Institute of Intensive English

Kid-STEP/ Teen-STEP Application Summer 2011

STUDENT INFORMATION

Family Name _____ First Name _____ Middle Name _____

☐ Male ☐ Female Date of Birth: _____ _____ _____ Started Middle School? ☐ Yes ☐ No
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 _____

HAWAII ADDRESS (If Known)

Address _____ Zip Code _____ Phone _____

EMERGENCY CONTACTS

Name _____ Relationship _____ Phone _____ Cellular phone _____

Name _____ Relationship _____ Phone _____ Cellular phone _____

HOW DID YOU HEAR ABOUT IIE HAWAII?

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

WHICH PROGRAM ARE YOU INTERESTED IN ENROLLING?

☐ Kids Short Term English Program (K-STEP; ages 6-11)
☐ Teen Short Term English Program (T-STEP; ages 12-17)

WHEN WOULD YOU LIKE THE STUDENT TO STUDY AT IIE HAWAII?

2011 Summer K-STEP & T-STEP program dates: July 11-Aug. 19, Monday-Friday. Enroll from 1-6 weeks.

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

WHAT IS THE STUDENT'S ENGLISH LEVEL?

☐ Beginner ☐ Intermediate ☐ Advanced

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

IF "YES", PLEASE CHECK ONE: ☐ Homestay ☐ Condo/Hotel

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

DO YOU WANT IIE TO ARRANGE AN AIRPORT PICK-UP? ☐ Yes ☐ No

Institute of Intensive English, 2155 Kalakaua Ave. Suite 700, Honolulu, HI 96185, USA
email: info@studyenglishhawaii.com website: www.studyenglishhawaii.com
Phone 808-924-2117 Fax 808-924-3227

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INSTITUTE OF INTENSIVE ENGLISH K-STEP & T-STEP APPLICATION (P. 2)

HEALTH INFORMATION

1. My child is allergic to:

_____
_____
_____
_____

2. My child cannot eat:

_____
_____
_____
_____

3. My child cannot do the following activities:

_____
_____
_____
_____

HEALTH INSURANCE

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

Insurance Company_____

Policy #_____

In the event of an emergency, I authorize IIE to seek medical care for my child.

Signature of Parent or Guardian _____

Date_____

PARENT WAIVER & RELEASE

Classroom Study/Excursions/Off-Campus Activities:
I give my permission for my child to participate in any or all IIE programs, excursions, on and off - campus activities that are scheduled while he/she is enrolled as a student at IIE. I agree to assume all risks and responsibilities and discharge IIE and all its officers, agents and employees from and against any and all claims of damage to personal property, personal injury, or death which may result from this student's enrollment and participation in IIE programs, excursions, and/or on and off-campus activities.

Photo Waiver:
I consent to the use of my child's image for the school's promotional purposes arising out of participation in IIE's programs and activities without any payment to me and/or my child.

_____ _____
Signature of Parent or Guardian Date

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INSTITUTE OF INTENSIVE ENGLISH K-STEP & T-STEP APPLICATION (P. 3)

REGISTRATION AND PAYMENT OF FEES

As space is limited in K-STEP and T-STEP, a minimum of Registration Fee and Activity Fee must be paid to confirm enrollment. The total payment includes Registration Fee, Tuition and Activity Fee. Please pay the remaining balance at least 3 weeks before the program start date.

IIE Hawaii accepts payment in the form of U.S. dollars, checks, traveler's checks, international money orders, wire transfers and credit cards (VISA/MasterCard/JCB). Wire Transfers: Ask IIE for account information.

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.

K-STEP/T-STEP REFUNDS

- Cancellations received within 72 hours of application will receive a full refund including Registration Fee.
- No refund on Registration Fee (except within 72 hours of application).
- No refund on Activity Fee for Summer Program after May 13, 2011.
- After start of program: no refund on tuition or any fees.
- Program cancellations or reductions are also subject to a $75 cancellation fee.

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 28-14 days before check-in will be assessed a $200 cancellation penalty
- Cancellations 13-7 days before check-in will be assessed a $400 cancellation penalty
- Cancellations less than 7 days before check in will be assessed a $980 cancellation penalty, or the total homestay amount, whichever is less.
- Cancellations after check-in require 4 weeks notice. Cancellation penalty is 10% of the remaining homestay agreement.
- Students requesting a different homestay after check-in must give 4 weeks notice and pay a second placement fee of $100.

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.

_____ _____

Signature of Parent or Guardian Date

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