



HOOKSUM OUTDOOR SCHOOL

**STUDENT ENROLMENT
AGREEMENT
&
CONTRACT**

The material contained within this package (9 PAGES) constitutes Hooksum Outdoor School's enrolment contract. No student will be allowed to participate in Hooksum Outdoor School courses without an approved and signed full contract.

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HOOKSUM OUTDOOR SCHOOL

Quality outdoor and environmental education through traditional indigenous knowledge, modern skills, respect, and intimate connection to the natural world.

WEST COAST OUTDOOR LEADERSHIP TRAINING

APPLICATION FORM

PROGRAM: _____

START DATE: _____ END DATE: _____

NAME: _____

ADDRESS: _____

City: _____ Country: _____ Postal Code: _____

PHONE (daytime): _____ (evening): _____

FAX: _____ E-MAIL: _____

I have attached:

___ **Completed Student Enrolment Agreement & Contract**

___ **Medical Form**

___ **Waiver, Release & Indemnity Form**

___ **\$400 (Can.)(\$300 Deposit is refundable in the unlikely event of program cancellation; \$100 is a non-refundable Application/Registration fee)**

___ **Signed Refund Policy and signed Dismissal Policy**

I understand that the balance of fees is due 30 days before the start of the Training.

DATE: _____

SIGNATURE: _____

**WEST COAST OUTDOOR LEADERSHIP TRAINING
SESSION COSTS**

28-day program \$4100*
Application/Registration Fee (all programs) \$100

*Includes all course instruction and materials, all certification costs, transportation from Tofino to Hesquiat Harbour (return), use of major equipment, food and Longhouse accommodation, and on-site boat transportation.

Equipment costs (as per attached Required Equipment and Clothing List) and additional travel costs before and after program dates are the responsibility of the participant.

Payment in full is due 30 days before the start date of the program.

ADMISSION REQUIREMENTS

Hooksum Outdoor School accepts participants on a first-come, first-served basis. Participants must meet basic admission requirements:

Applicants must be at least 19 years of age, or present written, signed authorization by a parent/guardian.

Applicants must return a medical form which certifies the applicant to be in good health, free from communicable disease and fit to undertake training.

Applicants must pay program fees before program start date.

Applicants must have a completed, signed and approved Enrollment Agreement and Contract before program start date.

**HOOKSUM OUTDOOR SCHOOL
Medical Form**

The information that you provide on this form is vital: It enables the instructors to reduce the risk of injury or illness complications, as well as to prepare emergency plans in the event that an emergency does occur. Withholding details may contribute to injury or illness complications, and possibly compromise the care provided in the event of an emergency. The information you provide is confidential and will not be used to deny access to the program.

Name of participant: _____

Session dates: _____

Address: _____

Phone: _____

Sex: Male ___ Female ___ Birthdate: _____ Age: _____

In case of medical emergency, contact::

Name: _____ Relationship to participant: _____

Phone: _____

BC Carecard Number: _____ Note: Please ensure that your medical insurance covers medical services in BC.

Doctor's name: _____ Phone: _____

I would rate my physical condition as: Excellent ___ Good ___ Fair ___ Poor ___

I would rate my swimming ability as: Excellent ___ Good ___ Fair ___ Poor ___

Date of last tetanus inoculation/booster: Month ___ Year ___ (current if within 10 yrs)

Do you have known allergies?

No ___ Yes ___ If yes, please name the allergies and describe your allergic reactions:

Do you have any special dietary requirements?

No ___ Yes ___ If yes, please describe: _____

Do you have any medical conditions or illnesses (high blood pressure, heart condition, seizure disorder, HIV positive, diabetes, emphysema, asthma, pregnancy, etc.)?

No ___ Yes ___ If yes, please describe: _____

Do you have a history of joint injuries (sprains, dislocations, etc.)?

No ___ Yes ___ If yes, please describe: _____

Do you have physical limitations that would effect your participation in the activities of ocean kayaking, hiking, or surfing?

No ___ Yes ___ If yes, please describe: _____

Do you have psychological limitations that would effect your participation in the activities of ocean kayaking, hiking, or surfing (fear of water, heights, etc.)?

No ___ Yes ___ If yes, please describe: _____

I have honestly disclosed all of the information requested in the above questions.

Signature: _____

Date: _____

Hooksum Outdoor School

Program: _____

Dates: _____

WAIVER, RELEASE & INDEMNITY

Please read carefully, fill in the form and sign below:

1. In consideration of HOOKSUM OUTDOOR SCHOOL permitting me to participate in its programs and activities and to use its equipment, including, without limitation, kayaks and motor boats used for travel to and from any locations at which such programs, activities, and use of equipment may occur (the "Activities") and with full knowledge of the risks of the Activities which have been disclosed to me to my satisfaction, I HEREBY FOR MYSELF, MY HEIRS, EXECUTORS, ADMINISTRATORS, AND ASSIGNS WAIVE, RELEASE AND FOREVER DISCHARGE HOOKSUM OUTDOOR SCHOOL or any of its affiliates from and against all claim, actions, causes of action, costs, expenses and demands by reason of any damage, loss, death or injury to my person or property arising out of or in connection with my participation in the Activities, notwithstanding that the same may have been contributed to by the negligence of HOOKSUM OUTDOOR SCHOOL.

2. I RECOGNIZE AND ACKNOWLEDGE that the Activities may expose me to risks and hazards, some of which are inherent in the nature of wilderness camping, sea kayaking and surfing, including, without limitation, the unpredictability of weather and sea conditions, and some which may result from other causes, including without limitation, errors of human judgment. I AGREE to assume all such risks and hazards, and I FURTHER AGREE to bear all costs of rescue or medical attention rendered to me, or for my benefit, arising from the Activities. I understand HOOKSUM OUTDOOR SCHOOL intends to minimize these risks by providing capable instruction, knowledge of local sea and weather conditions and experience in rescue and first aid treatment. I ACKNOWLEDGE AND AGREE however, THAT I AM ULTIMATELY RESPONSIBLE FOR MY OWN SAFETY and that HOOKSUM OUTDOOR SCHOOL is not able to guarantee or assume responsibility for my safety during my participation in the Activities.

3. I CERTIFY that I am medically and physically fit to participate in the Activities.

NAME: _____

ADDRESS: _____

SIGNATURE: _____

DATE: _____

**Hooksum Outdoor School
Refund Policy**

West Coast Outdoor Leadership Training

Application form with deposit, application/registration fee, waiver, medical form, reviewed refund policy and reviewed dismissal policy forms are due 30 days before the start of West Coast Outdoor Leadership Training. Payment in full is due 30 days before the start of West Coast Outdoor Leadership Training.

Written notice must be provided by:

- a) a student to Hooksum Outdoor School when the student withdraws, and
- b) Hooksum Outdoor School to the student when the student is dismissed.

Where total fees have not yet been collected, Hooksum Outdoor School is not responsible for refunding more than has been collected to date.

1. Full refund, including deposit, if program is cancelled by Hooksum Outdoor School. Hooksum Outdoor School is not responsible for costs associated in these cases. We recommend that students consider refundable transportation/accommodation options.
2. Refunds before West Coast Outdoor Leadership Training begins:
 - a) If written notice of withdrawal is received by Hooksum Outdoor School less than seven (7) calendar days after the contract is made, and before the start of the program, Hooksum Outdoor School may retain \$100 of the total fees due.
 - b) Subject to subsection 2(a), if written notice of withdrawal is received by Hooksum Outdoor School thirty (30) calendar days or more before the start of the program, Hooksum Outdoor School may retain 10% of the total fees due.
 - c) Subject to subsection 2(a), if written notice of withdrawal is received by Hooksum Outdoor School less than thirty (30) calendar days before the start of the program, Hooksum Outdoor School may retain 20% of the total fees due.
3. Refunds after West Coast Outdoor Leadership Training begins:
 - a) If written notice of withdrawal is received by Hooksum Outdoor School, or a student is dismissed within 10% of the program's duration, Hooksum Outdoor School may retain 30% of the total fees due.
 - b) Subject to section 3(a), if written notice of withdrawal is received by Hooksum Outdoor School, or a student is dismissed within 30% of the program's duration, Hooksum Outdoor School may retain 50% of the total fees due.
 - c) If a student withdraws or is dismissed after 30% of the program's duration, no refund will be given.

Signed: _____ Date: _____

Parent Signature if student is a minor: _____

Hooksum Outdoor School: _____

**Hooksum Outdoor School
West Coast Outdoor Leadership Training
Dismissal Policy**

While dismissals are rare at Hooksum Outdoor School, it is necessary for each participant to understand and accept the following policies as a part of their enrollment contract. Please read and sign a copy of this policy and return it with your application package.

The following will result in dismissal:

- Abusive behavior directed at other participants, staff, or visitors.
- The use of alcohol or nonprescription drugs while in attendance at Hooksum Outdoor School.
- Physical abuse or non-accidental damage of Hooksum Outdoor School's property or BC Parks or Hesquiaht First Nation property.
- Behavior displaying insubordination, refusal to cooperate with instructors and schedules.
- Flagrant disrespect of Hooksum Outdoor School's rules of conduct and policies.
- Fraudulent information on student's application or medical forms.

Written notice will be provided by Hooksum Outdoor School when a participant is dismissed.

Signed: _____ Date: _____

Parent Signature if student is a minor: _____

Hooksum Outdoor School: _____

**Hooksum Outdoor School
Dispute Resolution Policy
and Procedure**

Policy:

Individuals should always try to resolve issues informally. If a more formal approach becomes necessary, Hooksum Outdoor School provides a fair and reasonable mechanism for resolution.

Procedure:

1. Try to resolve the issue directly with the affected parties.
2. If issue cannot be resolved by the affected parties, an investigation will be made into the issue(s), and a meeting with all affected parties will be held within 24 hours.
3. If a consensus decision cannot be reached, the decision of the Program Co-ordinator is binding.
4. The decision of the Program Co-ordinator may be appealed to the owners of Hooksum Outdoor School, who's decision will be final.

**HOOKSUM OUTDOOR SCHOOL
WEST COAST OUTDOOR LEADERSHIP TRAINING**

REQUIRED EQUIPMENT AND CLOTHING LIST

EQUIPMENT

3 season tent
Sleeping bag (3 season bag / rated to -7C)
Sleeping bag liner or overbag or extra blanket
Sleeping pad (closed cell foam or Therm-a-rest)
Water bottle (1 litre)
Pack (large, well-made, internal frame)
Wet suit - We recommend an all-season hooded 5/3mm or 5/4mm
Neoprene booties and gloves
Flashlight (or headlamp) and batteries
Insect repellent (non-aerosol spray)
Sunscreen

Optional:

Life Jacket (also supplied by School)

CLOTHING ETC.

Raingear (waterproof jacket with hood or hat and pants)
Fleece jacket
Layered clothing (fleece, vests, jackets, sweaters)
Woollen/fleece gloves or mitts
Woollen/fleece hat
Long underwear (tops and bottoms)
Casual, comfortable clothing - at least two or three shorts, three or four pants, shirts, underwear, socks
Rubber boots
Sandals (for wear in the water)
Lightweight hiking boots (or sturdy walking shoes)
Sun hat
Towels
Toiletries

Optional:

Camera
Surfboards
Bivi sacks
Diary/Journal

ITEMS NOT PERMITTED:

Electronic equipment (radios, walkmans, video games, etc.)
Alcohol and/or illegal drugs

Signed: _____ (student name)

Date: _____

Parent signature if student is a minor: _____

Hooksum Outdoor School: _____ (owner/manager)