

This is an agreement between **You** and **Ocean View**. It is a useful document that will help you to get ready for your course and ensure that you have both a stress-free and fun time with us.

Please read through carefully. If you have any questions, just pick up the phone and give us a call on 01903 767224.

**Things you agree to do.** For a stress-free course, you need to agree to:

- Read through all of your PADI Open Water eLearning material. Complete the Knowledge Reviews 1-5, and Quizzes 1-4 at the end of each section, and submit the results, complete the Final Exam at the end of section 5 and submit the result. If you struggle to complete your home study, we can offer a session with an instructor for £50.00 to complete any areas you have missed
- Attend all course sessions on time
- Provide your own transport to the open water site and arrange accommodation where it is needed
- Tick off everything on the course checklist on the next page before coming along
- Arrange and pay for any site fees, boat fees, accommodation and travel required on the course
- Do your best to master all required skills. We think by the time our instructors have finished working with you in the pool, you'll almost certainly be ready to move to open water. However, if You or Ocean View feel that you need a little more time to master the skill requirements, or you just want another session in the pool, we can offer this to you at £50.00 per session.

*If a student fails to complete the home study prior to the start of the course, the student will not be able to attend the course. This will incur a fee due to the fact the student has taken a place on said course that could have been taken by another student. The student will then be offered another course date after paying the fee, the fee for Open Water is £250. If a student requires extra sessions to complete any course, Ocean View reserves the right to charge for these sessions to cover costs.*

**Things we agree to do.** To ensure we play our part, we agree to:

- Ensure that your safety and well-being are, without exception, our primary concern
- Ensure that having fun and getting through your course successfully is our second
- Explain everything that is required of you clearly, and answer all questions to the best of our knowledge
- Start all sessions at the scheduled time unless completely out of our control
- Provide expertise and a positive environment in which you can learn and enjoy yourself
- Assist you through the course, encourage you through any difficulties, and praise you when you've earned it
- We agree not to certify you if you haven't been able to meet all the performance requirements. Ocean View creates safe divers of a high standard, and our instructors, whilst doing everything possible to guide you through the course, will not sign your certificate if you are unable to meet the standards required. I'm sure you will agree this is a good idea.

**Extra Pool.** Extra Pool sessions are available for £50.00 per hour

**Argh I can't turn up!** If you can't make a particular day for whatever reason, don't worry about it. You can attend the day you missed when we run our next course, that has space on it, at a charge of £70.00 per day. We would appreciate you letting us know as soon as possible though as it does impact everyone else on the course.

### CANCELLATIONS - Due to medical conditions only

No refund will be given after original course start date.

4 weeks before course start date – 25% refund (excluding course materials)  
Less than 4 weeks before course start date – No refund

If you are unable to attend at late notice due to illness, you can re-book on a subsequent course. If you are reading this and it applies to you, you made the right decision not to dive when you were feeling ill.

**Minimum Course Numbers.** We like to run our courses with a minimum of two students, and a maximum of six. This way everyone can have a lot of fun, and there's no pressure on anyone. On the rare occasion we cannot get these numbers on a course we may have to move the course to another date. Obviously, we'll give you as much notice as possible, and ensure the new dates are good for you.

**Signoff** This is an agreement, so there is no point just you signing it, we have to sign it too. Don't forget to review the checklist of things you need to bring with you below.

Student's Name \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Staff Name \_\_\_\_\_ Staff Signature: \_\_\_\_\_ Date \_\_\_\_\_

### COURSE CHECKLIST

Before you turn up for your course, there are a few things which are critical to the success of your time with us. So just make sure you have ticked all the boxes below and you'll be good to go.

- Bring 1 Passport photo with your name on the back
- A towel & swimwear
- You have your own Mask & Snorkel
- All Knowledge Reviews, Quizzes and Exam completed, please bring along the printout of your results
- All equipment that you have told us you will be bringing along



Congratulations on signing up for the Open Water course. You are going to have a fantastic time. This document tells you everything you need to know. As always, if you have any questions, just pick up the phone and give us a call on 01903 767224..

---

## Course Structure

The course is made up of three sections. The first section is your home study, the second is the classroom and confined water sessions, the third is the open water dives.

## Classroom and Pool Sessions – when is it happening

These sessions will begin on \_\_\_\_\_

### Classroom and Pool Sessions – how it works

This section of the course is conducted in our dedicated classroom and indoor pool at the shop in Lancing. You will need to arrive promptly at 09:00 each day unless instructed otherwise.

During the classroom session your instructor will cover any areas that you need clarification on, please bring your questions with you, we will submit a final Quick Quiz Test. You will also have a hands-on session examining the equipment you will be using during the course. During the confined water sessions you will undergo 5 controlled dives, where skills will be demonstrated to you, and you will then be asked to perform them. You will need to demonstrate mastery of these skills before progressing to the open water section of the course.

During this first half of the course, you will also be given a basic water fitness assessment, which will consist of a 200 metre swim and a ten minute treading water exercise. If you feel you may have difficulties with this section please speak to us before the course begins.

### Classroom and Pool Sessions – what to bring with you

Make sure you bring the following with you for the classroom and confined water sessions

- Your PADI Open Water eLearning results page printout
- Your mask and snorkel
- Any dive gear you already own
- Swimming costume and towel
- Any food and drink you will need
- 1 passport photo with your name on the back

### Classroom and Pool Sessions – what we take care of

We will provide you with all the major equipment you will need for this course. The only things that we do not provide are your mask and snorkel, as these are very personal items.

Please note: you need to keep track of any equipment that is loaned to you during the course, as the loss or damage to any equipment loaned to you will be chargeable at the retail price.

## Open Water Sessions – when is it happening?

Date(s) \_\_\_\_\_ Dive Site \_\_\_\_\_

The **open water sessions** consist of four dives, each lasting approximately 30 minutes. The purpose of these four dives is a chance for you to demonstrate to an instructor that you have mastered the skills learnt in the pool, as well as have a bit of fun swimming about underwater. These will usually be held either at an inland Dive Lake site, or in the sea if weather and tides permit. These dives are conducted over two days.

Depending on circumstances, we organise this in two ways, we can meet first at Ocean View for everyone to collect all of their equipment, alternatively, you can collect your kit on either the Thursday or Friday directly preceding our weekend of open water dives, and meet us at the dive site. We can provide you with instructions to find the sites, you will need to make your own way there and back.

Once all dives have been completed, we will need to sit down together to fully debrief our weekend of dives, to log all the dives and complete some paperwork, before signing you off as new Open Water divers.

### Open Water sessions – what to bring with you

You will need to make sure you bring the following with you for the open water sessions

- Your mask and snorkel, any dive gear you already own, and are using, (it must be fit for purpose and recently serviced)
- Dive Site entry fees (approx £15 per day – we'll let you know at the start)
- Any food and drink you will need
- Weather relevant clothing, hats and gloves in winter, sunhat and sunscreen in the summer etc.

### Open Water Sessions – what we take care of

Once again, we will supply you with all the major equipment you need, (apart from your mask and snorkel) which you will need to transport to and from the dive site. At the end of the course,

we will take care of the processing of your qualification, and as long as you have given us all the paperwork, site and course fees required, along with your passport photograph, we will get started on processing your certification with PADI right away, avoiding any delay for you.