still required to demonstrate proficiency in both.**
Work Clothing	Diving operations and working with heavy equipment and tools in the outdoors requires appropriate attire. Students are required to bring the following personal items to the course each day: – Boots – steel cap, non-slip boots are required, – Long-sleeved work clothing – sturdy clothes such as overalls, King Gee style trousers and shirts are recommended. Working clothes must be free of dirt and oils, greases and paints. You will be working in decompression chambers and high oxygen environments,

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	– Cotton clothing and comfortable non-slip footwear for wearing inside decompression chamber (no polypropylene clothing permitted), – Overalls (over-sized) to wear over wetsuit/dry suit while diving.
Other Essential Items	– A sun hat is needed on sunny days, – Waterproof jacket, – Sunscreen, sunglasses, towel, swimming togs, – Small seamanship knife (this will be discussed during the course), – Laptop or iPad for online exams and to access learning materials.

CDA provides BCD's and harnesses for all courses, and for Part 3 and 4 students, hot-water suits are also provided. It is important to note that we have a range of sizes available for these items that can fit most individuals, starting from size S (small) and going up to XXL (extra extra large). However, if your size falls outside of this range, we recommend that you bring your own equipment for a comfortable fit.

Other equipment required will be supplied by CDA for the duration of study.

7. Programme Completion & Assessment Requirements

CDA reserves the right not to offer enrolment to applicants who have not demonstrated their intention or commitment to complete the course of study.

CDA is ADAS accredited; as such you should be aware of ADAS requirements and provisions for ADAS-accredited training courses. You will be made aware of these in the first few days on site, but you should also be aware of the ADAS online Student Induction, and particularly the ADAS Code of Practice.

- ADAS Code of Practice: https://adas.org.au/code-practice/
- You may also wish to access the ADAS website: https://adas.org.au/

Grades for all theory work are subject to a pass or fail system graded by the individual tutor. Grades for the practical work are subject to assessment by the tutor and are based on individual student performance in the area being assessed.

Dates for any off-site components will be discussed during the programme, with attendance being compulsory for assessment final outcomes. Any change in dates will be brought to the student's attention as required.

All areas of practical work are to be completed by students before final assessment will occur. If, for any reason, students cannot complete a particular practical component they must arrange for an alternative date or time to make up the practical area before the end of the course (unless an alternative can be arranged with tutors).

7.1 Explanation of Practical Diving Assessment Conditions

All diver candidates are to achieve the minimum number of dives and the minimum bottom times as listed in the Electronic Dive Sheets issued to each student.

'Time on the bottom' means the time from the diver leaving the surface to the time that they leave the working depth.

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The outline schedules detailed on the Electronic Dive Sheets are intended to ensure that the trainees achieve a specified minimum number of dives, with specified bottom times at specified depths. The intention is providing them with:

- Sufficient repetitive training opportunities to achieve and consolidate diver, attendant etc skills,
- Provide suitable times underwater to experience and learn specific diving and work skills, and
- Provide sufficient opportunities for diving and work competencies to be assessed by CDA. It is therefore important that both the minimum number of dives and the times on the bottom are achieved.

It is, however, conceivable (especially with Part One) that divers may not complete the entire required bottom time of a dive (due to running out of air, etc). The bottom times for such dives, if they are reasonably close (e.g., within 15 minutes for the shallower depth ranges) to the nominal time required, can be used to achieve the total required for that depth/bottom time increment, and provided that the minimum number of dives in that depth range are completed and the required sum of the bottom time for that dive sequence is achieved. (For example, the schedule calls for 2 x 60-minute dives in 2-9 metres. The student runs out of air at 50 minutes on one dive (or gets too cold, etc). The bottom time of that dive can be counted, and the trainee needs to achieve the total time required (390 minutes) and to have completed a minimum of 9 dives for the depth range 2-9 metres).

7.2 Assessment Procedures

Your tutor will explain to you before each course begins which parts of the course will be assessed, and what methods the tutor will use to assess your work.

Student performance is monitored through:

- Theory assessments,
- Practical skill observations,
- Diving operations and work tasks,
- Attendance and punctuality,
- Behaviour, attitude, and teamwork,
- Safety awareness and compliance.

Students will be informed orally on the day of assessment that the assessment will occur, and this will be recorded appropriately. Before each assessment, your tutor will explain what is required to pass the assessment.

If you have questions or concerns about an assessment, either beforehand or afterwards, discuss these with your trainer.

Your tutor will tell you of your results after the assessment. You can ask your tutor for a copy of your assessment results at any time.

You will be asked to give feedback on the methods and fairness of assessments and how these can be improved.

7.3 Not Yet Competent (NYC) Outcomes

Students who do not complete any mandatory component of a course will be marked as Not Yet Competent (NYC) and will not be awarded any course qualification. The CDA trainer will discuss with the

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student what is required regarding re-attendance if they intend to have another attempt at completing the course (refer to *Section 7.5 Opportunity for Re-assessment)*

7.4 Appealing an Assessment

You may appeal an assessment result be discussing it with your tutor. If you are still dissatisfied, you can discuss your results with the General Manager who will arrange an independent assessor if necessary. Students may also seek the advice of ADAS in relation to academic and assessment matters for ADAS-accredited courses. Refer to *Section 12.2 Complaint/Grievance Procedure* for details. Students must be able to show evidence that they have accessed CDA's internal grievance procedures before a complaint is made.

7.5 Opportunity for Re-assessment

A student may be identified as NYC where they:

- Fail an assessment task,
- Are unable to demonstrate required practical skills,
- Do not meet minimum dive numbers, bottom times, or assessment criteria (i.e. due to sickness or other absence),
- Demonstrate unsafe practices.

Where a student is deemed NYC:

- The trainer will inform the student as soon as practicable,
- The specific competency gaps will be explained clearly,
- The outcome will be recorded in assessment records.

The Commercial Dive Academy (CDA) policy on re-assessment for Not Yet Competent (NYC) outcomes is as follows:

- Re-assessment will only occur if consistent with the requirements of certifying bodies.
- Student and tutors must agree on areas to be re-assessed.
- The tutor must agree to the re-assessment dates, as this may impact on resources or access to them.
- Students will be re-assessed against those requirements not yet met.
- Students may incur additional costs for re-assessment. This includes costs for accommodation and transport. Where re-assessment is required, these are the student's responsibility. Additional costs could also include supervision where assessments need to be completed outside of the regular assessment programme.

7.6 Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process that recognises competencies gained through previous experience. Where it is deemed appropriate by tutorial staff, CDA may conduct RPL through rapid assessment. This allows students to be assessed without undertaking all aspects of a training programme and requires the approval of the General Manager. Tutors will also need to be convinced that students have a good chance of success if RPL is to be conducted. While it reduces the time

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required on a given programme, it does not normally lead to a reduction in cost due to the additional staffing and resources required for assessment and verification.

7.7 Poor Performance

Commercial diving is an industry requiring stringent standards to be enforced and met for safety reasons.

Poor performance situations may include repeated Not Yet Competent (NYC) outcomes, unsafe behaviour or disregard for instructions, poor attitude, lack of engagement or professionalism, or poor attendance affecting competency achievement. In these situations, the trainer will meet with the student to discuss their concerns, outline requirement improvements and explain the potential consequences if performance does not improve.

If poor performance continues, or the trainer believes there is a risk to health and safety of the student and/or others, the matter will be escalated to the Training Manager or General Manager. A formal review will be conducted and a decision made on whether it is suitable for the student to continue with training. If a decision is made that a student will not continue with training, a written letter must be provided to the student outlining the reasons for the decision and any applicable conditions for re-enrolment, including timeframes, prerequisites, or additional requirements.

7.8 Impaired Performance

Commercial Dive Academy (CDA) makes no provision for aegrotat passes, compassionate passes, or poor performance passes. All students must meet the full competency, assessment, and performance requirements of their course in order to be deemed competent and eligible for certification. Standards will not be adjusted or waived due to illness, personal circumstances, or performance-related issues. However, if a student is unable to complete a course due to situations outside of their control, provision may be made for them to complete the programme on the next available course. There may be an additional fee based on circumstances and availability. The fee is solely at the discretion of CDA.

7.9 Graduate Information

Graduates of CDA's commercial diving programmes need to be aware that, on gaining employment in the dive industry, employers may require employees to do further training such as Construction White Card, BOSIET, DMT Shell Passport etc. Students are encouraged to research requirements early in the course.

7.10 Accommodation

CDA does not provide accommodation for students.

For further information on accommodation, please contact Administration/Student Services. We can provide advice but not guarantee accommodation.

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8. CDA Student Administration

8.1 CDA Enrolment Process

8.1.1 Enquiry

CDA will receive enquiries through website contact form submissions, email, or phone. Once an enquiry is received, the prospective student will receive an information pack, including general information regarding the course, pre-requisite requirements, future course dates, the specific course location(s), course fee and deposit requirements and required equipment to bring. The student also has the opportunity to phone CDA or email the customer support team to discuss any queries they may have or to obtain further information regarding the courses.

8.1.2 Enrolment is Initiated

Once a student confirms they wish to enrol on a course, a copy of the enrolment form and student handbook will be sent to the student to review and complete. CDA will also request evidence of all pre-requisites to be sent to CDA for verification the student meets entry requirements for the course(s) they intend to enrol onto (refer *Section 5 Pre-requisites*).

8.1.3 Enrolment Confirmed

In order to secure a place on a course, a student must provide the required pre-requisite documentation and pay the deposit (refer *Section 9 Tuition Costs & Administration*). CDA will provide confirmation when the deposit is received to confirm enrolment on the course(s). Places on a course are first in first served, and at times there is high demand for a course. Students will be enrolled on a course once the deposit is paid if there are places available; once all places are taken the student will have the option to be added to a wait list, deposit transferred to a future course or a full refund.

8.2 Unique Student Identifier

A Unique Student Identifier (USI) is your personal education number required for all Australian nationally recognised study, including university and vocational education and training (VET). It is a reference number made up of 10 different letters and numbers which creates a secure online record of your recognised training and qualifications gained, even if from different organisations.

Visit https://www.usi.gov.au/ to create your USI.

You cannot create your USI unless you are already present in Australia, if you are currently overseas you can apply when you arrive in Australia.

8.3 Axcelerate

Axcelerate is an online student management and learning management system. CDA uses Axcelerate to give students access to workbooks, theory text, course outlines and general resources. Certain assessments may also be completed in Axcelerate. It is essential that all students bring a laptop/tablet to the course so they can access Axcelerate and view all necessary training resources. If you have any questions about using Axcelerate, please discuss with CDA.

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9. Tuition Costs & Administration

9.1 Tuition Costs

Tuition costs include:

- All timetabled lessons, tuition and training,
- All course materials & manuals,
- Supervised dives & training activities,
- Assessments,
- Certification fees (unless stated otherwise).

9.2 Fee Protection & Fee Payment Plan

Detailed student fee terms and conditions are covered in CDA-STU-05-01 Student Fee Policy. This document is made available to students during the enrolment process and can be made available upon request.

Deposit

A deposit is required to be paid at time of enrolment. This payment secures a place on the course once received by CDA. A student's place on a course is not guaranteed until the deposit is paid to CDA and the bank transfer is complete. The deposit required is AUD$1,500 per level for all courses, except Part Four which requires a deposit of AUD$10,000.

Final payment

The remainder of the course fee (course fee excluding deposit) is due on the first day of training for each course (each 'Part' is an individual course). Prior to the course, an invoice will be issued to the student which indicates the remaining course fee due. Failure to pay the final payment by the due date (unless otherwise agreed with CDA Management), may result in you being withdrawn from the course.

*Please note for Part 4, participation in the final saturation training dive will not be permitted unless the full course fee has been paid.

9.3 Withdrawal from Programme/Conditions of Refund - Prior to Start of Course

The deposit paid (for all courses excluding Part 3 and Part 4) is non-refundable unless:

- The student fails a dive medical more than sixty (60) days prior to the course start date, or
- If the student informs CDA of the need to withdraw due to exceptional circumstances. Such refunds are at the sole discretion of CDA and this statement does not imply any onus upon CDA to make an offer of refund.

The deposit paid for either Part 3 or Part 4 is non-refundable and non-transferrable. CDA Management may approve exceptions, however this is not guaranteed.

An administration fee will be deducted from any refund given or course transfer.

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If a student needs to withdraw from a course due to sickness or other reasons, transfer to a different course at a later date will be considered, but this will be at CDA Management's discretion and subject to availability on a later course. CDA will only allow a maximum of one course date transfer.

9.4 Withdrawal from Programme/Conditions of Refund - During Course

It is a pre-requisite requirement that all students must be able to swim 200 metres in under eight (8) minutes and float for at least ten (10) minutes. Due to the fixed high cost of equipment, materials and staff for commercial diver training, refunds will not be processed for students who fail to meet the swim assessment. It is the student's responsibility to ensure they can meet this pre-requisite. Students must also have adequate SCUBA skills such as removing and replacing a mask. Refer to the list of pre-requisites in the CDA Information Pack provided at time of enrolment.

Refunds will not be processed if a student withdraws from a course due to:

- Failing the swim assessment (must have the ability to swim 200 metres in under eight (8) minutes and float for at least ten minutes).
- Failing to meet any pre-requisite requirement or providing incomplete, inaccurate or falsified records.
- Providing a dive medical provided by a doctor not qualified to issue AS 2299.1 compliant commercial dive medicals. Approved doctors are listed on the South Pacific Underwater Medicine Society (SPUMS) website: https://spums.au/.
- If you are declined or unable to obtain the required visa to enter Australia. It is the responsibility of the student to ensure they are eligible for a visa and that they allow sufficient processing times when applying for a visa to enter Australia.

If a student needs to withdraw from a course due to sickness or other reasons, transfer to a different course at a later date will be considered, but this will be at CDA Management's discretion and subject to availability on a later course.

There will be no refund of tuition fees if termination is a result of disciplinary action.

9.5 Privacy Act

Student records are required by CDA, certifying bodies and other government agencies for statistical purposes. This is outlined in the enrolment form. Students are asked to sign the declaration at the end of the enrolment form, which includes consent for the transfer of such information for these purposes.

9.6 Change of Personal Details

Any changes to the details supplied at enrolment must be given to Administration.

The student will need to complete additional paperwork if any of the following details change during their programme:

- Name,
- Address,
- Residency/citizenship,

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- Enrolment in an additional programme,
- Change of programme or withdrawal from the programme,

10. Orientation/Health & Safety

- CDA recognises the importance of maintaining safe and healthy work practices. Orientation to commercial diving programmes occurs in the first week. This includes revising study commitments, expectations and responsibilities in addition to showing you around classroom and practical dive facilities. It also majors on health and safety considerations.
- All practicable steps have been taken to identify and control significant hazards on the premises and training site. A tutor and/or the General Manager will talk to you about safety on your course and the practical training site. You need to comply with the site and course rules and procedures. These will be explained to you for your specific course and particular activities. This includes wearing equipment as directed.
- Part of maintaining a safe and healthy workplace is being aware of the environment and notifying a tutor or CDA Management staff member of anything that is hazardous or unsafe.

10.1 Accident & Incident Reporting

If a student is involved in an accident or incident while training, the student must report to the Supervising Dive Trainer who will follow standard CDA procedures for reporting and investigating incidents. This information is recorded and acted on to improve safety in the future.

10.2 Emergency Routines

Emergency procedures will be explained to all students on the first day of in-person training, as part of the CDA Student Induction.

In the event of an emergency:

- Medical: If you identify that a medical emergency exists:
    - Immediately inform the tutor or other staff member,
    - Staff will assess the medical condition and follow procedure for the condition,
    - If you are the only person on site to action a medical emergency, dial **000** and follow the operator's instructions.
- Fire: If you discover a fire:
    - Raise the alarm,
    - Dial **000**, ask for fire brigade,
    - Evacuate the building,
    - Assemble as directed at the building exists or under the instruction of the dive supervisor,
    - Do not re-enter the building until instructed.
- The senior staff member present will take control in the event of any emergency.

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10.3 Welfare & Student Support Services

- As part of your course there are scheduled review sessions with your tutor. Additionally, if there are anxieties, concerns, weaknesses or personal problems you can discuss these with your tutor or the General Manager. The General Manager has overall responsibility for the operation of programmes, students and their welfare. You can also contact the CDA Office on (03) 6383 4844 and ask for Student Support.
- If a student is absent from training without informing CDA of the reason why, they will be contacted by phone by a tutor to ensure the student's safety.
- For safety reasons, alcohol and drugs must not be consumed at all during any commercial diver training programme. Smoking is not permitted inside in workplaces and public buildings in Australia.
- If you feel harassed, discriminated against, not being given an equal opportunity with others, or feel as if you are struggling with any issues or addictions, including drug problems, gambling problems, counselling, mental health etc, you can talk to any of the tutors if you feel comfortable with this. If you do not feel comfortable doing this, you can also contact Nelson Overton, who is available for counselling and student pastoral support on +61 0417140032, or the relevant support services listed below.
- **Agencies you can contact for help:**

Emergencies	000
Local Police	000
Local Doctor (Beauty Point)	146 Weld Street, Beaconsfield, Tasmania 7270 Ph: 03 6383 1511
Local Doctor (Sheffield)	1 Henry Street, Sheffield, Tasmania 7306 Ph: 03 6491 1166
Local Doctor (Brisbane)	157 Collingwood Drive, Collingwood Park, Queensland 4301 Ph: 07 3818 8511
Local Doctor (Collie)	24 Harvey Street, Collie, Western Australia 6225 Ph: 08 9734 4111
Immigration/Visas:	https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing
Health Services:	https://www.australia.gov.au/health-advice
Mental Health Services:	https://www.headtohealth.gov.au/
Drug Education:	https://www.lifeline.org.au/get-help/information-and-support/substance-misuse-and-addiction/
Problem Gambling:	https://www.dss.gov.au/communities-and-vulnerable-people/programmes-services/gambling
Driver Education:	https://austroads.com.au/drivers-and-vehicles/registration-and-licensing/australian-driver-licensing
Smoking:	https://www.health.gov.au/health-topics/smoking-and-tobacco
Alcohol Abuse:	https://drinkwise.org.au/drinking-and-you/support-services/#

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Hunterlink	https://hunterlink.org.au/

10.3.1 Hunterlink

Hunterlink provides 24/7 counselling, critical incident support and employee wellbeing services in-person, online or by phone to workers around Australia and the globe.

Students who are currently enrolled in a course at CDA have access to this free mental health/wellbeing service.

There is a confidential help line: 1800 554 654 (AU) or +61 439 382 204 (Whatsapp)

A passcode is required to gain access to this service – this can be obtained from your trainer at CDA.

10.4 Post Course Support

CDA is in regular, constant contact with contractors, fish farms, oil companies, salvage operators and other businesses and agencies requiring the services of commercial divers.

Opportunities for further training with CDA increasingly also exist with post-graduate programmes becoming available. It is in all our interests for you to gain and keep employment in the sector. We will work with you to facilitate this.

11. CDA Rules & Expectations

These rules and regulations are laid down by Directors, management and staff of CDA and it is a requirement that students abide by these rules and regulations at all times during training. Following these rules will ensure that practices are fair, and a positive learning experience takes place in a safe environment.

Additional rules and safety practices may be detailed by staff for specific activities and particular sites. These will be individually explained and are to be strictly adhered to so as to minimize risks to staff and students.

1. Waivers, liability and various assents and conformations will be read, and, when agreed to, signed by students expeditiously to ensure complete understanding of performance objectives and assessment requirements.

2. All student will be given adequate notice of activities requiring specific equipment, clothing, behaviour expected, what to bring and any additional costs involved. Please listen carefully to briefings and debriefings.

3. Students agree that they will attend their programme at all times as directed by staff and will do their best to comply with start dates, times, scheduled breaks, off site practicums, work experience, assignments and after-hours study as detailed in course materials and notified by staff.

4. Poor attendance may result in students being unable to complete all parts of a course for graduation. If absenteeism is for genuine reasons (e.g. medical or bereavement), written confirmation must be received and the student will need to make arrangements to catch up in their own time (additional costs may apply).

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5. Students agree that in the case of being unable to attend classes for genuine reasons, they will telephone or otherwise advise staff at designated contact numbers so that there is ample warning, and the tutor and other class members can be notified. In case of sickness, a signed statement from a doctor may be requested.

6. Please look after CDA's buildings, plant, equipment and vehicles. Mistreatment or abuse affects others and safety could be compromised.

7. Students agree to report any hazards, malfunctions or missing items promptly.

8. Please understand that there are required outcomes to be achieved in all courses. Standards cannot and will not be compromised.

9. Diving equipment, scuba cylinders, gauges and regulators can be hazardous if not handled correctly and safely. Students agree to operate, stow and handle all equipment as demonstrated and listen carefully to staff direction at all times.

10. When using own vehicles, students are reminded to drive carefully and within laws at all times.

11. Where CDA provides commuter vehicles for transport of students, these vehicles are only to be driven by designated drivers. All passengers are to wear the seat belts provided. All staff and students are expected to set an example to others at all times.

12. All sites come under the requirement of the Health & Safety in Employment Act; we all need to maintain total safety awareness at all times. Obey signs, take a responsible approach to safety on all courses, and endeavour to keep improving you own skills.

13. Take care of kitchen and tea/coffee facilities. Keep them clean and tidy for others.

14. Develop overall responsible attitudes and actions. Strive to always be on time or early for classes and be prepared to willingly have input into planning and preparation as well as cleaning up after activities.

15. Please ensure that rubbish is placed in containers provided or placed where directed.

16. Out of bounds areas: Students will be given direction by staff as to any out of bounds areas such as stock rooms, storerooms, and office areas. Alarms and sensors will be tripped by any unauthorised entry. Please ask staff for assistance if you need entry to these areas.

17. All sites, buildings, vehicles and operations are strictly no smoking and alcohol-free zones (unless discussed and agreed by staff for social or graduation events).

18. There is an absolute no drugs policy (other than authorised prescription medicine) on all sites and during any and all CDA training and activities.

12. Student Feedback & Complaints Procedure

12.1 Student Input & Feedback

CDA has adopted the use of the ISO 9001 Quality Management System framework within a Quality, Health & Safety, and Environment (QHSE) Management System. As part of this system, CDA is committed to providing a high-quality training experience to students, by maintaining compliance to all

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requirements and regulations, performance evaluation (through audits, self-assessments, and ongoing monitoring) and adopting a continuous improvement mindset. Student feedback is an important mechanism of measuring student satisfaction, and we encourage all students to provide feedback, so we can improve our course delivery. All students will be given an opportunity to evaluate courses overall, as well as give feedback during review meetings during courses. Evaluations are reviewed by tutoring staff and are also reviewed periodically as part of our QHSE Management System.

12.2 Complaint/Grievance Procedure

Step One – Submission of the complaint/grievance to the Training Manager

- Any student who considers that he/she has grounds for a complaint may submit the complaint to a Tutor or the Training Manager.
- The complaint shall be submitted within five days beginning with the date on which the alleged action has occurred so as to enable the Training Manager to remedy the complaint rapidly and as near as possible to the point of origin. If the complaint is not submitted within the above specified period the Training Manager is not obliged to consider the student's complaint.

Step Two – Student's written statement

- If the complaint is not settled in discussion between the student and the Training Manager, the student shall promptly give the Training Manager a written statement setting out:
    - The nature of the complaint,
    - The facts giving rise to the complaint,
    - The remedy sought,
    - Approval to investigate the complaint and conduct interviews with students and staff.

Step Three – Training Manager's Response

- The Training Manager will consider the complaint and may ask to speak with the complainant to clarify the complaint. The Training Manager will conduct an investigation and advise the outcome to the complainant within fifteen (15) days.
- If you are still not satisfied you can also make contact with ADAS (refer *Section 0*

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- *Contact* Details) per Section 15 of the ADAS Code of Practice (which can be accessed via https://adas.org.au/code-practice/) (for ADAS accredited courses). This is for assessment/academic or other quality/non-academic issues. CDA Administration staff provide copies of the processes and provisions of these on request, including access to ADAS Academic and/or Non-academic Grievance form via the ADAS Portal. This form is also available in the Resources section of Axcelerate.
- At any time during or after the programme, if a student has a complaint or concern, the General Manager can also be contacted (refer *Section 0*

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- *Contact* Details). The General Manager may act at their discretion to solve issues and complaints but may insist that the complaint/grievance procedures outlined here be followed.

13. Disciplinary Procedure

13.1 Causes for Dismissal without Notice

The following are some examples of a student being dismissed without notice:

1. Unauthorised possession or wilful destruction of CDA or other student's property.
2. Fighting or assaulting another student or staff member while on any training premises, in vehicles or during any off-site training.
3. Acts of disobedience, negligence or incompetence that affect safety, quality or good conduct of training.
4. Refusal to perform normal duties or refusal to comply with lawful and reasonable directives of a tutor.
5. Unauthorised possession of another student / staff member's personal property.
6. Unauthorised possession, consumption or being under the influence of alcohol during a course of training.
7. Possession, use or being under the influence of illegal drugs during a course of training – refer *Section 14 Drugs & Alcohol Testing Policy.*
8. Falsification of medical certificates, application forms or any document presented to, being used by or belonging to CDA while training.
9. Any act in breach of Australian law.
10. If, in the opinion of trainers and/or management you have cheated in the exams or assessments.

13.2 Causes for Disciplinary Action

The following are some examples of behaviour for which warnings may be issued:

1. Disorderly conduct.
2. Failure to achieve an acceptable quality or rate of work.
3. Failure to follow procedures regarding reporting loss, damage, destruction, or breakage of CDA property.
4. Failure to report lateness or absenteeism at least 15 minutes prior to class start time.
5. Excessive lateness or absenteeism.
6. Smoking in and defined NO SMOKING areas and/or eating during class time.
7. Disruptions to class caused by unacceptable behaviour (language, sexism, racism, negative attitudes).
8. Failure to abide by CDA's rules, known policies and regulations, directives covering specific situations, such as safety, security, hygiene, fire rules and handling of CDA's assets.

Note: Once a verbal warning is given, further warnings need not be for the same offence but may be for offences of a dissimilar nature.

The General Manager will be informed of all disciplinary matters.

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Misconduct detailed above (or similar) will be subject to the following procedures:

First Offence

A verbal warning will be given in private before a witness, seeking assurance that any further breach will no occur. A record will be made of this warning.

Any Second Offence

A written warning referring to the first verbal warning and its date will be given. Details of the nature of the second breach will be recorded. Any breach after this second warning will result in suspension for a period set by the Training Manager.

Termination

Any further breach of CDA rules or procedures will result in termination without further warning. At this time, the relevant authorities will be notified as required. There will be no refund of tuition fees or payments made through CDA if termination is a result of disciplinary action.

Note: As previously stated, each warning could be for an offence of a dissimilar nature. It is not necessary to have three offences of a similar nature before termination occurs.

Costs: Where additional tutor time or other expenses are incurred by CDA to help students catch up who missed parts of a programme as a result of disciplinary action the student may be charged on the basis of cost recovery plus 35%.

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14. Drugs & Alcohol Testing Policy

There is an absolute no drugs policy (other than authorised prescription medicine) on all sites and during all CDA training and activities, including the use of marijuana-like substitutes, regardless of their legal status. For health and safety reasons, students must declare all medications (including prescription and over-the-counter) to CDA training staff to ensure any medications are compatible with commercial diving.

Students may be subjected to one or more random drug and/or alcohol tests during their commercial diving training, as per industry standards. The presence of a masking agent or adulterant will be taken as a positive result.

The presence of alcohol in the bloodstream during diving operations is prohibited for safety reasons and will result in stand down or dismissal. Possession, use, or being under the influence of alcohol or drugs during training hours (while on any training premise, in CDA vehicles or during any off-site training), including failing a drugs or alcohol test, is grounds for immediate dismissal.

Any student who fails an onsite drugs test may contest the positive result at their own expense (regardless of the outcome). This is to be a gas chromatography mass spectroscopy (GC-MS) drugs test acquired through a certified an independent drug and alcohol test service, within eight (8) hours of the onsite test. The student is required to present valid photo identification upon arrival at the medical laboratory. The results are to be sent directly to CDA. A blood test may also be sought at CDA's discretion. Where this is sought in relation to a test taken to contest an earlier failed test this will be at the student's expense.

Where a positive result is contested and the independent drug and/or alcohol test is subsequently passed, the student may return to training immediately.

A student who contests a positive on-site result and subsequently fails the independent drug and/or alcohol test may not be allowed to return to CDA at any point in the future. There will be no refund of any course fees. Dishonesty is one of the few things in the industry more dangerous than illegal drugs use.

If a student has a positive result and admits to drugs use, they may return to complete the training on a future course but will be required to pay the full fee again and undergo regular on-site drug tests during the course.

If a student refuses to complete a drug and/or alcohol test requested by CDA, the student has the option to obtain a test at an independent drug and alcohol test service (approved by CDA) at their own expense within eight (8) hours after being requested by CDA. Results must be sent directly to CDA. In this situation, if the student also refuses to complete a drug and/or alcohol test through an independent drug and alcohol test service they will be subject to dismissal without notice from any further training. Any training fees paid will be forfeited, with no refund provided under any circumstances.

Where additional tutor time or other expenses are incurred by CDA to help students catch up who have missed parts of a programme as a result of disciplinary action the student may be charged on the basis of cost recovery plus 35%.

DECLARATION

I hereby confirm that I have read and understand the above Drugs and Alcohol Testing Policy. I agree to it and understand that I will be liable under the conditions outlined.

NAME _____ SIGNATURE _____

DATE _____

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15. Student Release of Medical Information

Please read carefully before signing.

I, _____ (name),

of (address)

_____

_____

Hereby give permission for Commercial Dive Academy (CDA), for the purpose of the commercial diving training activities, to have access to any medical information that will be relevant to my taking part in any form of underwater construction diving. I would like any and all correspondence to be addressed to:

Commercial Dive Academy
2C, 200 Flinders Street, Beauty Point, Tasmania, Australia 7270

Or via email to info@commercialdiveacademy.com whilst I am studying at this programme until:

_____ (date)

STUDENT NAME _____

STUDENT SIGNATURE _____

DATE _____

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16. Affirmation & Liability Release Document

Please read carefully before signing.

I _____ (full name, please print), hereby declare that I am informed of the risks and hazards associated with outdoor activities as described in my course literature. I nevertheless agree to proceed with the tuition, activities and assessments involved in the course of study I have enrolled to undertake.

I hereby personally assume all risk in connection with the course of training for any harm, injury or damage that may befall me as a result of my participation in the course, whether foreseen or unforeseen, and still wish to proceed.

I realise that in the unlikely event of an accident, illness or injury, there may be difficulty and deal in obtaining rapid treatment as the activities often take place in areas and at sites that are remote from rapid assistance. I understand, however, that every reasonable precaution will be taken to ensure my safety during all segments of training.

I understand, and agree, that neither my instructor/tutor, the facility I am learning with, or the organization issuing any certification, may be held liable in any way for any occurrence in connection with this training that may result in injury, death or other damages to me or my family, heirs or assignees, and in consideration of being allowed to enrol in the programme, I hereby personally assume all risks in connection with the programme.

It is my intention by signing this document to exempt and release the training establishment, the instructors and staff, and the certifying agencies, from all liability whatsoever for personal injury, property loss or damage, or wrongful death caused by negligence of any party.

I have fully informed myself of the contents of this document by carefully reading it before signing. I understand the terms are contractual and not a mere recital and I certify that I have signed out of my own free will.

STUDENT NAME _____

STUDENT SIGNATURE _____

DATE _____

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17. Medical History Statement

I verify that I have no known medical conditions that would render me unfit for these activities and assume all medical liability for any risk associated with the training. I understand I must advise my instructor/tutor if I have any doubts.

I verify that my medical status has not changed since I completed my occupational dive medical. If it has (for example, I have become pregnant, diagnosed with an illness such as diabetes mellitus, become injured or there has been any other change to my medical status^), I acknowledge it is my own responsibility to seek medical advice on whether I should continue with the diver training.

I verify that I will not consume any prescription or over-the-counter medicine that is not compatible with the use of heavy machinery during the course. I understand I must consult a medical professional if I have any questions or concerns regarding medication.

Regarding pregnancy (if I am capable of becoming pregnant), I acknowledge that there is limited knowledge of the risks involved with pregnancy and diving. Based on medical advice provided by a hyperbaric doctor, CDA recommends that any student who is pregnant does not partake in any commercial diving activities, to minimise any risk to the foetus and its development.

^Note: this is a non-exhaustive list to provide examples only.

STUDENT NAME _____

STUDENT SIGNATURE _____

DATE _____

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18. Student Tuition Fee Acknowledgement

Please read carefully before signing.

I _____ (full name, please print), hereby declare that I am informed of the Student Tuition Fee requirements (as described in *Chapter 9* of this Handbook).

I understand that my place on a course is not confirmed unless I have paid the required deposit for each level of training I intend to complete.

I understand that if I fail to meet any pre-requisites (including but not limited to, the swim assessment or fail to provide a compliant dive medical to AS 2299.1 standards), that I will not receive a refund of any tuition fees already paid.

I understand that a refund will not be processed if I withdraw from the course due to disciplinary action.

I understand that if I need to withdraw from the course for any other reason (due to sickness, personal matters etc) that a refund or transfer to a later course date is only at the discretion of CDA Management and is therefore not guaranteed.

STUDENT NAME _____

STUDENT SIGNATURE _____

DATE _____

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