



Calhoon MEBA Engineering School

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APPLICATION FOR 2020 COURSE ATTENDANCE MARITIME / INDUSTRY RELATED TRAINING

OFFICE USE ONLY	
Admissions	_____
Registrar	_____

This application includes 3 pages. 1) Complete all sections on pages 1 & 2 and submit to the Registrar. 2) Retain/distribute page 3 for your/students' reference.

SECTION I – Company / Employer Information

Company / Employer: _____

Address: _____
Street City State Zip Code

Contact Person: _____ Title / Position: _____

Phone #: _____ Fax #: _____ Email: _____

SECTION II – Student Information

Please provide information for all students you wish to enroll in this course on the following page. Social Security number is needed for all US Citizens attending a US Coast Guard approved course.

SECTION III – Billing Information

Tuition payment: Company Student Housing payment: Company Student

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

Selected Course: _____ Scheduled Starting Date: _____

Calhoon MEBA Engineering School Course Offerings

Unscheduled courses are available upon request. All courses (scheduled and unscheduled) are contingent upon minimum class enrollment.

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Advanced Meteorology | <input type="checkbox"/> Damage Control / CBRD | <input type="checkbox"/> Instrumentation | <input type="checkbox"/> Steam Engineering |
| <input type="checkbox"/> Advanced Pipe Welding* | <input type="checkbox"/> Diesel Engineering | <input type="checkbox"/> Leadership & Management | <input type="checkbox"/> Tankerman DL |
| <input type="checkbox"/> Advanced Shiphandling | <input type="checkbox"/> ECDIS | <input type="checkbox"/> Marine Electric Propulsion | <input type="checkbox"/> Tankship – LNG |
| <input type="checkbox"/> Advanced Stability | <input type="checkbox"/> Engine Room Resource Mgmt | <input type="checkbox"/> MEECE | <input type="checkbox"/> TIG Welding |
| <input type="checkbox"/> BST Refresher | <input type="checkbox"/> Gas Turbine Engineering | <input type="checkbox"/> Programmable Logic Controllers | <input type="checkbox"/> Vessel Security Officer |
| <input type="checkbox"/> BST Revalidation | <input type="checkbox"/> High Voltage Safety | <input type="checkbox"/> Refrigeration | <input type="checkbox"/> Welding |
| <input type="checkbox"/> Container Refrigeration | <input type="checkbox"/> Industrial Networking | <input type="checkbox"/> Small Arms (MSC Requirement) | <input type="checkbox"/> Other: _____ |

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

- The following statements are understood and acknowledged:
- I have read and understand all of the provisions and information stated on page 3 of this application.
 - I hereby certify that all information I have given on this application is true and correct to the best of my knowledge and belief.
 - I understand that credit for completion of the course will not be given to a student until all materials loaned to that student are returned, and any monies owed to the school by that student or on his/her behalf are paid.
 - I understand that the company named above is responsible for the remittance of tuition, and room & board costs (if applicable), and that the student is responsible for all other incidental expenses.
 - CANCELLATION POLICY: Cancellation of course attendance must be received no later than 5 business days before the start date of the course. If cancellation is received less than 5 business days before this date, tuition will be invoiced and must be paid in full.

Signature of Authorized Company Representative: _____ Date: _____

Student Information

- Please duplicate this page if more space is needed to list students for this course application.
- If requested, on-campus rooms will be assigned when available. The company / employer will be notified if requested on-campus rooms are not available.

Company / Employer: _____ Course: _____ Starting Date: _____

Total Students: _____ All students are listed on this page. This is Student Information page _____ of _____.

Name: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Last First M.I. Social Security # </div> Address: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Street City State Zip Code </div> Phone #: _____ Email Address: _____	OFFICE USE ONLY Student ID # _____
<input type="checkbox"/> On-campus room only <input type="checkbox"/> Meals only <input type="checkbox"/> On-campus room & meals <input type="checkbox"/> None	
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PLEASE READ THIS INFORMATION & RETAIN / DISTRIBUTE FOR YOUR / STUDENTS' REFERENCE

Condition of Student Attendance

All CMES course materials are provided to students for non-commercial, personal professional training purposes only. Non-commercial purposes means that students may not sell or commercialize the materials provided to them in connection with CMES courses or use the course materials for purposes other than personal professional training purposes. Any student who uses any CMES materials for commercial purposes or for purposes other than his or her personal, professional knowledge shall be prohibited from taking any further courses at CMES, and may be subject to legal action. For example, students may not use CMES course materials to train other students in a commercial setting.

Students must abide by all CMES policies and the CMES Code of Conduct.

Most courses taught at CMES include graded practical exercises. In order to participate, **the student MUST BE FIT FOR DUTY.**

Room and Board

Room and board at the School is furnished to any student while satisfactorily enrolled and attending a course. However, on-campus room availability is limited. If requested, on-campus rooms are assigned whenever available. Charges for on-campus room and board are invoiced along with the invoice issued for course tuition. The company / employer will be notified if requested on-campus rooms are not available.

Ground Transportation

Bay Runner Shuttle Service: 410-822-5444
Cab service available at the airport.

Arrival / Departure

If on-campus room registration is required, the student should arrive at the campus **NO EARLIER than NOON (1200)** on the day prior to the start of the class. The student requiring check-in should report to the Security Office in the Main Dorm Lobby. Key and information packets will be located outside the security office, with the registered student's name printed on the packet.

If on-campus boarding is NOT required, the student should arrive on campus **NO LATER than 0730 (7:30 AM)**, on the day of the class beginning. On the first day of class all students are required to attend Orientation at 0800 (8AM) in the Newberry Auditorium.

Departure time should be **NO LATER than 1800 (6 PM)** on the day of the course completion and graduation.

Directions to the Calhoon MEBA Engineering School

- To map or navigate to CMES using a map/navigation app or GPS, enter our address:

**27050 St. Michaels Rd.
Easton, MD 21601**

Dress Code

The dress code at CMES is business casual. The dress code will be applied in the academic buildings during normal business hours (0800 – 1600) and in the cafeteria during meal hours, except on weekends.