



Calhoon MEBA Engineering School

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APPLICATION FOR 2016 COURSE ATTENDANCE

UNSPONSORED INDIVIDUAL TRAINING

OFFICE USE ONLY	
Admissions	_____
Registrar	_____

This application includes 2 pages. Complete all sections on page 1 and submit to the Registrar. You may retain page 2 for your reference.

SECTION I - Contact Information

Name: _____ Social Security #: _____
Last First M.I.

Address: _____
Street City State Zip Code

Email: _____ Primary Phone #: _____ Alt. Phone: _____

SECTION II - Employment Information Engineer Mate / Group 1 Group 2 Member Group 3/Applicant

- I understand that the Employer to which I have been assigned has insufficient training weeks to sponsor me.
- I understand that I am responsible for the tuition, room and board and transportation costs associated with the course selected below unless I am employed within
 - 12 months of completing a course requiring an annual certification; or
 - 24 months for all other courses (and I fail to complete at least 60 days of Covered Employment in the 12 month period following being hired by such Employer).
- As acknowledgment of I have executed a Repayment Agreement that is attached and made part of this application.

How does the requested class relate to your current or future employment?

SECTION III - Housing Information

I request a Non-Smoking Room Smoker's Room My spouse will will not accompany me.

Number of children that will accompany me _____ List children's ages ____/____/____/____/____

SECTION IV - Course Selection (IMPORTANT - Check only ONE COURSE per application)

Deck Courses	<input type="checkbox"/> Gas Turbine Engineering	General Courses	New/Unlisted Course (Indicate below)
<input type="checkbox"/> Advanced Meteorology	<input type="checkbox"/> Machine Shop Proficiency	<input type="checkbox"/> Advanced Fire Fighting	<input type="checkbox"/> _____
<input type="checkbox"/> Advanced Shiphandling	<input type="checkbox"/> Marine Elec. Prop./HV Safety	<input type="checkbox"/> Basic Safety Training	
<input type="checkbox"/> Advanced Stability	<input type="checkbox"/> MEECE	<input type="checkbox"/> Basic Tanker Operations	
<input type="checkbox"/> ECDIS	<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Damage Control / CBRD	
Engineering Courses	<input type="checkbox"/> Steam Engineering	<input type="checkbox"/> Leadership & Management	
<input type="checkbox"/> Advanced Pipe Welding *	<input type="checkbox"/> TIG Welding	<input type="checkbox"/> Small Arms	
<input type="checkbox"/> CMEO	<input type="checkbox"/> Welding	<input type="checkbox"/> Tankship LNG	
<input type="checkbox"/> Container Refrigeration	<input type="checkbox"/> Welding Proficiency	<input type="checkbox"/> Vessel Security Officer	
<input type="checkbox"/> Diesel Engineering			
<input type="checkbox"/> Engineroom Resource Mgmt			

*Students signing up for the Adv. Pipe Welding course must have successfully completed the CMES 4-week Welding course or the Proficiency Practical within the last two years.

For course starting dates, see the current Course Calendar. The School Catalog and School Web Site list descriptions, prerequisites or other important course details.

Enter the STARTING DATE of the course you have selected above: _____

After your course application has been processed, you will receive by mail a Student Schedule. The Student Schedule will indicate one of 3 statuses for each course listed: (1) Registered, (2) Standby, or (3) Dropped. You will receive an updated Student Schedule if your status for any course changes. You are considered enrolled in any class for which you have a Registered status unless the Registrar's office receives notification to the contrary. If you are unable to attend an upcoming class for which you are registered, you **MUST** contact the Registrar no later than 2 weeks **PRIOR** to the start date of the class.

- I have read and understand all of the provisions and eligibility requirements stated on the following page of this application.
- I hereby certify that all the above statements are true and correct to the best of my knowledge and belief.
- I understand that if I make false statements and collect money fraudulently from the MEBA Training Plan, I am liable to expulsion from the Union in accordance with the provisions of the Constitution.
- I understand that acceptance is based on eligibility requirements and the date the application is received at the school.

DATE _____ SIGNATURE OF APPLICANT _____

PLEASE READ THIS INFORMATION

MAXIMUM COURSE APPLICATIONS

To allow equal access to all qualified participants, no more than four (4) applications for classes may be submitted per semester. If submitting several applications simultaneously, it is important to specify the **priority** in the space provided on the application form. For more details, refer to *Admission Policies* on the school's web site. Two of these applications are registered. The remaining applications are placed on the standby list.

REQUIRED DOCUMENTS

Each **participant must** have in his/her possession and produce for inspection the following documents:

- ❖ **Current Dues Receipt**
- ❖ **Photo Identification**

ROOM AND BOARD

Room and board at the School is furnished to any MEBA Training Plan participant while satisfactorily enrolled and attending a class. There are no room fees for a participant's spouse or registered guest while staying in the same room with the participant. However, there are charges for meals and additional room if required.

Arrival time for a class is **no earlier than noon** Saturday before the start date. Departure time is **no later than 1700** on the final day of the class graduation. If an additional day is requested, CMES' commercial daily rate is charged to the participant.

PENSION AND MEDICAL COVERAGE

Pension and medical coverage accrues per full class day to eligible participants while attending Calhoon MEBA Engineering School classes.

Coverage shall not accrue for periods when a participant is receiving wages from an Employer, vacation benefits from the MEBA Vacation Plan, or attending an outside/vendor seminar.

Pension credits and medical coverage are calculated from the first to the last class-day, including weekends.

TRANSPORTATION REIMBURSEMENT

Participants shall be entitled to receive reimbursement equal to the cost of a 7-day advance purchase coach, round trip airfare from the nearest airport to the participant's home of record within the United States. If a participant resides outside the United States, his/her home of record for the purpose of paying this allowance is deemed to be the point of entry into the continental United States that is closest to his/her actual home of record.

Round trip transportation reimbursement is payable for any class that is one-week or longer in duration and is paid upon course completion. Participants may receive a maximum of two round-trip transportation reimbursements in any one school year, excluding back-to-back classes. There must be a one-week break between classes to be eligible to receive a second transportation reimbursement. All airfare shall be pre-arranged through the Training Plan's travel coordinator.

PENALTIES

Neither credit for completion of any class nor transportation or training allowances are given to a participant until all loaned materials are returned and any monies owed the School have been paid in full. Loaned materials include books & equipment issued in the class and any other borrowed or loaned School property. Monies owed include meal charges, bookstore purchases, examination fees, boat damage assessment, and boat fuel.