



Adult Application 2012

STUDENT INFORMATION

Family Name _____ First Name _____ Middle Name _____
 Male Female Date of Birth : _____

 Month Day Year

Home Address: Street _____ City _____ State/Prefecture/Province _____ Country _____ Postal Code _____

Phone _____ Email _____ Country of Birth _____ Country of Citizenship _____

Person to Contact in Case of Emergency _____ Phone _____ Email _____

HAWAII ADDRESS (If Known)

Address _____ Zip Code _____ Phone _____

HOW DID YOU HEAR ABOUT IIE HAWAII?

Friend/Family IIE's Website Other website _____ Travel/Education Agent _____ Other _____

WHEN WOULD YOU LIKE TO START STUDYING AT IIE?

Starting Date: _____ Ending Date: _____

 Month/Day/Year Month/Day/Year

WHAT IS YOUR ENGLISH LEVEL?

Beginner Intermediate Advanced

WHICH PROGRAM ARE YOU INTERESTED IN JOINING?

- General English - STEP (20 lessons)
- General English - IEP (25 lessons)*
- General English - PEP (14 lessons; no class July-Aug)
- GE / Business Elective - STEP (20 lessons)**
- GE / Business Elective - IEP (25 lessons)**
- TOEFL - STEP (20 lessons) **
- TOEFL - IEP (25 lessons) **
- Academic Track (25 lessons)**
- General English /TOEFL/Academic Track + English Cafe - SIEP (35 lessons)*
- English Café (10 lessons)
- 50+ Café (10 lessons)
- Intensive English Program for Executives (35 lessons)**
- Certificate in Business English Program (10 lessons)**
- Long Stay Program (25 lessons; 1 academic year)*
- Cambridge FCE/CAE Preparation**
- TOEIC Preparation**
- Private Lessons (10 lessons max/ week) Number of Lessons? _____
- Monday Electives (5 lessons; in addition to Café) Monday Option (2 lessons; in addition to STEP)
- Hawaiian English Adventures (English Lessons + Surfing, Hula or Ukulele Package)
- Hawaiian Culture Activities (hula, surfing, ukulele, quilting, lei making)

* IEP, SIEP, Long Stay, Academic Track and IEP for Executives are open to students with Student (F-1) Visas

**Students must be at least upper intermediate level

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

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

DO YOU WANT IIE TO ARRANGE YOUR ACCOMMODATION? Yes No IF YES, ANSWER RELATED QUESTIONS BELOW:

ACCOMMODATION OPTIONS: Homestay Ohia Student Residence Private Room Ohia Student Residence Semi-Private Room
 IIE Shared Student Condo Shared House (Manoa) Private Condo

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

ACCOMMODATION DATES: Check In Date: _____ Check Out Date: _____

AIRPORT TRANSFER REQUESTED? Arrival Departure Round Trip No, thank you

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

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 (25 lessons hours or more per week), you will need an F-1 Student Visa. For information on obtaining an I-20 from IIE, contact IIE or check our webpage:

<http://www.studyenglishhawaii.com/registration/>

FINANCIAL AND ACADEMIC RESPONSIBILITY

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 (25 lessons 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

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 20 percent 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.

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. Contact IIE for Account Information.

IIE HAWAII CANCELLATION & REFUND POLICIES

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

ADULT PROGRAMS REFUNDS

- Cancellations received within 72 hours of application will receive a full refund including Registration Fee.
- Cancellations after 72 hours, but prior to attendance, will receive a full refund minus the Registration Fee.
- Cancellations after the start of the program will be limited to the following restrictions. No refund on the first 4 weeks of enrollment. Cancellations received before or at the mid-point of program will receive a refund on the weeks not completed. Cancellations received after the mid-point of program will not be eligible for a refund.
- A \$75 fee will be charged for all program cancellations or reductions after the start of the program.
- 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 1:00 pm to be processed for the following week.

HOMESTAY REFUNDS

- There is no refund on the Accommodation Placement Fee
- Cancellations more than 28 days prior to arrival will not be assessed a cancellation charge.
- Cancellations received 28-14 days prior to check-in (Hawaiian time) will be assessed a \$265 cancellation penalty
- Cancellations 13-7 days prior to check-in (Hawaiian time) will be assessed a \$525 cancellation penalty
- Cancellations received less than 7 days prior to check in (Hawaiian local time) will be assessed a \$1,050 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 period.
- Students requesting a different homestay after check-in must give 4 weeks notice and pay a second placement fee of \$100.

OHIA STUDENT RESIDENCE REFUNDS

There is no refund on the Accommodation Placement Fee.

- Cancellations at least 30 days before check-in: 100% refundable except Placement Fee.
- Cancellations 29-10 days before check-in: \$150 cancellation fee plus Placement Fee.
- Cancellations less than 10 days before check-in: 50% refund minus Placement Fee.
- 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 submitted 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.

IIE STUDENT SHARED CONDOS REFUNDS

There is no refund on the Accommodation Placement Fee.

- Cancellations at least 60 days before check-in: 100% refundable except Placement Fee.
- Cancellations less than 60 days before check-in: no refund on Placement Fee, Maintenance Fee, and one month rent
- 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 submitted with 2 months notice or be subject to a cancellation penalty of 2 months rent. There are no partial week cancellations.

SHARED STUDENT HOUSE (MANOA HOUSE) REFUNDS

There is no refund on the Accommodation Placement Fee

- Cancellations at least 60 days notice before check-in: full refund except accommodation placement fee.
- Cancellations 30-59 days notice before check-in: no refund on accommodation placement fee and up to 1 month rent penalty.
- Cancellations less than 30 days notice before check-in - no refund on accommodation placement fee and up to 2 month's rent penalty.
- 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. No partial week cancellations.

WHITE SANDS PRIVATE CONDO REFUNDS

There is no refund on the Accommodation Placement Fee.

- Cancellations at least 15 days before check-in: 100% refundable except Placement Fee.
- Cancellations 14-8 days before check-in: a one night room and tax fee will be charged
- Cancelled less than 8 days before check-in: no refund
- After check-in, there is no refund on cancellations for bookings of 1 month or less. For bookings of more than one month, cancellations must be submitted with a 4 week notice, and is subject to a cancellation penalty of 15% of the remaining accommodation period.

OTHER CONDOMINIUM AND HOTEL REFUNDS

There is no refund on the Accommodation Placement Fee.

- Refunds are calculated according to the policies of the individual 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

AIRPORT TRANSFER REFUNDS

- Airport transfer fees will be refunded in full if cancellation is made more than 7 days prior to arrival.
- No refunds will be issued for cancellations 7 days or less prior to arrival.

ALL REFUNDS 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