



RULES AND REGULATIONS

ENGLISH



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ADMISSION REQUIREMENTS

Enrolment in Poc Na Dive Centers / IDC Poc Na Isla Mujeres professional training is limited, and advanced deposit is required.

The student needs to present a photocopy of their last logbook entry or other proof of diving experience.

The individual must be at least 18 years of age by the starting date of the professional course.

Two passport sized photos must be supplied for each professional course. Head and shoulders only with no sunglasses or hats

Current medical certificates stating fitness for diving issued and signed by a physician within 12 months. It is recommended requesting this from your family doctor before commencement of travel or can be obtained on the island for a fee.

If possible, bring all previous certification information. (dates of courses, instructor names, training agency name). Any non-PADI certifications, please bring a copy of each certification

The following individual prerequisites apply

PADI RESCUE

- Students must be PADI Advanced Open Water certified or its equivalent
- PADI Emergency First Responder / Care for Children or its equivalent

PADI DIVEMASTER

- Must be certified as PADI Rescue or its equivalent
- Proof of PADI CPR/First Aid or its equivalent within 24 months
- Have proof of 40 logged dives

PADI INSTRUCTOR DEVELOPMENT COURSE (IDC)

- PADI Divemaster or equivalent
- Certified diver for minimum of 6 months
- Have proof of 100 logged dives
- Proof of CPR/First Aid training within 24 months

EMERGENCY FIRST RESPONDER / CARE FOR CHILDREN INSTRUCTOR

- Must be PADI Divemaster or PADI Instructor

DM INTERNSHIP

- Must be PADI Divemaster or its equivalent

PAYMENT

To confirm your reservation, a deposit of 50% is required for all in-water activities and courses.

You may pay by

- PayPal (there is a 6% fee imposed)
- International money transfer (there is a \$15USD fee)
- Direct deposit to our Mexican bank account

All in water and recreational courses: - The balance is to be paid in cash upon arrival or by other method of payment agreed upon prior to arrival

For all professional courses or packages: - Full tuition must be transferred or paid in cash 5 days before starting date



Group bookings: - All activities must be paid in full 24 hours before commencement of activity. Poc Na Dive Center / IDC Poc Na Isla Mujeres reserves the right to cancel the entire booking and charge below cancellation fees if payment is not received in time.

All fees are to be paid by the customer

REFUND/CANCELLATION POLICY

If a candidate cancels or terminates their course for any reason, refunds will be made according to the following refund policy

For all in-water activities, courses, and packages: For securing a space and/or ordering your crew pack, we require a deposit of 50% of your costs.

Cancellation with notification 14 days prior to starting date

- Full refund will apply of amount paid

Cancellation with notification within 14 - 3 days prior to course commencement

- Your deposit will not be refunded (50% of your activities or course). If you have another candidate to replace you, full refund applies
- Re-schedule training without extra charges

Cancellation with notification within 72 hours prior to course commencement

- No cash refund
- Cancellations due to sickness or other medical condition, which prevents candidate from taking the course:
 - A written statement from doctor is required, in which we will do everything possible to reschedule the course at no extra cost. If rescheduling is not possible at the time, the candidate will receive a voucher that is valid for 3 consecutive years
 - We advise you to arrange travel cancellation insurance with your local insurance branch for these cases, so you will get refunded for any medical condition

Cancellations with no notice

- No refund is given

Poc Na Dive Centers / IDC Poc Na Isla Mujeres Policies

- Full tuition must be transferred or paid in cash 5 days before course starting date of professional courses or packages
- Poc Na Dive Centers / IDC Poc Na Isla Mujeres reserves the right to cancel for any reason and will give a full refund or an alternate date offered
- Cancellation due to sickness while taking our courses, no refund. We will reschedule the remaining course modules at a later date or course

Students voluntarily terminating during their training will lose their rights to a refund. An alternative training date based on availability may be offered.

There will be no refunds for students who have been dismissed because of violation of our Poc Na Dive Centers / IDC Poc Na Isla Mujeres Rules and Regulations and the PADI Safe Diving Practices Statement of Understanding



EQUIPMENT

DIVING

The following is a requirement for all courses and should be personal equipment for all professional candidates

STANDARD EQUIPMENT

- Fins, mask, and snorkel
- BCD with Low Pressure Inflator (LPI)
- Primary regulator and alternate air source
- Submersible Pressure Gauge (SPG) and depth gauge
- Computer or RDP
- Wet suit (a full 5mm is recommended)
- Whistle

INSTRUCTOR (required for all IDC candidates)

- Timing device (computer or watch)
- Compass
- Surface Marker Buoy (SMB or DSMB)
- Dive knives are prohibited in Isla Mujeres so are not required

RECOMMENDED

- Pencil and underwater slate
- Dive light
- Computer
- Pocket mask

Standard equipment is included in all recreational dive courses. For professional dive courses a rental fee will apply for the duration of the course.

Students are responsible for all damages and loss of equipment

Weight belts, weights and scuba tanks are included at no extra cost. In the event of loss or damage, the student will be held accountable. A charge of \$40 USD will be imposed for loss of any weight belts.

CLASSROOM

Poc Na Dive Centers / IDC Poc Na Isla Mujeres requires a 50% deposit to pre purchase PADI materials. These will be available upon arrival and eLearning codes assigned to candidates upon payment.

For the IDC besides your PADI material you will need to have available

- Laptop or tablet and mobile phone. You will need these for Elearning material, digital products and various apps
- Pens
- Notebook
- Highlighter



- Pencil and eraser for slates
- Calculator. Phones may be used but special conditions apply
- RDP and eRDP

CONDUCT

All students, while doing courses with our dive center, are expected to behave in a professional manner at all times, both in and outside of the class rooms. While you are in training, you are a representative of the dive center and misconduct will not be tolerated. The following violations are reasons for instant dismissal.

- Possession or consumption of alcohol during training or on premise
- Possession or consumption of illegal substance
- Intoxication during training
- Abusiveness, rudeness, or unprofessional behaviour
- Physical violence, threat of physical violence or intimidating behaviour
- Untoward or sexual misconduct
- Any inappropriate behaviour involving a minor
- Destruction, alteration, or theft of local, school, hotel, or rental property
- Gross violation of Diving safety
- Violation of local rules, regulations, and law

Dismissal will result in termination of the course with NO REFUND. Re enrolment may be at the discretion of management and assessed on an individual basis determined by the severity of the misconduct.

ACCOMODATION

Students have the choice of electing to stay within Selinas or to pursue their own means of accommodation

- For accommodation within Selinas a discounted rate applies depending upon the type of accommodation, course, amount of time required, and season. This will be agreed upon by the student, dive center and hostel and is entitled during training only
- For accommodation outside of Selinas, students are responsible for the standard of accommodation, all deposits, rents, maintaining the property in its original condition, and amenities. Students are expected to represent themselves in a professional and responsible manner. Any damages, disagreements or complaints will not be the responsibility of the dive center and must be addressed directly to the person in charge of the accommodation.
- All outstanding payments must be settled before admission to the PADI IE

OUTSTANDING PAYMENTS

Any outstanding payments must be finalised before admission to an IE. These include all accommodation, food, learning materials, course fees and any other outstanding payments whilst on the island, within the dive center and Selina hostel.



BOOKS AND INSTRUCTIONAL MATERIAL

It is a requirement that all students have a personal set of books and instructional material. These are a prerequisite for all courses from Open Water through to Dive Master and possession of these are necessary for enrolment into the IDC Poc Na Isla Mujeres IDC program

PADI has made available through our dive center, a greatly discounted Digital Package Suite that is highly recommended for use during the IDC and for future real-life applications.

Pre study by **dive theory online** is highly recommended and may be purchased through PADI or through our dive center.

SCHEDULES

An overall schedule is assigned to every course, this may be subject to change at any time due to weather and/or logistical considerations. Students will be informed, where possible, to any changes to the schedule and for the schedule for the next day.

Students are required to be **ready** at any training session at least 10 minutes before training.

For water activities this means equipment must be set up, mounted on tank, lying down and ready to use. All other equipment prepared and immediately accessible

For classroom activities this means to have books out and be sitting prepared with all assigned work completed, phones in flight mode or turned off, ready to begin

ATTENDANCE

the IDC Poc Na Isla Mujeres IDC program is a highly condensed course and time and preparation are of the essence. Any absence or tardiness can be disruptive and unfair to other enrolled students.

Due to this, any unexplained absence from the program is unacceptable and may result in immediate dismissal

Absences due to injury, illness or emergencies must be either supported by a medical certificate and/or approved by the Instructor and/or Course Director.

Tardiness is considered a breach of rules and disruptive behaviour. Repeated tardiness may result in dismissal. Students that are dismissed or fail to meet certification requirements will be required to repeat the entire course. Costs apply.

Extended absence that results in failure to meet certification requirements in time allowed may have provisions made for completion **only** by consultation and permission of the Dive Center Manager or Director of Training

All missed training must be completed before any subsequent training commences and/or certification

The students will be charged at a rate of \$38USD per hour (apart from the regular tuition) for any make up work



GRADING AND PERFORMANCE REQUIREMENTS

All training withing Poc Na Dive Center / IDC Poc Na Isla Mujeres and PADI courses is performance based. This means that a student must demonstrate mastery before proceeding to the next stage. These requirements are specified in the Standards of all courses outlined in the PADI instructor manual that may be downloaded in most languages from the PADI pro site.

Knowledge assessment takes place in the form of knowledge reviews and written exams. They must be completed and passed before certification is allowed.

For example, the rescue course has 1 final exam, the dive master has two, that need to be passed before certification. The IDC student needs to pass the PADI Pre-assessment Exam to determine readiness for the IE. The number of exams to practice on is not limited and the Poc Na Dive Center / IDC Poc Na Isla Mujeres have many to enable practice and proof of understanding, if needed, by students throughout the course as well as much instructor-student consultation.

Each exam needs a minimum score of 75% to receive a passing grade with 100% comprehension of all incorrect answers. Our dive center will review each exam with you to ensure complete understanding.

74% < is a fail and a retest required

75% > is a pass

During the IDC, skills will be assessed and graded throughout the course

- **Score 1 Excellent:** - Correct, slow and with exaggeration for each key part. Looked easy. Calm and controlled with no errors or difficulty
- **Score 2 Good:** - Correct and slow enough to see but no emphasis or exaggeration.
- **Score 3 Average:** - No significant error. Skill completed in a manner sufficient for a beginner to exhibit mastery but not for an instructor to demonstrate effectively
- **Score 4 Below Average:** - completed skill but showed significant problems, difficulties, or errors
- **Score 5 Unacceptable:** - Unable to perform skill

Counselling will given throughout the training to ensure that all performance standards are being met and to identify any areas that need improvement. Students found to demonstrate unsatisfactory progress, not meet the performance requirements, have unsatisfactory academic performance, or violate the school rules, will be advised to withdraw from the course. Re-enrol in a subsequent course is only by approval by Management.

STUDENT RECOURSE

- **DISCIPLINARY ACTION.**

If disciplinary action has taken place against a student and the student disagrees with the decision, they may contact Management or the Director of Training (whichever one was not involved in the initial decision) for a final decision to be made after reviewing all relevant information

- **ACADEMIC GRADING**

