



Marine Diploma (Cadet) Programs TERMS AND CONDITIONS

<u>Student Name</u> (please print)	<u>Program Name</u> <input type="checkbox"/> Nautical Sciences Intake _____ <input type="checkbox"/> Marine Engineering Intake _____
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By initialing in each line and signing below, I acknowledge that I have read, understand and agree to the following Marine Diploma (Cadet) Program terms and conditions:

- _____ I understand that I cannot be:
 - a. absent from class for 3 or more consecutive days
 - b. absent for more than 10% of class time per subject
 - c. late for any cause more than once per month on average
- _____ I understand that I must be in attendance 100% of the time for courses such as Marine Emergency Duties, Propulsion Plant Simulator, Simulated Electronic Navigation, Bridge Resource Management, and Marine Advanced First Aid
- _____ I consent to the release of my academic records, resume and any other personal information consistent with the purpose of the job placement process to selected employers.
- _____ I understand that the Co-op Office will assist Cadets in securing employment but cannot guarantee placement. Co-op placements are offered on very short notice at times.
- _____ I agree to maintain contact with the Co-op Office to take advantage of all placement opportunities. I will check my "my.bcit.ca" email account and telephone messages regularly to ensure that I am aware of all program-related matters.
- _____ I understand that if I have a criminal conviction for which a pardon has not been granted, I may be prohibited from proceeding to a sea phase, and as such, be unable to obtain sea time needed to progress in the program. I understand an employer may require me to provide a current criminal records check from a recognized police service before commencing a sea phase and that I am responsible for any associated costs.
- _____ I understand a sea phase assignment, On Board Record Training Cadet Book (ISF), and a work term report must be completed while at sea during my co-op terms. These assignments are due by 1600 hours on the Friday of the first week of the following academic term.
- _____ I understand that I will need to have Transport Canada Sea Testimonials signed and stamped by Chief Engineer and Master (for Engine service) or the Master (for Deck service) of the ship prior to leaving any ship assignment. These testimonials are required by Transport Canada to sit my 4th Class Motor Ticket or Watchkeeping Mate examinations.
- _____ I understand that when I am on board a ship during co-op terms, I am a company employee and am therefore required to follow all company policies, procedures and code of conduct.
- _____ I acknowledge that I may serve on ships that are registered in countries other than Canada. This means that the vessel, its operations and Officers, Cadets, and crew are bound by the laws of the country of registry.
- _____ I acknowledge that I may be working with crews and officers from diverse nationalities and cultures. Conditions with respect to service, food, and other cultural, ethnic and religious aspects will reflect the standards appropriate to the majority serving on that vessel.
- _____ I agree to purchase a Cadet uniform and wear the uniform as outlined in the BCIT Uniform Policy.
- _____ I agree to obtain and maintain a current Canadian passport or non-Canadian passport and Permanent Residency card and ensure validity for at least one year prior to leaving for sea.
- _____ I agree to submit any new or revised program-related documentation to the Cadet Co-op Office (ie. medical certificates, Transport Canada certificates, immunization records, drug and alcohol test results, passports)
- _____ Finally, I understand that it is my responsibility to read and comply with all BCIT policies and procedures.

Student Signature	Date
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