

Institute of Intensive English

2155 Kalakaua Ave. Ste. 700, Honolulu, HI 96815 USA
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**2010
Application
Form**

***OFFICE USE ONLY**

1. Registration Fee

2. Accommodation Placement Fee

* The above Fees are NOT refundable.

3. Material Fees

4. Tuition Fee For _____ Weeks

5. Less Prepaid Fees

All taxes are included.

TOTAL PAYMENT DUE BY

_____ \$

Student Signature

Make check or money order payable to **"Institute of Intensive English"**

CHECKLIST

- Completed Application Form
- Registration fee
- Tuition Deposit*
- Financial Statement on proof of financial resources (see back for more info.)*
- Photocopy of Passport (Name, Passport #, Photo, and Birth date)*
- Homestay Application**
- Accommodation Form**
- Airport Pick-up Information**

* these items are required for Full-time students (IEP, Super IEP, Long Stay)

**these items are for optional services

STUDENT INFORMATION

Family Name _____ First Name _____ Middle Name _____

Male Female Date of Birth : _____
Month Day Year

Street Address (Home Country) _____

City _____ State/Prefecture/Province _____ Country _____ Postal Code _____

Telephone # _____ Fax # _____ E-mail Address _____

Country of Birth _____ Country of Citizenship _____

Person to contact in case of emergency _____ Phone # _____ Fax# _____

HAWAII ADDRESS (If Known)

Address _____ Zip Code _____ Phone # _____

HOW DID YOU HEAR ABOUT IIE?

- Friend /Family IIE's Website Aloha Street (website) Other website _____
- Aloha Street (Magazine) Kyocharo Newspaper Other magazine/newspaper _____
- PhoneBook Travel/Education Agent Other _____

WHEN WOULD YOU LIKE TO START STUDYING AT IIE?

Starting Date: _____ Ending Date: _____
Month/Day/Year Month/Day/Year

WHICH PROGRAM ARE YOU INTERESTED IN JOINING?

- General English - STEP (16 hours) General English - IEP (20 hours)*
- TOEFL - STEP (16 hours)** TOEFL - IEP (20 hours)**
- Academic Track**
- General English/TOEFL/Academic Track + English Cafe – SIEP (28 hours)*
- English Café (Afternoon Conversation Group)
- 50+ Café (Afternoon Conversation Group for ages 50 and over)
- Business Café (Afternoon Business English Conversation Group)**
- Long Stay Program (1 year)*
- Cambridge FCE/CAE Preparation**
- TOEIC Preparation***
- Private Lessons
- Hawaiian English Adventures (English Lessons + Surfing, Hula or Ukulele Package)
- Hawaiian Culture Activities (hula, surfing, ukulele, quilting, lei making)
- Children & Teen Programs (K-STEP/T-STEP) English Summer Camp – North Shore (ages 8-15)

*The IEP, SIEP, Long Stay and Academic Track programs are open to students with Student (F-1) visas

Students must be at least upper-intermediate level *Students must be at least intermediate level

ARE YOU APPLYING FOR A STUDENT (F-1) VISA?

Yes No I don't know. Please assist me. (For more information, please read the back of this application)

DO YOU WANT IIE TO ARRANGE YOUR HOUSING OR A HOMESTAY? Yes No

IF "YES", PLEASE CHECK ONE: Homestay Condo Waikiki Residence (Hana) Student House (Manoa)

**(Please fill out the Homestay Application Form and Homestay Agreement if you would like to stay in a homestay)

If you have any questions, please contact us. IIE is open Monday through Friday, 8am – 5pm Hawaii Standard Time.

e-mail: iemahalo@hawaii.rr.com Phone: (808) 924-2117 Fax: (808) 924-3227

INSTITUTE OF INTENSIVE ENGLISH GENERAL INFORMATION

APPLYING TO IIE HAWAII

Admission to IIE is open to any person who 1) is 17 years of age or older (private lessons and special programs do not apply), 2) provides the completed application form and registration fees, and 3) provides the required financial certification and tuition deposit (F1 students only).

STUDENT VISA INFORMATION

If you plan to study at IIE full-time (20 hours or more), you will need to present an I-20 form when applying for your student visa. To receive an I-20, the following must be provided to IIE:

1. A completed Institute of Intensive English Application Form.
2. Proof that the applicant will have enough money to meet tuition and living expenses while at IIE. This proof may be in the form of:
 - a) a current bank statement or bank letter regarding the student's account, or
 - b) a current bank statement or bank letter regarding the bank account of the student's parent or sponsor if the student is not paying for tuition by himself/herself.
3. The Statement of Financial and Academic Responsibility (on this page) must be signed by the student and the person responsible for paying for the student's tuition if that person is someone other than the student.

You will need to present financial documentation to the U.S. Consular Officer when applying for a student visa, we suggest that you make sufficient copies of all financial documentation for both IIE and for visa application purposes.

4. Photocopy of valid passport (Name, Passport Number, Photo, Birthdate.)
5. \$100 for registration (non-refundable) and \$500 tuition deposit (refundable).

After above items have been received, IIE will process your application. When your application is approved, we will send the I-20 within 10 days by mail. If you need an I-20 within 7 days, please request the Express Mail Optional Fee (\$65 International, \$25 within the U.S.)

FINANCIAL AND ACADEMIC RESPONSIBILITY

All students enrolling in the program who need F-1 visas must provide evidence of adequate financial resources to cover expenses for the period of study in the U.S. Amount of U.S. dollars available to you: _____

Note: Applicant will need \$3,600 to cover costs for an eight-week program.

Source of funds: Self Parents Sponsor

I promise to financially support myself and pay all tuition, registration, materials, immigration, and other fees while I am enrolled at the Institute of Intensive English (IIE). I understand I am also responsible for rent, food, medical and other expenses while I am enrolled at IIE. I fully understand that persons coming to the United States on a student (F-1) visa are required to study full-time (20 hours or more). I agree to abide by all of IIE's policies and acknowledge that IIE has the right to change policies without prior notice. I give permission to any appropriate medical facility to examine or treat me in case of illness and/or injury. I authorize release of medical information for treatment and insurance purposes. I also authorize IIE to release information regarding my studies to my sponsor and/or guardian whose signature appears below.

ATTENDANCE

Because IIE would like you to derive the maximum benefit from your program, you are expected to attend all your classes. Students may not have more than 3 unexcused absences in the 4-week term.

Students with student visas (F-1) are expected to "Maintain Status" which means they must follow the rules pertaining to their visa. In order to do this, IIE requires that students attend all classes and complete all required coursework. If your attendance has not met the requirements, you will be notified by the office that you are considered out of status. As such, you may not be allowed to: 1) Extend your period of study, 2) take an unauthorized vacation, or 3) transfer to another school. If you are absent due to illness, you must provide proof of this illness (i.e. doctor's note) to maintain status.

HEALTH INSURANCE Medical costs in the U.S. can be very expensive. As such, students are encouraged to arrange health insurance before traveling to the U.S.

REGISTRATION AND PAYMENT OF FEES

IIE accepts payment in the form of U.S. dollars, checks, traveler's checks, and international money orders, wire transfers, and credit cards (VISA/Mastercard/JCB). Credit Cards: 3 percent Administrative Fee added.

WIRE TRANSFERS:

(Please add \$20 wire transfer fee to the amount)

Account Name: Institute of Intensive English, Ltd.

Account Number: 31-116953 Routing Number: 121301015

Bank Name and Address: First Hawaiian Bank, 2181 Kalakaua Avenue, Honolulu, Hawaii 96815 USA

IIE HAWAII CANCELLATION POLICY

***Students that are registered through agents may have signed contracts through those agents and may have separate cancellation penalties, no-refund policies, or home-country-only conditions. All agent-student contract conditions will be confirmed by IIE prior to issuing a refund.**

CONTINUED ...

... CANCELLATION POLICY CONTINUED

TUITION REFUNDS

- Cancellations received within 72 hours of application will receive a full refund including registration fee.
- Cancellations prior to attendance will receive a full refund except the registration fee (except K-STEP & T-STEP, see below).
- Cancellations after the start of the program will be limited to the following restrictions: No refund on the first 4 weeks of enrollment; 60 percent refund from the 5th week of enrollment. (Except K-STEP & T-STEP, see below)
- A \$75 fee will be charged for all program cancellations or reductions.
- All cancellations will be calculated at the rate charged for the number of weeks actually completed.
- There are no partial week refunds. All cancellations must be made by Friday at 1:00 pm to be processed for the following week.
- **K-STEP/T-STEP:** No refund on Registration Fees. No refund on Activities Fees for Summer Program after May 14, 2010. After start of program: no refund on tuition or fees.

HOMESTAY REFUNDS

- There is no refund on the Accommodation Placement Fee
- Cancellations more than 28 days before arrival will not be assessed a penalty.
- Cancellations received less than 28 days prior to check in but more than 14 days (Hawaiian local time) will be assessed a \$200 cancellation penalty
- Cancellations received less than 14 days prior to check in but more than 7 days (Hawaiian local time) will be assessed a \$400 cancellation penalty
- Cancellations received less than 7 days prior to check in will be assessed a \$900 cancellation penalty or the total homestay amount, whichever is less.
- Cancellations after check-in must be submitted with a 4 week notice. The cancellation penalty is 10% of the remaining homestay contract.
- Students requesting a different homestay after check-in must give 4 weeks notice and pay a second placement fee of \$100.

WAIKIKI STUDENT RESIDENCE (HANA) REFUNDS

- There is no refund on the Accommodation Placement Fee
- Cancel at least 30 days before check-in - total refund except Placement Fee.
- Cancel 10-29 days before check-in - \$150 Cancellation Fee plus Placement Fee. Cancel less than 10 days before check-in - no refund
- After check-in, there is no refund on cancellations for bookings of 2 months or less. For bookings of more than 2 months, cancellations must be made with a 4 week notice, and is subject to a cancellation penalty of 15% of the remaining accommodation period. There are no partial week cancellations.

SHARED STUDENT HOUSE (MANOA) REFUNDS

- There is no refund on the Accommodation Placement Fee
- Refunds subject to these restrictions: at least 60 days notice before check-in - full refund minus placement fee; 30-59 days notice before check-in - 1 month rent & placement fee; less than 30 days notice before check-in - no refund.
- After check-in, there is no refund on cancellations for bookings of 2 months or less. For bookings of more than 2 months, cancellations must be made with a 4 week notice, and is subject to a cancellation penalty of 15% of the remaining accommodation period. There are no partial week cancellations.

CONDOMINIUM AND HOTEL REFUNDS

- There is no refund on the Accommodation Placement Fee.
- Refunds are calculated according to the policies of the rental establishment.
- There will be no refund on any deposit collected in the event of cancellation once the accommodation has been booked.
- There is a cancellation processing fee of \$100

HAWAIIAN ACTIVITY LESSON REFUNDS

- No refunds for cancellations less than 7 days prior to the activity.
- Activities cancelled by the school will be refunded in full.

AIRPORT TRANSFER REFUNDS

- No refunds for cancellations 7 days or less before arrival.

***There is a refund processing fee of \$75 on all cancellations.
REFUNDS ARE ISSUED 30 DAYS AFTER CANCELLATION DATE.**

AGREEMENT

I have read, I understand, and I agree to the terms and conditions, schedule, prices and starting dates and I confirm that I have sufficient funds to pay all the necessary costs of my course and accommodations. I understand the terms of cancellation and the refund policy of IIE. I certify that the information I am providing in this application is true to the best of my knowledge.

Student Signature

Date

Signature of Parent/Guardian/Sponsor

Date

Print Name of Parent/Guardian/Sponsor