



**Student Consumer Information Guide
2020**

Divers Institute of Technology's Student Consumer Information Guide

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Introduction

Divers Institute of Technology must annually distribute to all enrolled students a notice of the availability of the information that is required to be made available to students under the Family Educational Rights and Privacy Act of 1974 (FERPA) and in accordance with the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), Section 485(a)(1), Section 485(f), Section 485(g), and Section 485(h), and Section 485(j). Divers Institute of Technology (herein referred to as DIT) is required to disclose consumer information regarding its programs, policies, types of financial aid available, educational resources, and student body.

Below, you will find an alphabetical list containing this information, including links to related materials. For additional information, please refer to DIT's Catalog, available through the Institute.

Contact Information

To learn more about any of the information included in this guide, or to request an electronic or printed copy of the DIT Catalog or Annual Security Report, please contact the Admissions Department at DITinfo@diversinstitute.edu or 1-800-634-8377.

Accreditation and Program Authorization

Accreditation

DIT is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. DIT has maintained continuous program accreditation in good standing with ACCSC since 1973. Information on comparable programs can be obtained by contacting ACCSC.

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES (ACCSC)
2101 Wilson Blvd, Suite 302, Arlington, VA 22201
Phone: (703) 247-4212 Website: www.accsc.org

If you would like more information on how DIT obtains accreditation, approval & licensing, please contact the Director of Compliance at DIT or visit DIT's website at <https://www.diversinstitute.edu/about/accreditation/>

Program Authorization

DIT is approved by the Workforce Training and Education Coordinating Board (WTECB). DIT is listed as an Eligible Training Provider enabling eligible students to apply for funding from a variety of State and Federal funding programs, including but not limited to Workforce Training and Trade Adjustment Act (TAA) funding.

The School is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this or any other private vocational school may be made to the WTECB www.wtb.wa.gov (website) at:

WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD (WTECB)
128-10th Avenue SW, Box43105, Olympia, WA 98504
(360) 709-4600
workforce@wtb.wa.gov or pvsa@wtb.wa.gov (email)

Copyright Infringement and Peer-to-Peer File Sharing

DIT prohibits copyright infringement in any form, including the illegal downloading and uploading of copyrighted works through peer-to-peer file sharing as defined by Title 17 of the United States Code.

Copyright infringement may result in civil and criminal penalties, including damages of up to \$150,000 per infringed work, imprisonment of up to five years, and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially the FAQs at www.copyright.gov/help/faq.

In addition to the civil and criminal penalties outlined above, students who engage in illegal downloading or unauthorized distribution of copyrighted materials using DIT's network also will be referred to the Director of Training and be subject to disciplinary sanctions, up to and including suspension from the Institute, under the Student Code of Conduct and Disciplinary Procedures.

These and other policies are part of DIT's "Student Code of Conduct" agreement provided during mandatory orientation.

CyberSecurity

All employees are obliged to protect confidential data. In the full Cybersecurity policy, DIT employees are instructed on how to avoid security breaches, use email safely, protect company and personal devices, use proper password management, transfer data securely, and reduce the likelihood of security breaches.

Students receive Kindles as their textbooks and in accordance with the student Kindle Policy are instructed on how to safeguard their devices and passwords and reduce the likelihood of equipment damage, loss, or data breaches.

Description of Program

DIT offers the following full-time, 28-week, 900-hour (clock hour) program:

PROFESSIONAL COMMERCIAL DIVER*

*DIT's program is classified by the US Department of Education as "Gainful Employment Programs." See the section on ***Student Outcomes and Disclosures for Gainful Employment*** for statistics and data related to this program.

Description of Facilities & Services Available to Students with Disabilities

General Facilities

DIT's campus is located at 1341 N. Northlake Way, Seattle, WA 98103 and encompasses more than 28,732 square feet of dock and land-based facilities for water access, moorage of floating craft and submerged diving projects, plus over 12,083 square feet of classroom and office areas. From our dive vessel, the M/V Response, we have access to dive training sites to 220 feet deep in fresh water lakes and in the Puget Sound.

Learning Resource Center (LRC)

The aim of the LRC is to support DIT's curriculum, students, and faculty. Students have access to a variety of resources, such as computers and literature relevant to their program. The library also has subscriptions to a selection of major journals and trade magazines related to the field of commercial diving.

Special Tutoring

An instructor is available for free tutoring and special instruction before class and by appointment. Students are urged to utilize this assistance if they have questions or if they fall behind in their studies.

Free Refresher Courses

DIT provides graduates with refresher courses that pertain to their original course of study. These courses are free of charge, except for the cost of any consumables required. Arrangements can be made by contacting the Director or Assistant Director of Training.

Health Insurance

DIT strongly recommends that students carry medical insurance. Students without medical coverage can obtain information about applying for an affordable medical insurance policy at their orientation. Medical insurance is a student expense.

Non-Discrimination Policies & Accommodations For Students With Disabilities

The Divers Institute of Technology will not deny admission to or otherwise discriminate against any individual on any legally recognized basis under federal, state or local law including but not limited to: race, color, religion, national origin, sex, sexual orientation, age, veteran or military status, or disability status as a disabled veteran or a Vietnam era veteran.

DIT complies with the Americans with Disabilities Act and does not discriminate against or deny admission to qualified individuals with disabilities, including the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability, unless such disability is determined by a medical authority cognizant to render an individual not physically qualified to complete our professional commercial diving course. This policy applies to both our admissions practices and our educational programs.

Students with disabilities who are determined as physically qualified to enroll in our program may request reasonable accommodations for disabilities from the Director of Training or the Assistant Director of Training. DIT will work with students to provide reasonable accommodations for students with disabilities within the scope of our training program and safety procedures.

Drug and Alcohol Policy

DIT's complete Drug and Alcohol Policy is distributed to each starting class and reviewed with the students during their Program Orientation. Each student receives a copy of the Drug and Alcohol Policy and a signed copy is maintained in each student's academic file.

I. Statement of Policy

DIT believes that safety is our primary concern. As such, we maintain a Zero Tolerance for the use of certain drugs and for being under the influence of alcohol, as defined and detailed in our Student Drug and Alcohol Policy. We complete drug and alcohol testing consistent with our philosophy of safety and with our policy.

II. Applicable Legal Sanctions

The purchase, possession and use of certain drugs are crimes under Washington state law (RCW 69.50) and federal law. Washington law prohibits a variety of alcohol related conduct, including the purchase or possession of alcohol by anyone younger than 21 years of age (RCW 66.44). Violations of law are punishable by fines, imprisonment, or both.

III. Health Risks

Numerous health risks are associated with the use of certain drugs or the abuse of alcohol. Repeated use of either drugs or alcohol can lead to dependence. Use of certain drugs and abuse of alcohol cause a substantial number of health problems and can be fatal.

IV. Available Services

Students seeking additional information about the effects of drug or alcohol use or seeking assistance for alcohol- or drug-related problems should contact the Alcohol and Drug Help Line (<http://www.adhl.org>) at (800) 562-1240 or the Registrar.

V. Sanctions

Disciplinary sanctions will be imposed on students for violations of DIT's policy governing use of drugs and alcohol. Sanctions may include referral for rehabilitation, expulsion, termination of employment, and referral for prosecution. For details on the disciplinary sanctions that may be imposed upon students for violation of the Drug & Alcohol Policy, please refer to the DIT Catalog.

VI. Further Information

For further information about drug and alcohol issues or to receive a more complete description of the health risks associated with drug use and alcohol abuse and the relevant legal sanctions, contact the Registrar.

Faculty

John Paul Johnston, Executive Director

jpjohnston@diversinstitute.edu

Mr. Johnston became the Executive Director of the Divers Institute of Technology in upon his retirement from the U.S. Navy where he served as an enlisted Saturation Diver and Diving Officer. During his distinguished 30-year career, John Paul was a member of the Navy's deepest diving team, reaching a depth of 1800fsw at the Navy Experimental Diving Unit in Panama City, FL and participated in several major diving and salvage projects. He commanded one of the Navy's largest diving and salvage ships, the USS ENDENTON (ATAS - 1). While in command, the ENDENTON conducted the first efforts towards salvaging pieces of the Civil War Ironclad USS Monitor. Additionally, he completed several assignments involving research, development, testing and evaluation of new diving equipment and systems.

Mike "Doc" Redeem, Director of Training

mredeem@diversinstitute.edu

Originally from Missoula, Montana, "Doc" graduated from the Naval Diving and Salvage Training Center (NDSTC) in Panama City, Florida and spent 26 years active duty in the U.S. Navy. His Naval career included experience as a Diving Independent Duty Corpsman and took him all over the Western Pacific, Philippines, Florida, Hawaii, Connecticut, Guam and Virginia. To expand his skills and knowledge base, Doc has completed the Undersea & Hyperbaric Medical Society's (UHMS) two-week, extensive *Physician's Training in Diving Medicine* course in June 2012 at the National Oceanic and Atmospheric Administration (NOAA) campus in Seattle. As an Instructor, Mike enjoys passing on his knowledge and experience to the next generation.

At DIT, Doc has instructed in physics, medicine, chamber, intro to lightweight, HeO2, deep dives, midterms and finals. Doc recommends that future divers take initiative, have a good attitude, be willing to learn and practice using their "two eyes, two ears, and one mouth" to be successful in the industry.

Mike Kleinfelder, Assistant Director of Training

mkleinfelder@diversinstitute.edu

Mike is a DIT graduate who has been an instructor at the school since 2007. In his diving career, Mike has worked with inland companies in Seattle, San Francisco, and Louisiana. Although Mike has taught in many DIT modules, he most recently trained DIT students with courses on the M/V Response for Sur-D O2 Deep Dives and the HEO2 Mixed Gas Theory/Finals Week.

Mike's Advice for DIT Students and Alumni

"Remember, in the water, you're working in an environment that we as man, are not meant to be in. Place safety as your highest concern not only for yourself, but also for all those you work with. Share your knowledge and experience. Strive to keep your work ethic high and work as a team."

Nick Crivello, Director of Placement

ncrivello@diversinstitute.edu

Nick was born and raised in the suburbs of Dallas, Texas. He attended University of Texas at Austin and began a career in education that has included administrative work at an alternative high school in Austin, Texas; teaching English in Tainan, Taiwan; and organizing logistics for a teacher training program in San Antonio, Texas. Nick joined the Admissions team at Divers Institute in October 2008. In 2015, he took over as Placement Director. If you are a graduate of DIT and need help finding employment in the dive industry, give Nick a call (206-582-5343) or email.

Instructors and Life Support Staff

Jadon Anderson

Jim Bernacki

Emil Bruesch

Randy Busby

Britt Coates

Jason Conover

Matt Coppola

Sean Day

Jake Dow

Joel Duker

Mandy Hamerston

Mike Hemion

Melanie Lyman

Daniel Matthes

Mark Martinez

Bill McGilton

Andre Ninaud

Joshua Oxley

Bradley Peterson

Nick Robinson

Robert Roe

Swavek Wozniak

Administrative Staff

The Administrative staff at Divers Institute of Technology does everything in its power to help students succeed at DIT. Please feel free to contact the office with questions regarding commercial diving, enrollment in the school, financial aid, placement, or any other questions about DIT.

Admissions:

Jairlyn Valentine – Director of Admissions

Relena McAuliff – Admissions Specialist

Joey Rieg – Admissions Specialist

Financial Aid:

Caycee Clark – Director of Financial Aid/ VA Certifying Officer

Shannon Faleafine – Asst. Director of Financial Aid/ VA Certifying Officer

Sarah Kirschner - Financial Aid Administrator/ VA Certifying Officer

Freddie Perez –Financial Aid Compliance Manager

Compliance & Administration:

Michelle Perrigo – Director of Compliance

Katy Everson – Marketing and Social Media Coordinator

Lynda Sharp – Registrar (Student Records)

Laurene Camacho – Front Desk/Administrative Assistant

Business Office:

Nanette Rohrbaugh – Director of Finance & Human Resources

Gary Davis – Accounts Payable

Jeff Chinberg – Accounts Receivable

NW Dive Supply

Dawn Brown – Procurement & Inventory Specialist

Mark Martinez – Retail Associate

Caitlin Lemmons – Retail Associate

FERPA

FERPA stands for the Family Educational Rights and Privacy Act (also known as the Buckley Amendment). Passed by Congress in 1974, FERPA is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings.

The Act grants specific rights to students:

The right to inspect and review their education records

The right to seek amendment to those records and, in certain cases, append a statement to the records

The right to limit disclosure of personally identifiable information contained in their records

The right to file a complaint with the U.S. Department of Education

Students must fill out, sign, and submit a “Student Consent for Release of Records” in order to allow anyone other than themselves access to their education record (including information about tuition payment, grades, registration, and more). This form is available in the Registrar’s office.

Financial Aid Information

Types of Aid Available

The following are terms and conditions of Title IV and Other Loans, which are available at DIT for those who qualify:

Federal Loans

Federal Loans are funds that you must repay. The Federal Loan programs offer a secure, government-regulated, and reasonably affordable way to invest in yourself and your goal of a higher education. Even though some loans are based on financial need, there are programs available to all federally eligible students regardless of income. Types of loans include Direct Stafford Loans and PLUS Loans (for Graduate Students or Parents of Dependent Undergraduate Students).

Grants

Grants are available on the basis of financial need and do not have to be repaid. Grant funds are available through the Federal Government, Washington Student Achievement Council, and Washington's State Board for Community and Technical Colleges. Grants are awarded to students who demonstrate the greatest financial need.

In addition, grant funds are available through the Washington's State Board for Community and Technical Colleges as the Worker Retraining Grant for eligible dislocated and unemployed workers (<https://www.sbctc.edu/colleges-staff/grants/worker-retraining-grant.aspx>). For more information, contact Caycee Clark, Director of Financial Aid at DIT.

Outside Scholarships

Scholarships are usually monetary awards given to students by an organization or donor to help pay for the students' education. Students must meet the organization's or donor's criteria, which may entail pursuing a certain program of study, demonstrating financial need, or being an exemplary student. You do not have to repay scholarship funds. Each scholarship usually requires a separate application.

Institutional Scholarships

One \$1000 scholarship awarded per graduating class. The Top Student in each class is awarded one of these six scholarships each month: **The Kevin Griffeth Memorial Scholarship, The John Manlove Scholarship, The Richard Radecki Scholarship, The Michael Cocks Scholarship, The Jesse Tabor Scholarship, or The Zachary Zoulek Scholarship.**

Private Loans

Private loans are often referred to as private educational loans and/or alternative loans. Alternative loans are credit-based loans that can assist in bridging the gap between the actual cost of your education and the amount of your other financial aid funds. Private loans are offered by private lenders and should only be considered after exhausting all other sources of funding, including federal loans and grants. Specific terms of these loans will be disclosed upon credit approval.

More information is available at <https://www.diversinstitute.edu/financial-aid/> on our Financial Aid webpage.

Veteran Affairs Educational Benefits

It is part of the mission of DIT's Financial Aid Office to serve the needs of individuals who are eligible for Veterans educational benefits. Staff members are available to assist veterans, veterans' dependents, and others eligible for educational benefits in addressing problems or answering questions regarding benefits, certification, or other matters relating to VA benefits. You must apply at <http://www.gibill.va.gov> to be eligible for VA education benefits. For more information, please contact the Financial Aid Office at 1-800-634-8377.

How to Apply for Financial Aid

To apply for financial aid, students submit the Free Application for Federal Student Aid (FAFSA) online at <http://www.fafsa.ed.gov/>. The FAFSA collects financial data and other information that is used to calculate the Expected Family Contribution (EFC) that ultimately determines a

student's eligibility for aid. The Federal School Code for DIT is **011481**. For more information visit <http://www.diversinstitute.edu/admissions/application-process/>

Financial Aid Eligibility

All financial aid recipients must meet the following minimum requirements:

- demonstrate financial need (for most programs—to learn more, visit <https://studentaid.ed.gov/sa/fafsa/next-steps/how-calculated>);
- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security number;
- register (if you haven't already) with Selective Service, if you're a male between the ages of 18 and 25;
- maintain satisfactory academic progress in college or career school; and
- show you're qualified to obtain a college or career school education by
 - having a high school diploma or a General Educational Development (GED) certificate or a state recognized equivalent; or
 - completing a high school education in a home-school setting approved under state law; or
 - enrolling in an eligible career pathways program.

Financial Aid Disbursement of Loans

Financial aid funds are applied directly to your student account. Title IV aid (with the exception of the FSEOG grant) is always disbursed over a minimum of two payments to your student account. The date of the first disbursement to your account depends on several factors and on what type of aid is being disbursed. The second disbursement is typically made at the midpoint of the program. Speak to your Financial Aid Administrator for more specific information about disbursement dates. All disbursements are subject to the school's Satisfactory Academic Progress policy.

Refunds to Students (or Stipends)

For those students that are scheduled to have a credit balance (the amount of financial aid exceeds the total cost), stipend checks begin going out to eligible students and parents (in the case of Parent PLUS Loans) after students complete 30 hours of classroom time.

Reducing or Canceling a Loan

You have the right to cancel all or part of the Stafford Loan (or Parent PLUS Loan) funds that have been applied to your tuition/fees bill.

If a stipend check was issued to you from loan funds, we will not be able to cancel or reduce your loan unless the stipend check is returned to the Student Account's Office. If you would like to reduce or cancel the Stafford Loan (or Parent PLUS Loan) that was applied to the tuition/fees bill, you must submit a written request to the Student Financial Aid Office. You have 14 days from the date of disbursement to submit a request to cancel or reduce your loan funds.

If you have any questions about your financial aid or the loan cancellation process, please feel free to come into our office and speak with a Financial Aid Administrator.

Terms and Conditions of the Direct Loan Program

For the most current interest rates, please visit: <https://studentaid.ed.gov/sa/types/loans> or contact the DIT Financial Aid Department.

All first time borrowers of Direct Subsidized and Unsubsidized loans are required to complete loan entrance counseling so that you are made aware of all of your rights and responsibilities, loan terms, repayment schedule, and the necessity of repaying any loans you borrow to fund your education. Please visit www.studentaid.gov to complete loan entrance counseling. *If you do not complete entrance counseling, you will not receive any Direct Stafford Loans.*

Exit Counseling is provided to each student upon graduation or withdrawal from the institution according to the Dept. of Education requirements.

Consumer Information: Student Rights and Responsibilities

It is important for students to be aware of their rights and responsibilities regarding applying for and receiving financial aid funds. Please also note that financial aid eligibility is determined in accordance with federal, state, and institutional regulations, and is subject to adjustment or cancellation in the event of changes to these regulations.

Financial Aid Penalties for Drug Law/Legal Violations

Drug Law Violations

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or go to <http://studentaid.ed.gov/PORTALSWebApp/students/english/forms.jsp#> to complete the "Student Aid Eligibility Worksheet" to find out how this law applies to you.

If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

Civil Commitment for Sexual Offenses

A student subject to an involuntary civil commitment after completing a period of incarceration for a forcible or non-forcible sexual offense is ineligible to receive a Federal Pell grant.

Cost of Attendance

This section lists the total cost a student would incur to complete a program within the normal length of time indicated by the Institute, including tuition*, fees, and additional living expenses.

As with most institutions, at DIT, the responsibility for funding education rests first with students and their families. Students are expected to meet a portion of their expenses from earnings and savings, while parents are expected to contribute according to their financial responsibility as

determined by federal formula. To assist you and your family with the planning process, DIT provides budgets showing expected living costs while in school.

Cost of Attendance Budget

Divers Institute of Technology	
Tuition*	\$25,900
Room and Board	\$10,440
Travel	\$1,170
Personal and Miscellaneous	\$2,340
Gear and Physical	\$4,405
Total Cost of Attendance	\$44,255

Budgets include the following:

Full-time tuition and fees

Allowances for books and supplies (Gear), room and board (or rent), food, and utilities

Personal, transportation, and miscellaneous expenses

Except tuition, all other budget allowances are set by the Washington Financial Aid Association (WFAA). Each student’s lifestyle determines how much his or her own actual cost of attendance will be; however, the amount of financial aid you receive cannot exceed the total cost of attendance budget noted in the above chart.

Tuition and a list of fees are also available on the website at

<http://www.diversinstitute.edu/consumerinformation/netpricecalculator> and in the DIT catalog.

***Note:** Tuition is subject to change with a minimum of six months’ notice.

Average Loan Debt

This section lists the average loan debt incurred by students in the 2019-2020 academic year. DIT lists this information as an average of all students who received aid for a given year rather than by individual program:

Award Year	Title IV	Private Loans	Institutional Financing Plans
2019-2020	\$7236	\$26,088	\$8703
<i># of borrowers</i>	<i>183 students</i>	<i>47 students</i>	<i>29 students</i>

Net Price Calculator

The Higher Education Opportunity Act of 2008 (HEOA) defines net price as the net price for first-time, full-time degree- or certificate-seeking students. For DIT's Net Price Calculator, please visit DIT's website at <https://diversinstitute.studentaidcalculator.com/survey.aspx> to view the following information online.

Professional Commercial Diver Cost of Program

Tuition & fees:	\$25,900
Gear and Physical:	\$4,405
Room & Board:	\$10,440

Length of Program

Intended time to complete:	28 weeks
% of graduates who completed on time (<i>within 150% of program length, according to most recently reported ACCSC data, 267 graduated out of 303 students available for graduation from June 2017-May 2018</i>)	88%

Employment

Jobs related to this program:	
•Commercial divers (<i>U.S Dept. of Labor Standard Occupational Classification Code 49-9092</i>)	
Job placement rate (<i>217 placed out of 252 students available from June 2017-May 2018</i>)	86%

In addition, Retention & Graduation Rates, and net price information is available on DIT's College Navigator profile on the U.S. Department of Education website at <https://nces.ed.gov/collegenavigator/?id=235088>

Return of Title IV Funds

DIT's Tuition Refund Policy operates independently from the Return of Title IV and State Funds Policy required for all financial aid recipients. For a full description of the Return of Title IV Funds policy, please refer to your Enrollment Agreement or the DIT Catalog.

Institutional Refund Policy

Please refer to your individual Enrollment Agreement or see the "School Refund Policy" section of the current DIT Catalog for more information.

Withdrawal from the Institute

If at any time a student decides to leave DIT, it is absolutely necessary for him or her to make an appointment with the Financial Aid Office for an exit interview prior to leaving DIT. This applies to students who are withdrawing and/or transferring to another institution. Failure to meet for an exit interview may increase the risk of defaulting on student loans. Students who withdraw may be subject to the return of Title IV Funds.

Entrance Counseling and Exit Counseling for Borrowers of Federal Loans

Federal regulations require students to complete loan counseling prior to receiving their first disbursement and prior to leaving school. DIT encourages students to complete this requirement online.

- Entrance Counseling - <https://studentaid.gov/h/manage-loans> (Home Page)
- Exit Counseling - <https://studentaid.gov/h/manage-loans> (Home Page)

Satisfactory Academic Progress for Financial Aid

DIT's policy on Satisfactory Academic Progress (SAP) for Financial Aid covers guidelines for students on academic warnings, the process on appeals for students, and the process for re-establishing financial aid eligibility (if financial aid payments are put on hold due to SAP violations). DIT's SAP policy can be found in the DIT Catalog. A student may not be on SAP violation and receive Federal funds. All Federal financial aid disbursements will be placed on hold in the event of SAP violation and will resume at the time the student reestablishes SAP eligibility.

Verification

Federal regulations require institutions to confirm, via a standardized verification process, the accuracy of the information provided by students on their Free Application for Federal Student Aid (FAFSA) in order to ensure that students receive all the financial aid to which they are entitled. At least 30% of students who apply for financial aid assistance are selected for verification.

In order to receive Federal Financial Aid, students that are selected for verification are required by the U.S. Department of Education to provide proof of prior year income to ensure that the information they submitted on the FAFSA is accurate. Proof will be required in the form of an IRS tax transcript (tax filers) or linking your prior year IRS data directly to your FAFSA (via the IRS data retrieval tool that FAFSA makes available); W2s (tax filers and non-tax filers) and more. As each student's situation is different, if you are selected for verification, a DIT Financial Aid Administrator will reach out to each student individually to communicate the specific documents that are necessary to complete verification. After the verification process, awards may be reduced due to a change in the Expected Family Contribution (EFC), via corrections that were necessary to make on the FAFSA. Students will be notified of any changes to their financial aid award.

Study Abroad

DIT does not offer study abroad programs at this time.

Student Athletes

DIT does not participate in federally-regulated college athletics programs, thus the requirements for student athletes who receive financial aid are not applicable to the Institute.

Employment

Federal regulations require schools to disclose the terms and conditions of any employment that is part of a financial aid package. Divers Institute of Technology does not participate in employment as part of a financial aid package.

Preferred Lenders

DIT does not have any preferred lender arrangements.

For additional information regarding consumer information related to student financial assistance, please visit <http://www.diversinstitute.edu/financial-aid/> or <https://www.diversinstitute.edu/programs/commercial-diver/disclosures/> or email DITinfo@diversinstitute.edu or call 1-800-634-8377.

Institutional Mission

Mission

To provide advanced technical training that produces the most qualified, skilled professionals in the constantly evolving underwater marine industry.

Philosophy

The course of instruction at DIT is built upon two uncompromising principles designed to benefit you. The first principle is that you will be trained in all phases of commercial diving, with an unyielding commitment to safety. Our belief is that student safety during training is of the foremost importance. Our program is designed to train and test each student's abilities, resourcefulness, and capability to insure achievement.

The second is that you will prepare for gainful employment and advancement in the commercial diving industry. The training you'll receive with us will prepare you to enter the commercial diving industry with confidence and the required professional expertise to meet the many demands confronting a commercial diver today and in the future. You'll be trained not only for job entry, but for career advancement as well.

You will also train in the natural environment - meaning you will learn to dive in open water, not in tanks. Training in real world conditions is a valuable advantage. You also do not have to be SCUBA certified to enroll. At DIT, you will find the combination of recognition of international standards, dive training expertise, commitment to safety, and worldwide industry connections.

Financial Aid Code of Conduct

In response to the enactment of the Higher Education Opportunity Act in August of 2008, DIT Financial Aid Office has adopted the National Association of Student Financial Aid Administrators (NASFAA) Code of Conduct to help ensure ethical behavior and the highest level of professional practices. All DIT staff members responsible for the administration of federal and private educational loans are subject to the guidelines within the NASFAA Statement of Ethical Principles and the NASFAA Code of Conduct for Financial Aid Professionals. The NASFAA Code of Conduct can be found at: https://www.nasfaa.org/Code_of_Conduct

Admissions Department Code of Conduct

All Admissions personnel at DIT are trained to conduct themselves in a manner that is ethical and professional. DIT requires all Admissions personnel to review and sign a code of conduct and agree to maintain its standards on an annual basis. The code of conduct includes practices that are in keeping with organizational policies and procedures, as well as relevant accreditation requirements, such as providing consumers with accurate information regarding DIT's programs and offerings and prohibiting any staff members to place any undue pressure on prospective students.

Program Improvement

The commercial diving industry is a highly dynamic and changing workplace that is continually introducing new equipment, techniques and regulations. It is critical that the educational institutions involved in this industry remain abreast of these on-going changes. To ensure that our students are educated with relevant industry technology and are fully apprised of the most current regulatory requirements, Divers Institute of Technology convenes a Program Advisory Committee (PAC) twice a year. At least one of the meetings is always held on campus, while the other may be conducted at one of the major diving association conventions or via teleconference with nationwide PAC members.

The members comprising the PAC team represent all facets of commercial diving and are chosen for their commanding knowledge and experience in their respective fields. They are employers, regulators, industry partners, managers, diving supervisors, or current divers. We endeavor to include at least one recent graduate who is working in the industry to provide a view of the diving world from the new person's perspective. The PAC tours the facility and reviews the program content and outcomes annually. They provide guidance on changes that the school needs to undertake to ensure our graduates are ready to meet the demanding challenges of the commercial diving industry.

Safety and Security

Annual Security Report

An Annual Security Report is generated to inform the student body, prospective students, faculty, and staff of DIT about crime prevention and statistics. This report is in compliance with the Jeanne Clery Act. To view this report, please visit: <https://www.diversinstitute.edu/wp->

<content/uploads/2018/10/2019-Clery-Annual-Security-Report.pdf> or contact the Registrar for a paper copy.

The Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act requires states to ask registered sex offenders if they are enrolled or employed at an institution of higher education. To search King County's Sex Offender Database, visit <http://www.kingcounty.gov/safety/sheriff/SOSearch.aspx> to see if there are any registered sex offenders living in your area.

Disclosures Related to On-Campus Housing

DIT does not provide on-campus housing. As such, the following related disclosures are not applicable: Annual Fire Safety Report, Fire Log, and Missing Student Notification Policy.

Emergency Evacuation and Preparedness Plans

Emergency Evacuation and Preparedness plans are distributed in the Student Orientation Handbook at Orientation for each new class start each month. To request a copy, please contact the Compliance Director, mperrigo@diversinstitute.edu .

Satisfactory Academic Progress

Academic Progress and Grading Policy

Academic Progress

A Passing test score and weekly grade of 75% is required, plus a Grade Point Average of 75% must be maintained throughout the midpoint of the course to be considered making satisfactory progress. A GPA of 80% must be maintained after the midpoint in order to be considered to be making satisfactory progress.

- Students must pass the Chamber Pressure Tolerance test to continue training.
- Students must pass the 1st Aid/CPR/AED and Oxygen Provider course to continue training.
- Students must pass the Intro to Lightweight indoctrination dive to continue training.

Academic Probation

- In the event that a student fails a test, they are entitled to two retakes. Should a student fail both retakes for a subject in the first 4 weeks of training, Divers Institute will place the student on academic probation and move the student back to the next class that has space available
- Maximum class size is 32 students. The student will be given the opportunity to sit in with classes covering the material that they are having difficulty with at no charge prior to the restart of training.
- If failing a test causes a student to fail the week, and absences did not contribute to the failure, they may retake the test. If the retake test is passed, the retake grade will only bring the weekly grade up to a 75%, no matter how high the actual test score was.

Incomplete Policy

- An incomplete will be given for any week(s) where a student did not complete the week(s) due to absences or insufficient academic performance. Time missed due to absences must be made up in order to pass the subject.
- Should a student receive an incomplete for any week(s) of training, the student will be notified by the next month's performance evaluation. During the finals week, the student will be given the dates following graduation that the subject will be available for make-up. In this case, all Certifications and Diploma will be held until make up work is completed satisfactorily.
- Should a student choose not to make up the time missed, the incomplete grade will be turned in to a failed grade for the week(s) in question.
- If the time missed due to absences causes the student to miss more than 10% (90 hours) of the total course, the excess time must be made up in order to graduate.

Failed Policy

- Unexcused absences in any subject week may result in a failed grade for that week. Missed time will be made up after graduation at a cost of \$240 per day, and a passing grade must be achieved in order to receive certifications if applicable. **Note:** All subjects must be passed in order to be eligible for the CSA Certification.
- Should a student fail a subject, they will be notified immediately. If the failed week causes the students grade point average (GPA) to fall below the required GPA (see above) they will be placed on academic probation until they are making satisfactory progress.

- Subjects that lead to a certification must be satisfactorily passed with a minimum 75% on the test and weekly grade, plus the minimum required number of hours met or the certification will not be earned.
- Excessive absences (over 90 hours missed during the full program) not including time missed due to a Leave of Absence will be made up after graduation at a cost of \$240.00 per day.
- Students that fail a subject may appeal in writing to the Director or Assistant Director of Training, requesting to be placed in the first class after graduation with available space in the subject that he/she failed.
- A weekly grade of 75% will be awarded if the student achieves a passing score.
- All student requests for make-up classes after the students scheduled graduation date must be submitted to the Director or Assistant Director of Training within one week of the student's notification of the failed week.

Grading

Grades are determined by the following:

- Class Participation
- In-Water Projects
- Quizzes
- Tests
- Attendance
- Having all required materials

Class Participation

Class participation means being prepared for class: Bringing required materials (notebooks, manuals calculators, pens, pencils, homework, dive equipment, wearing required personal safety equipment, etc.); being on time; notifying the instructor when you have to miss any training; leadership, teamwork; participating in class projects; and respecting the rights of others.

In-Water Projects are graded on:

- Following directions
- Completeness
- Loose or lost nuts and bolts
- Gaskets
- Time to assemble/disassemble the project
- Lost tools

Project Grades are averaged on

- Setting up/Breaking down dive stations
- Being prepared to dive
- Performance on dive station (Tending, Comms, Rigger, Charts, Crane/boom operator, Supervisor, and dive performance)

Quizzes

Quizzes are graded on a 100% basis and are counted as 50% of the daily grade.

Tests

Tests are graded on a 100% basis and are counted as 50% of the weekly grade. If the test is failed the first time and retake is passed, the retake will only bring the weekly grade up to a 75%, no matter how high the actual test score was.

Diplomas and Certificates

No Diploma or Certificate will be awarded until all Academic, Attendance, and Financial requirements have been satisfactorily met.

Student Body Diversity

Federal regulations require disclosure of the following information about our full-time enrolled student population as reported Integrated Postsecondary Education Data System (IPEDS):
(based on 231 students enrolled for Fall 2019 <https://nces.ed.gov/collegenavigator/?id=235088>)

Gender

96.5% male, 3.5% female

Ethnicity

1.7% American Indian or Alaska Native
1.3% Asian
1.7% Black or African-American
7.8% Hispanic/Latino
1.7% Native Hawaiian/Pacific Islander
73.6% White/Caucasian
11.3% Biracial or multiracial (two or more races)
0.9% Race/ethnicity unknown

Pell Grant Recipients

For the Award year 2018-2019, 44.6% of all undergraduate students received Pell Grants.

Additional data (as submitted to IPEDS) is available through DIT's College Navigator profile on the U.S. Department of Education website at <https://nces.ed.gov/collegenavigator/?id=235088>

Religious Diversity Accommodations for Post-Secondary Students

In accordance with WA Senate Bill 5166, student absences at a postsecondary school for reasons of faith or conscience, or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization, may be taken **after written notice** to the school. DIT will reasonably accommodate excused student absences due to observance of religious holidays.

1. Any student seeking reasonable accommodations under this section must provide **written notice** to the Director or Assistant Director of Training, within the first two weeks of the beginning of the course, of the specific dates the student requests accommodations regarding examinations or other activities.
2. DIT faculty will work with students to reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of the course or program. "Reasonably accommodate" means coordinating with the student on scheduling examinations or other activities necessary for completion of the program and includes rescheduling examinations or activities or offering different times for the student to complete examinations or activities.
3. DIT students are not required to pay a fee for seeking reasonable accommodation under this section.
4. The School is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this or any other private vocational school may be made to the WORKFORCE TRAINING AND EDUCATION

Student Outcomes and Disclosures for Gainful Employment Programs

Placement Rates and Types of Employment

Placement rates are the percentage of graduates from a given program who have acquired jobs within their field of study. This information was compiled via surveys of alumni and their employers using personal contact and verification services as part of the employment verification process required by our accrediting agency, the Accrediting Commission of Career Schools and Colleges (ACCSC). The information below was collected between 2013 and 2018.

<i>Report Year</i>	<i>Placement Rate</i>	<i>Available Students</i>
2019	86%	217 placed of 252 students available for placement from June 2017 to May 2018
2018	83%	211 placed of 253 students available for placement from June 2016 to May 2017
2017	77%	185 graduates of 239 students available for placement from June 2015 to May 2016
2016	79%	195 placed of 247 students available for placement from June 2014 to May 2015
2015	88%	166 placed of 188 students available for placement from June 2013 to May 2014

Occupational Profiles for Commercial Dive Program

In accordance with the U.S. Department of Education’s new regulations, we are required to list the name and U.S. Department of Labor’s Standard Occupational Classification (SOC) code of the occupations that each program prepares students to enter, along with links to occupational profiles on the Department of Labor’s O*NET website:
<http://www.onetonline.org/link/summary/49-9092.00>

These occupational profiles are generated when cross-referenced with each program’s Classification of Instructional Programs (CIP) code. CIP codes are required by the Department of Education for every degree program to help the Department of Education track various outcomes for academic programs. CIP began in 1980 and is updated every 10 years. The CIP codes have been updated most recently for 2020. Since many of our programs place our graduates in fields that developed in the last two decades, the occupations represented in the list may not fully reflect the content or objectives of our programs.

Detail for CIP Code 49.0304

Title: Diver, Professional and Instructor

Definition: A program that prepares individuals to apply technical knowledge and skills to function as professional deep-water or scuba divers, diving instructors, or diving support personnel. Includes instruction in the use of diving equipment and related specialized gear; diving safety procedures; operation and maintenance of underwater life-support systems;

underwater communication systems; decompression systems; underwater salvage; exploration, rescue, and photography; and installation and fitting of underwater mechanical systems and their maintenance, repair or demolition.

Retention and Graduation Rates

On-Time Graduation Rates by Award Year

This section lists the percentages of graduating students in a given year who have completed their program within 150% of normal program length as indicated by the Institute. The following information is based on institutional data submitted annually to the Accrediting Commission of Career Schools and Colleges (ACCSC, www.accsc.org), which sets benchmarks for on-time graduation rates.

Report Year	Completion Rate	Number of Students
2019	88%	267 graduates of 303 students available for graduation from June 2017 to May 2018
2018	89%	269 graduates of 303 students available for graduation from June 2016 to May 2017
2017	92%	260 graduates of 284 students available for graduation from June 2015 to May 2016
2016	90%	275 graduates of 306 students available for graduation from June 2014 to May 2015
2015	87%	212 graduates of 245 students available for graduation from June 2013 to May 2014

Gainful Employment Disclosure

Divers Institute of Technology Professional Commercial Diving

Gainful Employment Disclosures –**2019**

Program Name: Professional Commercial Diving

- This program is designed to be completed in 28 weeks/7 months.
- This program will cost \$30,283 if completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting, but may have changed. (Tuition: \$25,900, Dive Physical: \$583; Dive Gear: \$3800).
- Of the students who completed this program within normal time, the typical graduate leaves with \$9500 of debt.

The following states do not have licensure requirements for this profession:

Alabama, Alaska, American Samoa, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Federated States of Micronesia, Florida, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Marshall Islands, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Northern Marianas, Ohio, Oklahoma, Oregon, Palau, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virgin Islands, Virginia, Washington, West Virginia, Wisconsin, Wyoming

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other post-secondary institutions, please click here:

<https://collegescorecard.ed.gov/>

Textbook Information

As part of tuition charged, the following items are provided to each student entering the program. Should any of these items be stolen, lost or destroyed, the replacement fees are as follows:

- Dive Log Book - \$21
- Kindle with pre-loaded electronic textbooks of Student Guide & Dive Manual - \$100
- Calculator - \$3
- Dive Manual (hard copy) - \$45
- Student Guide (hard copy) - \$65
- Salvage Guide - \$10

All students, regardless of financial aid status, will be allowed to receive books and gear by the time they are needed in the program.

Gear List

All students required to have their personal dive gear, including: a dry suit and/or wet suit, weight belt with weights, fins, mask, snorkel, boots, hood, gloves, knife, snap shackle, safety harness, chaffing boots, coveralls, swim suit, work gloves, gear bag, watch, and an underwater flashlight with batteries. A full list of required gear is provided to students at Orientation and is available on the DIT website. The cost of gear is up to \$4500. Please note that students pursuing CSA certification are **required** to possess a dry suit with inflation whip. If you would like to waive the gear charge, please see the Financial Aid Department for the required form and subsequent information.

Please visit <https://www.diversinstitute.edu/programs/commercial-diver/gear/> for more information on the gear list.

Previous Dive and Educational Experience (Transfer of Credit)

Applicants do not need to be certified SCUBA divers in order to be accepted at DIT. However, students must be experienced swimmers and be comfortable in the water.

Due to the unique nature of our training courses, as well as a firm commitment to upholding the highest safety standards, it is uncommon for DIT to grant credit for prior education or experience from any other institutions. However, any student that enrolls that does have prior education or experience in the commercial diving field will be asked to submit transcripts and/or dive logs from other Diver Certification Board of Canada (DCBC)-accredited institutions. The Director of Training (DOT) or Assistant Director of Training (ADOT) will evaluate previous transcripts in reference to criteria set forth in CSA Z-275.5 when determining which credits/components (e.g., corresponding depth / bottom times) may be recognized at DIT. DIT currently does not have any articulation agreements with other institutions.

Title IX

DIT complies with federal Title IX policies. Title IX policies & procedures are available on DIT's website at <https://www.diversinstitute.edu/programs/commercial-diver/disclosures/>.

The Title IX Coordinator is Lynda Sharp, titleix@diversinstitute.edu or 206-783-5542.

Vaccination Policy

DIT does not require specific immunization or vaccinations for its students.

The State of Washington requires DIT to educate its students about Meningococcal Disease and vaccination. Information related to the causes, symptoms, mortality, treatment, and prevention (including vaccination) is available online from the Centers for Disease Control and Prevention website at <http://www.cdc.gov/meningococcal/>. This information is also available in the Registrar's Office.

Voter Registration

DIT maintains voter forms on campus in the Registrar's office.

Visit <http://wei.secstate.wa.gov/osos/en/voterinformation/Pages/RegistertoVote.aspx> for detailed information about voter registration in Washington State.



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Virtual Tour <https://vimeo.com/279368776>